

The Fourth Cycle of the Global Award for Sustainable Development in Cities (Shanghai Award) Application Form

Terms and conditions

- 1) The applicant city/municipality is responsible for completing and submitting the application following the Call for Applications Rules and Guidelines.
- 2) The applicant city/municipality is responsible for the authenticity and legality of the submitted materials.
- 3) Applications will be disqualified in the following situations:
 - a. Failure to observe the Call for Applications Rules and Guidelines.
 - b. Presenting misleading and false information regarding the supporting documents.
 - c. Inability to provide sufficient information for the assessment of the application.
 - d. Unethical behaviour, including undue pressure on any person involved in the evaluation and selection process.
- 4) Incomplete applications or late submissions will not be considered. The task force for the award may request for supplementary materials from applications on the condition that the original application was completed according to the Rules and Guidelines and the timeline, and that additional information is helpful for further assessments of the application against the core selection criteria.
- 5) Questions marked with an * are required to answer, and the rest are optional. Please note that the applicant must answer all required questions. Incomplete applications will be disqualified. Applicants that fail to provide the required quantitative indicators in the questions should provide a brief description related to the conditions.
- 6) You are encouraged to provide supporting materials with your submission, for example, photographs, videos, media reports, promotional materials, procedural documents, supporting bylaws or city regulations and policies (brief), or working standards, etc. These are not compulsory but will help to strengthen your application.
- 7) The applications can be revised before the Call for Applications closes. Once the Call for Applications is closed, the materials submitted will not be returned. The applicant should back up the original documents as needed.
- 8) Where the Application Letter from the applicant city/municipality is submitted, all materials in the applications will be available for international exhibition, demonstration, publication and media coverage. The award task force will cite the source of the information while using it but will not be required to seek further permission for any such use.
- 9) Where the submission of an application is made by someone assigned by the applicant city/municipality, it is assumed that they have been given permissions for the submission and the terms indicated in point (8) above.
- 10) The prize for the winning application will be awarded to the city/municipality named in the application form.

Agree to the Terms and Conditions	
Please check the box if the applicant city agrees to the Terms and Conditions of the fourth cycle of Global Award for Sustainable Development in Cities (Shanghai Award) *	☐

Section A -- Basic Information

A.1 Applicant city					
Country ¹ *			City *		
Population living within the administrative boundaries of the city (most recent) *			Year of the census*		
Municipal Administrative Area Size (km ²) *			Built-up Area Size of the city (km ²) *		
GDP of the city (USD)	2016 *		GDP per capita of the city (USD)	2016 *	
	2021 *			2021 *	
	2025*			2025*	
A.2 Contact person					
Contact person of the applicant city *					
Title*			Full Name *		
E-mail *			Mobile / WhatsApp		
Position *			Name of the Office/Department *		
Contact person of the nominating entity (required if nomination is made for the application)					
Title			Full Name		
E-mail			Mobile / WhatsApp		
Position			Full Name of the Nominating Entity		

¹ Including Member States and present Non-Member Observers of the United Nations.

Section B - Application Letter, Nomination Letter and City's Confirmation Letter

B.1 Application Letter	
Notes: All applicant cities/municipalities are required to submit an official Application Letter. A template for the Application Letter is in the annex. The Application Letter must include an official letterhead and an official stamp/signature of the mayor (or the equivalent) of the applicant city/municipality.	
Please check the box if an official Application Letter is submitted along with the Application Form	☐
B.2 Nomination Letter and Confirmation Letter	
Notes: All nominated cities/municipalities are required to submit an official Nomination Letter and a Confirmation Letter. The Nomination Letter must include the official letterhead and an official stamp of the nominating entity. The Confirmation Letter must include the official letterhead and an official stamp/signature of the mayor (or the equivalent) of the applicant city/municipality.	
Nomination Letter	
Please check the box if an official Nomination Letter is submitted along with the Application Form	☐
Confirmation Letter	
Please check the box if an official confirmation letter is submitted along with the Application Form	☐

Section C - City's Development Strategies and Feature Activities

This section collects the summary of the city's development strategies and feature activities that serve as the basis to support the statements to be made in the next section. The city's development strategies include but are not limited to the city's overall development strategy, policy documents for the implementation of the SDGs and the New Urban Agenda (NUA), or other city-wide policy documents that reflect the city's development goals, vision, pathways, and actions. In Section D, you can refer to the strategies and feature activities that are introduced in this section.

