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### Contents

<b>1) Who can apply/nominate for the Prize?</b>	2
1.1 - Who can be nominated?	2
1.2 - I meet the eligibility criteria; can I apply directly for the Prize?	2
1.3 - My NGO has worked with UNESCO before; can I submit a nomination?	2
1.4 - What is an NGO in official partnership with UNESCO? How can my NGO become one?	2
1.5 - We are an NGO in official partnership with UNESCO; can we participate in the Prize?	3
1.6 - Can the same project be nominated by several Member States/NGOs?	3
1.7 - Can the same individual/organization be nominated several times for different projects?	3
<b>2) How do I complete and submit the nomination form?</b>	3
2.1 - When can I complete/submit the nomination form?	3
2.2 - I cannot access the online nomination platform; how do I get a user name and password?	3
2.3 - As a UNESCO Member State government, how do I submit a nomination?	3
2.4 - As an NGO in official partnership with UNESCO, how can I submit a nomination?	4
2.5 - Can I send my nomination/supporting documents by e-mail or post?	4
2.6 - Can I complete the nomination form in Spanish, Arabic or another official UN language?	4
2.7 - What makes a good nomination?	4
<b>3) What happens after the submission of a nomination?</b>	4
3.1 - Will I receive a confirmation when my nomination has been submitted?	4
3.2 - Who selects the prizewinners?	4
3.3 - When will the winners be known?	5
3.4 - What happens if I win the Prize?	5
3.5 - Do candidates that have not won the Prize get any recognition or feedback?	5
3.6 - Can I re-apply next year?	5

## 1) Who can apply/nominate for the Prize?

### 1.1 - Who can be nominated?

Eligible for the Prize are **individuals, institutions and organizations** with a specific **ESD project** or programme that must:

- be ongoing and have been running for at least **4 years**
- demonstrate an **innovative, transformative and integrated** approach to ESD
- contribute to at least one of the 5 **Priority Action Areas** of the **Global Action Programme (GAP)** on ESD
- be replicable and scalable
- show proof of a high impact relative to the invested resources.

You can find the **detailed selection criteria** [here](#).

### 1.2 - I meet the eligibility criteria; can I apply directly for the Prize?

**Direct applications to UNESCO are not accepted.** All candidates have to be nominated by:

- ⇒ The **government of a UNESCO Member State**, via their Permanent Delegation to UNESCO. We advise you to contact first your country's National Commission for UNESCO (see list [here](#)).

OR

- ⇒ An **NGO or Foundation in official partnership with UNESCO** (see [question 1.3](#)). You may wish to contact an NGO working in your field (see list [here](#)).

Each Member State/Organization can nominate **up to 3 candidates** for each edition of the Prize.

Member States/Organizations can decide on their **own national/internal selection process**, deadlines and criteria to decide whom to nominate for the Prize. UNESCO cannot and does not influence these decisions or processes in any way.

### 1.3 - My NGO has worked with UNESCO before; can I submit a nomination?

Please note that only **“NGOs in official partnership with UNESCO”** can submit nominations for the Prize (see [question 1.4](#)). The nominations submitted must be for other organizations or individuals. Self-nominations are not accepted.

However, any NGO that meets the eligibility criteria can be nominated for the Prize ([see question 1.1](#)).

### 1.4 - What is an NGO in official partnership with UNESCO? How can my NGO become one?

The terms **“NGO in official partnership with UNESCO”** and **“Foundation maintaining official relations with UNESCO”** refer to a particular partnership concluded with UNESCO, following a long collaboration and a formal application process. You can find the list of organizations currently maintaining official relations with UNESCO [here](#).

- If you want to apply to become an NGO in official partnership with UNESCO, you will need to contact the External Relations Sector of UNESCO. This is a lengthy process and requires that common projects with UNESCO already exist. Further information can be found [here](#).
- An NGO does not need to be an official partner to be nominated for the Prize. ([see question 1.2](#)).

### 1.5 - We are an NGO in official partnership with UNESCO; can we participate in the Prize?

As an NGO in official partnership with UNESCO, you can nominate **up to three candidates** for each edition of the Prize (see question 2.4).

- If your Organization has **several branches** or international offices, the nomination/request for an account must be submitted by headquarters.
- **Self-nominations are not accepted**; this means an NGO in official partnership with UNESCO cannot nominate itself for the Prize. Should you wish your NGO to be nominated for the Prize, we advise you to contact the government of a UNESCO Member State or a partner Organization maintaining official relations with UNESCO (see question 1.2).

### 1.6 - Can the same project be nominated by several Member States/NGOs?

Joint nominations (submitted jointly by several Member States or NGOs) are not possible. Different Member States or NGOs can decide to nominate the same project in distinct nominations, but this will not raise applicants' chances compared to their nomination by a single Member State/NGO.

### 1.7 - Can the same individual/organization be nominated several times for different projects?

Each nomination must focus on one specific ESD project (see question 1.1). However, it is possible to nominate the same candidate for different projects in distinct nominations in the same or in the following year(s).

## 2) How do I complete and submit the nomination form?

### 2.1 - When can I complete/submit the nomination form?

Every year, the call for nominations is launched in **January**, with a deadline on **30 April**. Outside this period, no nominations can be accepted. The call for nominations and other dates are announced on the [Prize home page](#).

