PART 1: BASIC DATA

**Contact details:** *(this information will not be shared or published).*

| **Name(s) of contact person(s)**: |
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| **Position(s) of contact person(s):** |
| **Telephone contact:** |
| **Email:** *(you can add several emails from your team)* |

CATEGORIES IN WHICH YOU WANT TO APPLY THE EXPERIENCE

**1: TYPE OF EXPERIENCE:** *choose the most important element* ***(choose only one element*** *which you consider the most outstanding of your practice).*

| **A) Deliberation**  Citizen assembly / deliberation workshop / lottery / legislative theater / participatory planning |  |
| --- | --- |
| **B) Decision**  Participatory budget / referendum / consultation / participatory process with vote |  |
| **C) Citizenship**  Citizenship / community action / permanent council / civic education / associationism / other initiatives to reinforce local democracy |  |

**2: TYPE OF GOVERNMENT:** *choose one only.*

| **A) Up to 50,000 inhabitants** (towns, small cities, rural areas). |  |
| --- | --- |
| **B) Cities between 50,000 and 250,000 inhabitants.** |  |
| **C) Cities between 250,000 and 1,000,000 inhabitants.** |  |
| **D) Large cities or urban areas of more than 1,500,000 inhabitants.** |  |
| **E) Supralocal, regional, provincial governments ....** |  |

**Experience data:** *complete the information below in a clear and concise manner.*

| **Title of the experience**: | | | |
| --- | --- | --- | --- |
| **Name of the city or region**: | | | |
| **Inhabitants of the city or territory:** | | | |
| **Country**: | | | |
| **Institution presenting the candidacy:** (name of the municipality, department, government, institution leading the candidate experience) | | | |
| **Website of the experience or institution:** | | | |
| **Profiles in social networks of the experience or the institution:** | | | |
| **Start date of the experience:** | | | |
| **End date of the experience:** (if operational, indicate "ongoing") | | | |
| **Budget of the experience:** (indicate the budget of the experience or the resources mobilized for its development and implementation) | | | |
| **Type of candidacy**  *(mark with an X in the right column)* | New experience | |  |
| Innovation on an existing experience | |  |
| Continuity of an experience | |  |
| **Type of experience**  *(mark with an X in the right column, you may choose more than one)* | Participatory budgeting | |  |
| Participatory planning | |  |
| Standing council | |  |
| Workshop / meeting for diagnosis, monitoring, etc. | |  |
| Public hearing / forum | |  |
| Poll / referendum | |  |
| Assemblies / Citizen juries / Deliberation spaces | |  |
| E-government / Open government / Digital platforms | |  |
| Citizen initiative | |  |
| Other (specify): | |  |
| **Objective of the experience**  *(mark with an X in the right column, you may choose more than one)* | To achieve higher levels of equality in terms of participation | |  |
| Including diversity as a criterion for inclusion | |  |
| Community empowerment | |  |
| To empower non-organised citizens | |  |
| To increase citizen’s rights in terms of political participation | |  |
| To connect different tools of participation within a participatory democracy “ecosystem” | |  |
| To improve the effectiveness and efficiency of the mechanisms of participatory democracy | |  |
| To improve the quality of public decision-making through the mechanisms of participatory democracy | |  |
| To improve the evaluation and accountability of the mechanisms of participatory democracy | |  |
| To improve any public policy through the active participation of the public | |  |
| **Territorial area**  *(mark with an X in the right column, you may choose more than one)* | All the territory | Local |  |
| Regional |  |
| District | |  |
| Neighbourhood | |  |
| **Thematic area**  *(mark with an X in the right column, you may choose more than one)* | Governance | |  |
| Education | |  |
| Transport | |  |
| Urban management | |  |
| Health | |  |
| Security | |  |
| Environment / Climate change and/or urban agriculture | |  |
| Civic associations, grassroots and new social movements | |  |
| Culture | |  |
| Housing | |  |
| Job creation | |  |
| Decentralization | |  |
| Local development | |  |
| Training / learning | |  |
| Economy and/or finances | |  |
| Legal regulations | |  |
| Social inclusion | |  |
| All | |  |
| Other (write the topic) | |  |
| **Sustainable Development Goals (SDG) associated with the practice**  *(mark with an X in the right column, more than one option can be chosen, you can also add the specific target)* | SDG 1 - No poverty | |  |
| SDG 2 - Zero hunger | |  |
| SDG 3 - Good health and well-being | |  |
| SDG 4 - Quality education | |  |
| SDG 5 - Gender equality | |  |
| SDG 6 - Clean water and sanitation | |  |
| SDG 7 - Affordable and clean energy | |  |
| SDG 8 - Decent work and economic growth | |  |
| SDG 9 - Industry, innovation and infrastructure | |  |
| SDG 10 - Reduced inequality | |  |
| SDG 11 - Sustainable cities and communities | |  |
| SDG 12 - Responsible consumption and production | |  |
| SDG 13 - Climate action | |  |
| SDG 14 - Life below water | |  |
| SDG 15 - Life on land | |  |
| SDG 16 - Peace, justice and strong institutions | |  |
| SDG 17 - Partnership for the goals | |  |

PART 2: DESCRIPTION OF THE EXPERIENCE

*Fill in the following fields clearly and concisely. You can add links, images or graphics if you consider it appropriate.*

| **Context:**  *In a* ***maximum of 300 words****, present the cultural, geographical, historical, institutional and socioeconomic context of the city, region or territory in which the experience takes place.* |
| --- |
| **Precedents:**  *Explain the precedents and origins of the experience: if it is the innovation of an existing experience, what are its origins; if it is a new experience, what are the antecedents in participation in your city, region or territory. You can also indicate if you have been inspired by experiences in other cities/countries.* (*In a* ***maximum of 300 words***). |
| **Objectives of the experience:**  *What is the objective listed in Part 1 that you think is the most important, and indicate other outstanding objectives of the experience.* (*In a* ***maximum of 100 words***). |

| **Methodology:**  *Describe the methodology of the experience: phases of the process, participation channels.* (In a ***maximum of 300 words***). |
| --- |
| **Innovation:**  *Explain what you consider as the most innovative aspect(s) in the practice*. (*In a* ***maximum of 150 words***). |
| **Inclusion:**  *Point out the importance of including as many groups and diverse populations as possible, and how you have achieved it. (In a* ***maximum of 150 words****).* |
| **Communication:**  *What has been the strategy and communication channels of the experience for engaging the population. (In a* ***maximum of 150 words****)* |
| **Articulation with other actors:**  *Explain how the experience was articulated with different actors and simultaneous or pre-existing processes. What roles did these participants assume? Explain the degree of success of this articulation. (In a* ***maximum of 150 words****)* |
| **Evaluation:**  *What evaluation mechanisms have been implemented? Develop whether the citizenry has participated in the evaluation of the practice. (In a* ***maximum of 300 words****).* |
| **Impacts and results**  *Describe the impacts and results of the process. How many people have participated, and what are their profiles? What have been the impacts on public policies, the functioning of the administration, and the citizenry? (In a* ***maximum of 300 words****).* |

PART 3: EXPERIENCE SUMMARY

| *A summary of the experience: origins, objectives, operation, results, monitoring, and evaluation. (Do not hesitate to repeat aspects that have already been written before. This summary will be shared on the digital platform for open evaluation and in the publication of the award). (In a* ***maximum of 500 words****).* |
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***We invite you to share annexes that allow you to better illustrate your experience: videos, photographs, documents... These can be sent through a file transfer service, such as WeTransfer, Dropbox or Google Drive.***

**Thank you for participating!**