

Application Form

INTRODUCTION TO THE FORM

This document is a one-page view of the online application form. It is provided as a reference to help you prepare your answers before submitting them online.

To use the online form, enter your name and email address. You will receive a personal link that allows you to return to your application and update it later (you can access the form multiple times through this link; your information will be saved).

Please note: submissions are only accepted through the online form.

Please bear in mind that once your application is submitted, you will not be able to make any further changes.

Name
Email address
Validate your email address

CONTACT DETAILS

Contact details: *(This information will not be shared or published. We recommend you to add more than one point of contact, in particular other people from your team, to ensure better continuity during the process.)*

Name(s) of contact person(s):
Position(s) of contact person(s):
Telephone contact:
Email: <i>(you can add several emails from your team)</i>

CATEGORY IN WHICH YOU WANT TO APPLY THE PRACTICE

*(Select **only one category** corresponding to **the most relevant topic** of your practice.)*

<p>A) Democratic and Peaceful Communities</p> <p><i>Any action, public policy, or practice that seeks to improve democracy, guarantee human rights, generate trust among citizens, and build peace through civic education, open government, transparency, and renewal of institutions.</i></p>	
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B) Urban Management and Public Space <i>Any participatory, deliberative, and co-creative action on public space and urban or territorial development.</i>	
C) Social Inclusion and Care <i>Any policy to promote social inclusion, the inclusion of specific groups commonly neglected (women, children, young people, older adults, people with disabilities, diverse gender identities...), or ensuring public service provision to all.</i>	
D) Ecological Transition and Environment <i>Any participatory, deliberative, or co-creative action to protect the environment or face the climate emergency, guaranteeing social justice.</i>	
E) Civic Tech <i>Participation, deliberation, or co-creation through digital platforms, virtual processes, or Artificial Intelligence.</i>	

TYPE OF TERRITORY

(Select the type of territory according to the size of your population.)

A) Towns, small cities, and rural areas with up to 50,000 inhabitants	
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 1,000,000 inhabitants	
E) Supralocal, regional, provincial governments...	
F) Initiative involving several local or regional governments	

PRACTICE INFORMATION

(Complete the information below clearly and concisely.)

Title of the practice: (max. 100 characters)
Name of the city or region:
Number of inhabitants:

Country: <i>(if your practice is led by a non-profit organization and involves several governments, please refer to the country where the organization is based at)</i>
Region: [Latin America / North America / Europe / Eurasia / Africa / Asia-Pacific / Middle East, and West Asia]
Institution presenting the candidacy: <i>(Name of the municipality, department, government, institution leading the candidate practice. Example: City of New York, Municipality of Rio de Janeiro, Municipal Secretariat of Citizen Participation of the City of Lipa)</i>
Website of the applicant institution (e.g.: https://oidp.net/en/):
Website of the practice:
Social media networks of the practice (Instagram, X...):
Start date of the practice:
End date of the practice: <i>(If operational, indicate "ongoing")</i>
Budget of the practice: <i>(Indicate the budget of the practice and/or the resources mobilized for its development and implementation)</i>

TEMPORALITY OF THE PRACTICE

(Select the temporality corresponding to your practice)

Practices with less than 5 years of implementation	
Practices with more than 5 years of implementation	

IF YES TO "Practices with more than 5 years of implementation."

When did your practice start?
Describe if your practice changed the name, focus, or main driving actors during its entire life, and why this was eventually necessary. (Maximum 750 characters)
How have the methodology, the outcomes, and the main impacts been changing incrementally during the life of this practice? (Maximum 750 characters)
Which changes were brought by the need to extend or modify the funding schemes, and how did the diversification of funding help to maintain the continuity and resilience of that practice? (Maximum 750 characters)

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TYPE OF PROCESS

(Select the type of democratic mechanism/exercise corresponding to your practice. You can select up to a maximum of 4 options, the most relevant to your practice.)

Participatory budgeting	
Participatory planning	
Workshop / meeting for diagnosis or monitoring	
Public hearing / forum	
Poll / referendum	
Citizen assembly / Citizen jury / Deliberation space <i>(selected by sortition)</i>	
Standing council <i>(permanent committee formed by the neighbours of a defined territory or a specific demographic group)</i>	
E-government / Open government / Digital platforms	
Citizen initiative	
Other (specify):	

TERRITORIAL AREA

(Select the territorial level where the practice has been implemented)

Regional	
Local	
District	
Neighbourhood	

THEMATIC AREA

(Select the main thematic area corresponding to your practice. You can select up to 5 options the most relevant to your practice)

Governance, decentralization, and legal norms	
Education (schools, high schools, universities)	
Training & learning (local leaders, civic education)	
Mobility	
Urban management (public space, streets, urbanism)	

Health & social services	
Safety, human rights & peacebuilding	
Environment & ecological transition	
Food security	
Social movements (grassroots, civic associations & NGOs)	
Culture	
Housing	
Local development, finances & job creation	
Social inclusion, gender & diversity	

SUSTAINABLE DEVELOPMENT GOALS (SDGS) ASSOCIATED WITH THE PRACTICE

Select the SDG to which the practice contributes. You can select up to 3

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 - Economic Growth and Decent Work	
SDG 9 - Industries, Innovation and Infrastructure	
SDG 10 - Reduced Inequalities	
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 - Partnerships for the Goals	

DESCRIPTION OF THE PRACTICE

Fill in the following fields clearly and concisely.

We recommend that you express your ideas in short paragraphs, a minimum of 3 and a maximum of 5 lines. Dedicate an idea per paragraph and provide general and specific information about your territory. Remember that this application will be read by people from all over the world, who will probably learn about your territory and your practice for the first time.

