

APPLICATION GUIDELINES FOR SUBMITTING YOUR PRACTICE TO THE OIDP AWARD

Before submitting your practice...

1. We strongly encourage you to **read this guide and the award details carefully**. A clear and concise application is crucial for the OIDP Award: **the clearer your information, the better the jury will understand your practice and provide a thorough evaluation**.
2. We remind you that **this award is aimed at local and regional governments**; however, civil society organisations or other individuals may also apply if they have **authorization from the relevant local or regional government**.
3. Please note that for this year's edition, nominations must be submitted **via an [online form](#)** available on the OIDP website [[here](#)]. We recommend **familiarizing yourself with the online form before filling it out**. This preparation will make it easier to complete your application and ensure you provide the requested information for each section. In the next section and in the form itself, **you will find detailed guidance to support a successful application**.

When filling in the form...

1. When you enter the form for the first time, you will be prompted to enter a name and email address. **You will receive a link that will allow you to return to the form as many times as needed**. You must save this link.
2. Please note that **the information about your practice provided in the application form will be disseminated internationally**. Your application will be **translated into other languages** to reach evaluators who may not speak your language and who may be learning about your practice, locality and political and institutional contexts for the first time.
3. We urge you to **clarify all abbreviations and acronyms**. While these may be familiar to you, they may be unfamiliar to evaluators from different regions. **Style guides suggest defining abbreviations the first time they appear in the text, and then using them consistently throughout**.

- *Example: The International Observatory for Participatory Democracy (OIDP) is a network open to local and regional governments. Each year, the OIDP delivers the "Best Practice in Citizen Participation" Award.*

4. Please **the character limits for each section of the form**. To avoid repetition and ensure clarity, **we suggest reviewing the form several times to understand where each type of information belongs**.
5. Feel free to include **multiple contact details for different team members**. The award process spans several months, so **having multiple points of contact within your team ensures better continuity with your government**.
6. **Choose only one of the five categories** under which you wish to submit your practice. Although your practice may align with multiple categories, we recommend selecting the one that best represents **its primary objective**.

When describing your practice...

We encourage you to explain your practice as clearly and concisely as possible. Take time to familiarize yourself with the form so you can identify where each detail belongs and avoid repetition.

Follow the form's instructions to cover each aspect of the practice succinctly, without unnecessary elaboration.

When summarising your practice...

- The final summary is especially important! **It will be published on the ParticipateOIDP platform for open voting**, showcasing your practice internationally. **This summary should synthesize the key information from your application**, referring back to details provided in other sections.

Attachments:

- Please provide **at least two images with a minimum resolution of 2,500 pixels and a 300 PPI (pixels per inch) resolution to illustrate your practice**, and a maximum file size of 1MB, to illustrate your practice. These images must be **free for use by**

OIDP and United Cities and Local Governments (UCLG). High-quality images are essential as they will represent your practice on the ParticipateOIDP platform and in the award's digital publication (see the [2024 edition's publication here](#)).

- You may attach **other files (PDF format recommended) up to a maximum of 10MB**. A **5-10 minute video** explaining your practice is also recommended.
- If you need to submit files larger than the form allows, please use <https://wettransfer.com/> and send them to oidp@uclg.org

Find inspiration from successful applications!

We have provided an example of a completed form for you at [this link](#). Although some questions may differ, the way the practice is explained and described can serve as inspiration for your application.

Draw inspiration from these other practices:

- **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 more examples from last year's applications [here](#).

