

Application Guidelines for the OIDP Award

Before submitting your practice...

1. We strongly encourage you to **read this guide and the Terms of the Award carefully**. Once your application is submitted, you won't be able to make any further changes.
2. A clear and concise application is crucial for the OIDP Award: **the clearer your information, the easier it will be for the jury to understand your practice and carry out a thorough evaluation. Remember, the reader is not involved in the practice.**
3. **This award is primarily aimed at local and regional governments.** However, civil society organizations may also apply, provided that **the practice is clearly implemented in collaboration with a local or regional government** and that they have obtained **authorization from the relevant government**. In those cases, at least one **letter of endorsement** from the relevant local or regional government will be required.
4. For this year's edition, applications must be submitted **through the [Online Application Form](#)** available on the OIDP website [[here](#)]. We recommend **familiarising yourself with the online form before filling it in**. This preparation will make it easier to complete your application and ensure that you provide the required information for each section. In the next sections and within the form itself, **you will find detailed guidance to support a successful application.**

When filling in the form...

1. When accessing the online form for the first time, you will be asked to enter a name and an email address. **You will then receive a personal link allowing you to return to the form as many times as needed.** Please save this link carefully.
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. For this reason, we strongly encourage you to **spell out all abbreviations and acronyms**. While these may be familiar in your context, they may be unclear to evaluators from different regions. **As a general rule, define acronyms the first time they appear and then use them consistently thereafter.**
 - *Example: The International Observatory on 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 respect **the character limits for each section of the form**. To avoid repetition and ensure clarity, **we recommend reviewing the form several times to understand where each type of information should be provided.**
5. Feel free to include **multiple contact details for different team members**. The award process spans several months; **having multiple contact points helps ensure continuity.**
6. **Choose only one of the five Award categories** for your application. Although your practice may relate to more than one category, please select the one that best reflects **its primary objective**.
7. **If your local or regional government submits more than one practice, please note that** you must submit one application form per practice, using a different registration email for each application, and a **maximum of 1 practice per category** may be submitted, never exceeding more than 3.
8. **In case we receive more than 3 practices by the same local or regional government, the Secretariat will get in touch with applicants to agree on which 3 practices will be considered.** In case no decision is made, the Secretariat will consider the first 3 practices submitted. We therefore encourage you to liaise with colleagues from your government to align on which practices will be submitted.

When describing your practice...

Explain your practice as clearly and concisely as possible. Take time to familiarize yourself with the form so you can place information in the appropriate sections and avoid unnecessary repetition. The information you provide will be the main basis for the jury's assessment.

Follow the instructions in each section of the form and focus on the most relevant elements of your practice.

When summarizing your practice...

The final summary is particularly important! **It will be published on the ParticipateOIDP platform as part of the open voting phase** and will showcase your practice internationally. **The summary should synthesise the key information from your application**, referring to details already explained in other sections.

Attachments:

- Please provide **at least two images (maximum 1400 x 600 pixels, in JPG or PNG, ideally under 1 MB each)** 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 be used on the ParticipateOIDP platform and in the Award's digital publication (see the [2026 edition's publication here](#)).
- You may also attach **other files (a maximum of 5 PDFs at up to 10 MB per file)**. Applicants may include one video in their application; a video of **3-5 minutes** explaining the practice is recommended.
- Please name all files using the following format: "Name of local/regional government_Practice title."
- If you need to submit larger files than the form allows, please use <https://wettransfer.com/> and send them to oidp@uclg.org

- Please note that the attachments will be included in the ParticipateOIDP platform, together with the summary of the practice.

Find inspiration from successful applications!

Draw inspiration from these other practices:

- **Auckland:** [Buzzly youth engagement platform](#)
- **Ramallah:** [Ramallah Youth City Council \(RYCC\)](#)

While the context or theme may differ, the structure and clarity of the responses can serve as inspiration.

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



An opportunity to showcase internationally your work to strengthen and renew democracy starting from local communities.
Know how to participate:

Who can apply?

- Any local, supra-local, or regional government.
- Any non-profit organization (*provided they have implemented a practice in collaboration with local and regional governments and have their authorization*).

To apply, you must be a member of the OIDP. If you are not yet a member, you can complete the membership form available on our website.

How many applications can be submitted?

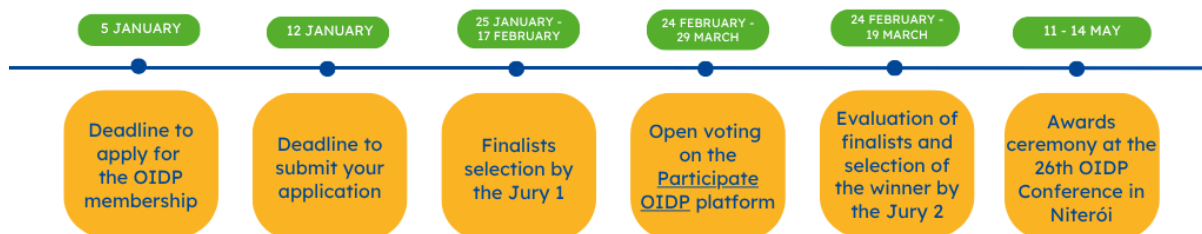
Up to **three applications**, provided they are submitted in different categories of the Award.

In which categories can you apply?

- A. Democratic and Peaceful Communities
- B. Urban Management and Public Space
- C. Social Inclusion and Care
- D. Ecological Transition and Environment
- E. Civic Tech

Sustainability

A Special Mention for Sustainability may be awarded to **practices with over five years of implementation** that retain their name and essential characteristics without significant changes.



Questions?: oidp@uclg.org

www.oidp.net

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