

## **APPLICATION GUIDELINES TO SUBMIT A PRACTICE** **TO THE IOPD AWARD**

### ***Before submitting a practice...***

1. We strongly encourage you to **read this guide and the rules of the award in detail**. A clear and concise application is key to apply for the IOPD Award: **the better you provide your information, the better the jury will be able to know more about your practice and thus give you a better evaluation**.
2. We remind you that **this award is aimed at local and regional governments**. However, civil society organisations or other individuals may apply if they have **the authorisation of the relevant local or regional government**.
3. Please note that for this year's edition, nominations are submitted **by filling in an [online form](#)** which can be found on the IOPD website at this link.
4. We recommend that you **read the online form carefully before you start filling it in**. This will make it easier for you **to prepare your application and to submit the information requested for each section**. In the following section and in the form itself, you will find detailed information that will help you to make a successful application.

### ***When filling in the form...***

1. When you enter the form for the first time, you will be asked to enter a name and email address. **You will receive a link that will allow you to access the form as many times as you need**. It is important that you save this link.
2. Please note that **the information about your practice that you submit in the application form will be disseminated internationally**. Your application will be **translated into other languages** to be read and evaluated by people who do not speak your language and who are likely to learn about your practice, your locality and your political and institutional reality for the first time.

3. In general, we urge you to **explain the abbreviations, acronyms and acronyms you use**. What may seem familiar to you may be unfamiliar to people in different parts of the world who will know about your practice. **Style manuals suggest explaining abbreviations, acronyms and acronyms once the first time they appear in the text and continuing their use throughout the text.**
  - *Example: The International Observatory for Participatory Democracy (IOPD) is a network open to local and regional governments. Each year, the IOPD awards the "Best Practice in Citizen Participation" Award.*
4. Please **respect the number of characters allowed for each section of the form**. To this end, we suggest that you read the form once or several times before you start filling it in, in order to identify which information corresponds to each section and thus **avoid repeating information in other sections that do not correspond to it**.
5. Feel free to **add several contact details** for different people in your team. **The award is a process that takes place over several months**, so we recommend that several people from your team are involved to ensure contact with your government.
6. You should **select only one of the five categories** in which you want to submit your practice. Although your practice may fall into different categories, we suggest you **select the category that corresponds to the main objective of your practice**.

### ***When describing your practice...***

We invite you to **explain your practice as succinctly and concisely as possible**. Again, please familiarise yourself with the form to clearly identify which information belongs to which field in order to avoid repetition.

Follow the instructions provided in the form to clearly explain each aspect of the practice, without getting lost in additional explanations.

### ***When summarising your experience***

- The **final summary** is very important! It will be published on the ParticipateOIDP online platform for open voting, so it will be the international showcase of your internship and your institution. Remember that it is a synthesis of the most important

information of your internship that you provided throughout the application form, so you can refer back to issues added in other fields of the internship explanation.

**Attachments:**

- Please note that you must **share at least two images of minimum 1,200 pixels resolution and 1MB** to illustrate your practice. These images must be **freely usable** for the IOPD and United Cities and Local Governments (UCLG) materials. We reiterate the importance of sharing images of appropriate quality, as they will illustrate your practice on the [ParticipateOIDP](#) online platform and in the digital publication of the award (you can consult the publication of the 2023 edition [here](#)).
- You can **attach images and other files** (we recommend PDF format) with a maximum of 10MB. For images we recommend 2,500 pixel formats with a resolution of 300 PPI (pixels per inch). 5-10 minutes video recording is suggested to explain your practice.

If you need to send essential files to illustrate your practice, which are larger than the weight supported by the form, you can send them through the system <https://wettransfer.com/> with the recipient [oidp@uclg.org](mailto:oidp@uclg.org)

**Find and be inspired by some examples of good applications!**

Discover [the application of the Municipality of Titibirí](#)

Bear in mind that even if some of the questions are different, the way in which they explain and describe the practice should inspire you in your application.

- **Denver:** [Denver Participatory Budgeting Program: Cycle One](#)
- **Milan:** [Permanent Citizens' Assembly on Climate](#)
- **Naga:** [People's Budget Ordinance and Voluntary Local Review of Sustainable Development Goals \(SDGs\)](#)

See other examples of applications from the previous year at <https://participate.oidp.net/processes/award2023?locale=en>



**18<sup>th</sup> AWARD**  
BEST PRACTICE  
IN CITIZEN  
PARTICIPATION



## EVERYTHING YOU NEED TO KNOW TO APPLY FOR THE IOPD AWARD 2024

### Who can apply?



- Any local, supra-local or regional government.
- Any organisation or individual with the authorisation of the relevant government.

### How many applications can be submitted?

1 or 2 nominations per city or territory.  
A third one is allowed if the themes are very different.



### What can be applied for?



Present your practice of local democracy involving citizen participation in one of these 5 categories:

1. Building more democratic and peaceful cities and territories
2. Urbanism and public space
3. Gender and care
4. Ecological transition and environment
5. Civic Technology and Artificial Intelligence

1 MAY

Deadline to become an IOPD member

15 MAY

Deadline for submitting your application

MAY/JUNE

Selection of the finalists by the jury

JUNE

Open voting on the [ParticipateOIDP](#) platform

JULY/AUGUST

Analysis of the finalist applications by the jury

17-19 OCTOBER

Awards ceremony at the 23rd IOPD Conference in Valongo

The IOPD Award is your opportunity to showcase your work towards a more inclusive and diverse participatory democracy on an international level! Be part of it!



Questions?: [oidp@uclg.org](mailto:oidp@uclg.org)

[www.oidp.net](http://www.oidp.net)