Therefore, please highlight the parts in the city's strategies that are most relevant to city's achievement and progress in realising SDGs and NUA.

C.1 Brief introduction of the city's development context		
Please provide a brief introduction of the city, highlighting the development context, such as its unique position, opportunities, challenges, resources as well as the achievement in sustainable development, including its development level across aspects of society, economy, and environment. * (400 words maximum)		
C.2 Summary of the city's sustainable development strategy		
Please summarise the city's current sustainable development strategy, including (but not limited to) its main goals, actions planned and indicators in relation to the implementation of the SDGs and the NUA. * (400 words maximum)		
The timeline of the development strategy (if applicable)	Start year	
	End year	
C.3 Feature Activities		

Notes: The feature activities introduced here should be able to demonstrate how they support the realisation of the city’s development strategy and the achievements/progress in sustainable urban development, highlighting the overall theme of “Building a Sustainable Urban Future for All” and progress in **one or more** of the four areas -- **1) Adequate housing for diverse needs, 2) Promoting Urban Regeneration for Better Human Settlements, 3) Building Resilient Infrastructure Responding to Climate Change, and 4) Encouraging Multi-Stakeholder Participation to Strengthen Urban Governance.** They can be referred to in Section D when elaborating how the city meets the core selection criteria, namely IMPACT, SUSTAINABILITY, INNOVATION and ADAPTABILITY.

Please introduce at least one and up to three feature activities that started in or after 2016 and have been running for at least two years.

Feature Activity 1 *

Please introduce the feature activity, including the background, solutions/implementation, and the outcomes. * (400 words maximum)

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The timeframe of the feature activity	Start year *	
	End year *	

Feature Activity 2 (optional)

Please introduce the feature activity, including the background, solutions/implementation, and the outcomes. (400 words maximum)

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The timeframe of the feature activity	Start year	
	End year	

Feature activity 3 (optional)

Please introduce the feature activity, including the background, solutions/implementation, and the outcomes. (400 words maximum)

The timeframe of the feature activity	Start year		
	End year		
Please send the supporting material for the feature activity(ies). If there are multiple materials, please combine them into one PDF document. Multiple files are not accepted.			
Please check the box if the material supporting the feature activity(ies) is submitted along with the Application Form	☐	File name of the supporting material	

Section D – Core Information

In this section, you are encouraged to elaborate the city’s outstanding achievements and progress in the implementation of SDG 11 and/or the NUA. The information will be used for assessing how the city has met the core selection criteria, namely, **IMPACT, SUSTAINABILITY, INNOVATION** and **ADAPTABILITY**. Please provide information around the theme of “Building a Sustainable Urban Future for All” and **in one or more** of the four areas of **1) Adequate housing for diverse needs, 2) Promoting Urban Regeneration for Better Human Settlements, 3) Building Resilient Infrastructure Responding to Climate Change, and 4) Encouraging Multi-Stakeholder Participation to Strengthen Urban Governance**. **You are encouraged to refer to the city’s development strategies and feature activities that are provided in Section C.**

D.1 Impact	
Please elaborate on the outstanding achievements, progress, and impact since the year 2016 in the implementation of the SDGs and/or the NUA. Please provide information in the following areas respectively and specify which SDGs these efforts and impact contributed to. * Notes: Please select the domains you would like to elaborate on and provide a statement, narrative, evidence and the most relevant SDGs linked to the selected domains. You can answer the questions using both qualitative and quantitative evidence, for example, indicators such as ratio of residents covered by digital municipal governance platform, per capita housing area, carbon emissions per unit of GDP, proportion of youth population, disposable income of resident. Relevant data should reflect the requirements of the corresponding indicators of the <u>Global Urban Monitoring Framework</u> and, to the extent possible, contain information on the specific groups, in order to reflect a “people-centered approach” that “leaves no one behind” in the United Nations 2030 Agenda for Sustainable Development and the NUA.	
<u>Adequate housing for diverse needs</u> (800 words maximum)	☐ (Please tick the checkbox if you would like to elaborate in this domain)
<u>Promoting Urban Regeneration for Better Human Settlements</u> (800 words maximum)	☐ (Please tick the checkbox if you would like to elaborate in this domain)