Context:

In a **maximum of 1500 characters**, present the cultural, geographical, historical, institutional, and socioeconomic context of the territory in which the practice has been implemented. We suggest you start with a sentence such as "[Name of your territory] is...".

Precedents:

In a **maximum of 1500 characters**, explain the origins of your practice. If it is a new practice, share the history of participation in your territory. If it is an innovation of an existing practice, share the origins. We suggest you start with a sentence such as "[Name of your practice] emerged...".

Objectives, design, and scope:

In a **maximum of 500 characters**, explain the main objective of your practice and the challenge/needs it addresses, in relation to the category in which you have applied and the theme you have selected. Explain also the specific objectives and sub-themes, the territorial scope, and the main target groups/beneficiaries.

Methodology:

In a **maximum of 2000 characters**, describe the methodology of the practice, explaining each phase and key aspect of its implementation: territorial division, timetable, facilitation of the process, stakeholders involved, and resources used. We recommend explaining your methodology chronologically, throughout time. We suggest you start with a sentence such as "The practice started in [Starting year] with a [Starting activity]".

Communication, community outreach, and awareness-raising:

*In a **maximum of 1000 characters**, explain the strategy and communication channels used in your practice to engage the population, encourage participation, and keep participants informed during and after the process. We suggest you start your sentence with the following phrase: "The communication strategy of the practice consisted of..."*

Innovation:

*In a **maximum of 1000 characters**, explain what you consider to be the most innovative aspect of the practice. These could be innovations in methodology or new forms of participation within the territory. We suggest you start your sentence with a phrase such as "The innovation in the practice consists of..."*

Inclusion and equity:

*In a **maximum of 1000 characters**, explain who the specific groups targeted by the practice were, why it was important to include them, and through which concrete participatory processes or mechanisms they were included. When answering, think about social cohesion, gender, or disability if applicable. We suggest you start your sentence with the following phrase: "[Specific group/s] were included because on [Name of your territory]..."*

Evaluation, accountability, and transparency:

*In a **maximum of 1000 characters**, explain the evaluation mechanisms of your practice or frameworks for assessing its impact and, if applicable, explain how citizens have been involved in this phase. If relevant, explain how this was used to improve future iterations. Explain if there were clear accountability and transparency mechanisms in how the practice was funded, managed, or evaluated. We suggest starting with a sentence such as: "The practice was evaluated through [name of the evaluation mechanisms]"*

Follow-up, sustainability, and adaptability

*In a **maximum of 1000 characters**, explain how the practice was followed up after implementation and how/if continuity was ensured over time. Describe the main monitoring methods, how challenges were addressed, and how feedback or lessons learned were integrated to improve the practice and maintain alignment with its objectives. If long-term sustainability was not achieved, briefly explain why. Finally, explain whether and how the practice can adapt to changing circumstances. We suggest you start with a sentence such as "The follow-up and sustainability of the practice were ensured through..." or "The follow-up and sustainability of the practice could not be ensured due to..."*

Impacts and results:

*In a **maximum of 1500 characters**, explain the impacts and results of your practice on the communities and the stakeholders involved. Share how many people have benefited, what have been the impacts on public policies, on the functioning of your administration, and clarify if the implementation contributed to the institutionalization or permanence of participatory democracy in your territory. We suggest you start with a sentence like the following: "Through the practice, we have achieved..."*

Collaboration and articulation:

*In a **maximum of 1000 characters**, explain the partnerships and stakeholder ecosystem involved, how responsibilities were shared and coordinated, and how the practice connects with other participatory mechanisms or cross-cutting policies in your territory.*

PRACTICE OVERVIEW

*In a **minimum of 1000 characters and a maximum of 2500 characters**, provide a summary of your practice. We suggest that you summarise the information already provided in the previous boxes and emphasize the most important elements of your practice. This summary will be published on our online platform ParticipateOIDP, together with the rest of the applications, for the open voting and the publication of the OIDP Award. Once again, we encourage you to bear in mind that this summary will be read by people who are probably learning about your practice and the context of your territory for the first time. We suggest you start with a sentence like: "[Name of the practice] consisted/helped/involved..."*

IMAGES

Please attach at least two images (maximum 1400 x 600 pixels, in JPG or PNG, ideally under 1 MB each) to illustrate your practice. These images may be used to showcase your practice on the ParticipateOIDP platform and in the award publication. Please ensure that these images are copyright-free. By submitting them, you grant OIDP/UCLG the usage rights to include them in learning materials.

Also, please name the image files using the name of your territory (e.g., "Barcelona_Community_Garden.jpg").

ANNEX

We recommend that you provide any additional resources to complement your application. You may attach a maximum of 5 PDFs, such as presentations, news releases, and any other documents supporting your practice. These files should be less than 10 MB each.

If you wish to share a video of 3-5 minutes (maximum of one video), you can send it via [WeTransfer](mailto:oidp@uclg.org) to oidp@uclg.org.

Please ensure that the video is copyright-free. By submitting it, you grant usage rights to OIDP/UCLG for inclusion in learning materials.

Also, please name the video and PDF files using the name of your territory (e.g., "Barcelona_Community_Garden.pdf" or "Barcelona_Community_Garden.mp4").

Please note that these annexes may be added to the ParticipateOIDP platform, alongside the summary of your practice.

ANNEX 2

In case your practice is led by a non-profit organization, please include here a letter of endorsement from one of the local or regional governments involved.

Thank you very much for your application! If you have any questions or need further assistance, please feel free to contact us at oidp@uclg.org