



With the contributions of the Provincial Council of Barcelona, the Province of Gipuzkoa, the City of Tromsø, PAX and VNG International

Application Guidelines UCLG Peace Prize

On <https://peaceprize.uclg.org/apply/> you will find there are two ways in which you can apply for the UCLG Peace Prize. You can use these guidelines to prepare your answers for our application form.

Option 1: Apply on the website using the online application form

The online application form is available in English, French and Spanish:

- **English** online application form: <https://peaceprize.uclg.org/apply/>
- **French** online application form: <https://peaceprize.uclg.org/apply/?lang=fr>
- **Spanish** online application form: <https://peaceprize.uclg.org/apply/?lang=es>

The online application form is divided into two steps.

- Step 1 asks for contact information, the name of the initiative and its starting date. You need to fill this in to proceed to step two. You can also save this information and continue later if you do not have all the information for step 2 ready yet and you need some time to prepare.
- Step 2 asks you to give some more background about your project concisely, using a maximum of 250 words and a minimum of 50 words per question (and as you will see there is a maximum of 1500 characters). Again, if you are not finished yet you can save your answers and continue later to finish your online application.

Step 2 consists of the following questions:

- **Background information on the situation** *Use in your answer the following elements:*
 - *Are you acting in a fragile setting, in a post-conflict area, in a conflict area? Please explain and give some concrete information about since when this is the case and how big the impact is.*
 - *How large is your territory and is the entire territory affected? How?*
 - *What is the impact on your daily work as a local government?*
- **Describe the aims of the initiative:** *contribution of the initiative to an ethic of human security and practical steps for human security, promotion of democratic values, human rights and peace*
 - *Why did you set up an initiative and with what aim?*
- **Give a short description of the initiative – Innovation and creativity:** *Use in your answer the following elements:*
 - *How many people are targeted through the initiative?*
 - *What are the activities?*
 - *Since when and until when will/has this run?*
 - *How is this initiative funded?*
- **Describe the results, impact and the effectiveness of the initiative.**
 - *Did you achieve your goals?*

UCLG PEACE PRIZE SECRETARIAT

VNG International • P.O. Box 30435 • 2500 GK The Hague, The Netherlands •
Tel.: + 31 (0)70-373 8413 • Fax: + 31 (0)70-373 86 60 • peaceprize.uclg.org





UCLG PEACE PRIZE

With the contributions of the Provincial Council of Barcelona, the Province of Gipuzkoa, the City of Tromsø, PAX and VNG International

- *How did it contribute to peace, conflict resolution, stability and conflict prevention in the area? Please elaborate.*
- *Were there any positive side effects?*
- **How committed was the entire municipality? How were (groups of) citizens and/or civil society involved in the initiative?**
- **Describe the biggest challenges you had to overcome. – *Difficulty, complexity or danger of the situation***
 - *What (un)expected difficulties did you encounter along the way?*
 - *How did you overcome these?*
- **In what way do you think your initiative can serve as an example for other municipalities that are facing similar challenges in fragile settings? What is the *replicability or learning potential*?**
- **Is there, or will there be, any follow-up action on the initiative? How will the initiative have a continuing effect on the municipality? Please describe the *sustainability of the action*.**
- Finally, you can upload other materials, such as pictures or graphics, to support or add more information about your initiative.

Option 2: Download the application the and email it to peace.prize@vng.nl

The application form can be downloaded and is available in English, French and Spanish.

- **English** form can be found at the bottom of the application page <https://peaceprize.uclg.org/apply/> or at https://peaceprize.uclg.org/wp-content/uploads/2019/01/application_en.docx
- **French** form can be found at the bottom of the application page <https://peaceprize.uclg.org/apply/?lang=fr> or at https://peaceprize.uclg.org/wp-content/uploads/2019/01/application_fr.docx
- **Spanish** form can be found at the bottom of the application page <https://peaceprize.uclg.org/apply/?lang=es> or at https://peaceprize.uclg.org/wp-content/uploads/2019/01/application_es.docx

The form consists of the same two parts as mentioned above in the online form

- The first part asks for contact information, the name of the initiative and its starting date and the second part asks you to give some more background about your project concisely, using a maximum of 250 words and a minimum of 50 words per question (these questions are listed above).
- You can edit the applications form in word processing software such as Microsoft Word or Apple Pages to fill the form out digitally OR you can print the application out, fill out manually and email us a copy.
- You can attach other materials supporting your initiative, such as pictures or graphics, to your email.

UCLG PEACE PRIZE SECRETARIAT

VNG International • P.O. Box 30435 • 2500 GK The Hague, The Netherlands •
Tel.: + 31 (0)70-373 8413 • Fax: + 31 (0)70-373 86 60 • peaceprize.uclg.org