<u>Building Resilient Infrastructure Responding to Climate Change</u> (800 words maximum)		☐ (Please tick the checkbox if you would like to elaborate in this domain)	
<u>Encouraging Multi-Stakeholder Participation to Strengthen Urban Governance</u> (800 words maximum)		☐ (Please tick the checkbox if you would like to elaborate in this domain)	
<u>Others</u> (optional, 400 word maximum)		☐ (Please tick the checkbox if you would like to elaborate in this domain)	
Supporting document demonstrating impacts			
If available, please upload one supporting document that provides evidence of the impact mentioned above, such as a Voluntary Local Review (VLR) report, evaluation reports, photographs, video links, or other relevant materials. During the selection process, shortlisted cities will be required to submit video materials to demonstrate their achieved impact.			
Please check the box if the supporting material is submitted along with the Application Form	☐	File name of the supporting material	

D.2 Sustainability

Please explain the city's medium-to-long-term development strategies/plans and how they contribute to the improved implementation of the 2030 Agenda and the NUA. * (400 words maximum)

Please elaborate on the strategies, policies and/or actions that are implemented to reflect a **“people-centred approach”** that **“leaves no one behind”**, and what is the impact achieved. * (400 words maximum)

Please introduce the financing and investment mechanisms that underpin the long-term implementation of the city's strategy and activities. * (400 words maximum)

Please elaborate if the city is taking/has taken actions to institutionalise some of the successful practices or building institutional capacity for delivering the 2030 Agenda and the NUA. (400 words maximum)

D.3 Innovation

Please explain what innovative approaches, methods, practices, technologies or instruments the city has taken that contribute to the realisation of the SDGs and/or the NUA in two or more of the following areas and, in each response, demonstrate that innovations have been made by comparing them with common city practices. *

Notes: You are encouraged to *refer to the feature activities introduced in Section C* to support the case of innovation here. If the innovation has been **scaled up or promoted**, please specify.

Policy and legislation: Innovation that makes or implements more evidence-based, inclusive and sustainable policy and legislation (400 words maximum)

☐ (Please tick if you would like to elaborate from this dimension)

Planning and design: Innovation that enables more effective, inclusive, safe, resilient, and sustainable urban planning and design (400 words maximum)

☐ (Please tick if you would like to elaborate from this dimension)

Governance: Innovation that enhances the efficiency, transparency, accountability or citizen participatory approach in urban governance, including communication and engagement with citizens and all sectors of society, results achieved through changes in citizen behaviour, lessons learned and suggestions for future changes (400 words maximum)

☐ (Please tick if you would like to elaborate from this dimension)

Financing mechanisms: Innovation that brings more sustainable, predictable, reliable, or efficient financing mechanisms (400 words maximum)

☐ (Please tick if you would like to elaborate from this dimension)

Others: Please specify <i>(400 words maximum)</i>	☐ (Please tick if you would like to elaborate from this dimension)
D.4 Adaptability	
Highlight the scenarios in which some parts of the city's practices, approaches or strategies can be adapted for cities that are faced with similar development challenges. * <i>(400 words maximum)</i>	
Please elaborate if the strategy, activity(ies), approach(es) and/or tool(s) of the city (a) have been adopted by other cities, (b) have been upscaled and promoted nationally, regionally or globally, and/or (c) have attracted other stakeholders to join and promote the solution. * <i>(400 words maximum)</i>	
Does the city have an approach for inter-city collaboration in order to share, disseminate and promote its successful experience through local, national, regional and global platforms and to facilitate multi-stakeholder partnership? If so, please elaborate. <i>(400 words maximum)</i>	

Please list the media report(s), publication(s) and/or other national or international platform(s) that have highlighted the practices of the city and promote it as a best practice or model. *(400 words maximum)*

Section E – Additional Information

*This section aims to collect information that will be used by the international jury to give applications **bonus points** and conduct the **risk assessment** where applicable.*