### 2.2 - I cannot access the online nomination platform; how do I get a user name and password?

Only **governments** of UNESCO Member States (UNESCO National Commissions and Permanent Delegations) and **NGOs in official partnership** with UNESCO can access the online nomination platform.

- Candidates wishing to be nominated for the Prize are invited to contact the **National Commission for UNESCO of their country or an Organization maintaining official relations** with UNESCO (see question 1.1). UNESCO Member State governments can request the creation of an account for a candidate they have decided to nominate (see question 2.3).
- All UNESCO Permanent Delegations and National Commissions already have a generic user name and password – please see the **user guide** in the “Documents” section [here](#) for further information
- NGOs in official partnerships need to request an account – (see question 2.4).

The **fields/questions** of the online nomination form can be viewed in each year's “Explanatory note” which is available [here](#) in the “Documents” section.

### 2.3 - As a UNESCO Member State government, how do I submit a nomination?

Nominations by Member States must be submitted by their **Permanent Delegation to UNESCO** through the **online nomination platform**. It is possible for the country's National Commission for UNESCO to access and complete the online nomination form, before the Delegation's submission. Member States can also request the creation of an account for each of their nominees (up to 3).

A detailed **user guide** for the online platform is available [here](#) in the “Documents” section.

## 2.4 - As an NGO in official partnership with UNESCO, how can I submit a nomination?

To nominate up to 3 candidates, NGOs in official partnership with UNESCO need to request the creation of an **account for the online nomination platform** by writing to [esdprize@unesco.org](mailto:esdprize@unesco.org) from their official e-mail address.

If you have submitted nominations for the ESD Prize in previous years, your user name and password remain valid. If you have forgotten your password, you can request a reminder [here](#).

## 2.5 - Can I send my nomination/supporting documents by e-mail or post?

All nominations and supporting documents should be submitted via the **online nomination platform**.

## 2.6 - Can I complete the nomination form in Spanish, Arabic or another official UN language?

**Information** regarding the UNESCO-Japan Prize on ESD and its nomination process is currently available on our website in **English, French and Spanish**; other UN languages might follow in the future.

However, **English and French** are the only two working languages of UNESCO and therefore, **nominations and supporting documents must be submitted exclusively in either of these languages**.

If you require assistance, contact the National Commission for UNESCO of your country. You can find the list of National Commissions [here](#).

## 2.7 - What makes a good nomination?

The jury is looking particularly for **innovative** projects that address equally the **economic, environmental and social dimension** of sustainability and already show proof that the project has **led to individual and societal change** (see [question 1.1](#)). You can learn about the projects of previous laureates and read the jury's appraisals [on the Prize website](#).

Here is some general advice on completing the nomination form:

- Carefully read and follow the **instructions** for each field of the form
- Write in a **clear and concise way** (have at least one other person proofread the nomination)
- Strictly respect the **word limit**
- Pay particular attention to the **project abstract**, which should summarize the entire nomination
- Candidates: Contact potential nominators **as early as possible**, to give them time to validate and submit the nomination

## 3) What happens after the submission of a nomination?

### 3.1 - Will I receive a confirmation when my nomination has been submitted?

As **nominators**, UNESCO Member States (National Commissions and Permanent Delegations) and NGOs in official partnership with UNESCO will receive an **automatic confirmation e-mail** for each nomination successfully submitted by them online.

Nominated **candidates** will not be notified by UNESCO but will need to contact their nominating entity to enquire about the status of their nomination.

### 3.2 - Who selects the prizewinners?

All eligible nominations are examined by an **international jury** composed of **5 independent experts**. Every year, they recommend three winners to the Director-General of UNESCO who takes the final decision. Neither UNESCO nor the government of Japan as the donor gets involved in the assessment of nominations.

### 3.3 - When will the winners be known?

The three winners are announced every year in **September** through a press release and on the [Prize website](#). Only successful candidates and their Member States will be notified individually.

### 3.4 - What happens if I win the Prize?

Successful candidates will be notified by UNESCO shortly before the official announcement.

UNESCO will invite two representatives of each laureate to the award ceremony, which usually takes place in Paris in October or November (all dates are announced on the [Prize home page](#)).

Each laureate will receive an award, a diploma and the sum of **US\$50,000**. The funds will be transferred to their bank account in the week of the award ceremony.

All winners are invited to join the [Partner Networks](#) of the UNESCO Global Action Programme on ESD (GAP) as **Key Partners**, and UNESCO will continue to collaborate closely with them and highlight their work, for example through the [ESD Prize Blog](#). UNESCO also encourages and supports the organization of **national and regional events** to showcase the winning projects, and facilitates exchange between prizewinners of current and previous years, for example through the organization of workshops and study trips.

### 3.5 - Do candidates that have not won the Prize get any recognition or feedback?

Unfortunately, due to the high number of nominations, it is not possible to provide individual or general feedback to candidates, and the Prize Statutes do not call for publishing a short list.

However, UNESCO occasionally decides to highlight certain projects that have caught the jury's attention during the selection process on the [UNESCO Green Citizens platform](#) as **ESD good practices** under "Our Stories".

### 3.6 - Can I re-apply next year?

Yes. If you meet the eligibility criteria and if the government of a UNESCO Member State or an NGO in official partnership would like to nominate your project, then it is possible to resubmit an application for the same or a different project in a future edition of the Prize.