*The bonus points are given in the areas that are closely related to the implementation of the SDGs, particularly related to the **approaches and instruments that UN-Habitat promotes**. Different from the core selection criteria scores that assess common areas of development for cities and focus on the progress it made in general. The bonus points assess areas that are not fully reflected in the core selection criteria, focusing on special performance or actions based on the city's features, and the use of UN instruments and networks to support sustainable development.*

The risk assessment framework follows the UN-Habitat Environmental and Social Safeguard System (ESSS) guidelines. The applicant city should provide the risk self-assessment information. The award task force will validate the information during the selection process.

E.1 Bonus points			
E.1.1a Features and evidence			
If yes, please give quantitative and qualitative descriptions. <i>(200 words maximum)</i>			
E.1.1b Special considerations, plans and actions taken by the city with regard to sustainable development in response to the above-mentioned special circumstances			
If yes, please list specific plans and actions that correspond to each of the features. <i>(400 words maximum)</i>			
E.1.2a Data instrument: Has the city adopted or utilised some of UN-Habitat's data instruments , such as the Global Urban Monitoring Framework and SDG Cities Global Initiative, to assist evidence-based city management?			
If yes, please list UN-Habitat data instrument(s) that have been adopted / being utilised by the city, explain to what level they are used, and upload the supporting material if available.			
Name of the data instrument 1		To what level is it used? <i>(200 words maximum)</i>	

Name of the data instrument 2		To what level is it used? <i>(200 words maximum)</i>	
Name of the data instrument 3		To what level is it used? <i>(200 words maximum)</i>	
E.1.2b Voluntary Local Review (VLR): Has the city developed its VLR?			
If yes, please explain to what extent is the VLR being developed/implemented. <i>(200 words maximum)</i>			
Please check the box if the VLR report is submitted along with the Application Form		☐	
E.1.3 Other award(s) and/or honour(s) or international cooperation: Has the city won other internationally recognised award or honour in the area of sustainable urban development in relation to the implementation of the 2030 Agenda and the NUA? Or has the city participated in South–South Cooperation, Global Development Initiative, or the Belt and Road Initiative?			
If yes, please list the award(s) / honour(s). <i>(200 words maximum)</i>			
E.1.4 Has the city implemented financing mechanism(s)/plan(s), or transformed the initiatives, approaches, strategies into market-base solutions for the realisation of the SDGs?			
If yes, please briefly introduce these financing mechanism(s)/plan(s), list market-based solutions and to what extent they are adopted, and how they support the realisation of the SDGs. <i>(300 words maximum)</i>			
E.2 Risk self-assessment			

Please assess the potential risks in the city's policies, actions and recent incidents that may adversely impact the sustainable development of the city with reference to UN-Habitat Environment and Social Safeguard System 3.0 (ESSS 3.0) and explain how to mitigate these risks. *(200 word maximum)*

Section F – Supporting materials

You are encouraged to provide supporting materials with your submission, for example, photographs, videos, media reports, promotional materials, procedural documents, supporting bylaws or city regulations and policies (brief), or working standards, etc.

There are several other places in this Application Form where you can support the statement with supporting materials. If you have already indicated in the previous sections that one or more files are submitted along the Application Form, you do not need to repeat this information again here.

In addition to these materials, if you would like to further share any supporting materials that are not yet included in the previous sections, please combine them all into one PDF file and name it as "Further Supporting Materials" and send along with the Application Form.

F.1 Further supporting materials	
Please check the box if “Further Supporting Materials” is submitted along with the Application Form	☐
Please put down here links to any other online materials, such as links to videos, photos, news reports, digital applications, etc., that may support the application.	

Official letterhead of the Applicant City/Municipality

Enter the location, Select a date

Dear Global Award for Sustainable Development in Cities (Shanghai Award) task force,

This letter is to confirm that Enter the name of the city/municipality, country (hereinafter referred to as the **City**) decides to apply to the fourth cycle of the Global Award for Sustainable Development in Cities (Shanghai Award).

(Stamp or Signature)

Name of the mayor or its equivalent
Title, e.g. Mayor of the City