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Application Form

UNESCO CREATIVE CITIES NETWORK

CALL FOR APPLICATIONS

2019

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APPLICATION FORM

*Please note that word limits in the Form are enforced and that it will not be possible to enter more text once the limit is reached. Using the “Word Count” function will facilitate this process.*

*The form Cession of Rights and Register of Photos in the annex hereto shall also be duly completed.*

1. **NAME OF CITY:**

1. **COUNTRY:**

**3. Contacts:**

**3.1 Mayor of the City**

Title (Mr/Ms):

Family name:

First name:

Address:

Telephone number:

Email address:

**3.2 Representative of the Mayor**

*The representative will facilitate the communication between the Mayor (the Municipality), and the UCCN Secretariat and provide political support to the designated “Main executive contact” of the city (see point 3.3).*

Title (Mr/Ms):

Family name:

First name:

Institution/function:

Status/type of institution:

Address:

Telephone number:

Email address:

Other important information:

**3.3 Main executive contact**

*The main executive contact will be the focal point of the city for all communication and coordination concerning the UNESCO Creative Cities Network. This person should belong to the unit or structure executing and managing the designation. In case of the city’s designation, this person should be officially designated by the Mayor or competent municipal authorities (see point 10.4).*

Title (Mr/Ms):

Family name:

First name:

Institution/function:

Status/type of institution:

Address:

Telephone number:

Email address:

Other important information:

**3.4 Alternative contact**

*The alternative contact will provide support and backup to the “Main executive contact”.*

Title (Mr/Ms):

Family name:

First name:

Institution/function:

Status/type of institution:

Address:

Telephone number:

Email address:

Other important information:

**4. CREATIVE FIELD:**

*Please choose only one between: Crafts and Folk Art, Design, Film, Gastronomy, Literature, Media Arts, and Music [Click on the drop-down menu].*

**5. GENERAL PRESENTATION OF THE CITY:**

*Presentation of the main geographical, demographic, cultural and economic characteristics of the city; mode of governance, principal cultural facilities and infrastructures, international connections, etc. (1500 characters maximum).*

**6. MAIN DEVELOPMENT OPPORTUNITIES AND CHALLENGES FACING THE CITY – USING CREATIVITY AS A DRIVER FOR ACTION:**

*Every city is unique and pursues its own objectives according to its particular context and priorities. In this section, candidate cities are invited to explain how they consider that culture and creativity – particularly in the creative field concerned – can act as a driver for identifying opportunities and challenges, and then proposing interventions that seek to maximize the potential of the creative field concerned for sustainable urban development and mitigate and resolve the challenges they face (1200 characters maximum).*

**7. GLOBAL DEVELOPMENT STRATEGIES AND POLICIES:**

*Presentation of the city’s main and global development strategies and policies, particularly those in line with the international development agendas, such as the United Nations’ 2030 Agenda for Sustainable Development (1000 characters maximum).*

**8. EXPECTED IMPACT OF THE DESIGNATION AND THE MEMBERSHIP ON THE SUSTAINABLE DEVELOPMENT OF THE CITY:**

*Presentation of the main reasons behind the decision to submit an application to the UNESCO Creative Cities Network and the expected long-term impact of the designation for the sustainable development of the city, particularly over the next four years following the eventual designation (1200 characters maximum).*

**9. PREPARATION PROCESS FOR THE APPLICATION:**

*The design and preparation of the application submitted by the city must involve stakeholders in the creative field concerned, drawn from the private and public sectors, academia and civil society, as well as creators, professionals and practitioners. Describe how each of these groups have been consulted and/or engaged in the process of preparing the application; and how each group will benefit from the designation and membership to the Network (1000 characters maximum).*

**10. COMPARATIVE ASSETS OF THE APPLICANT CITY MADE AVAILABLE TO THE NETWORK:**

*In the following fields, candidate cities are invited to present their main cultural assets – particularly those in the creative field concerned – that may be highlighted and tapped into locally and internationally to further the Network’s objectives: making creativity, especially in the creative field concerned, an essential driver of sustainable urban development. Applicants are strongly advised to avoid presenting lists and to provide succinct and relevant information so that the city’s cultural and creative assets can be assessed properly (1000 characters maximum for each field).*

**10.1** Role and foundations of the creative field concerned in the city’s history and development

**10.2** Current economic importance and dynamism of the cultural sector and, in particular, of the creative field concerned: data, statistics and other indicators on its contribution to economic development and employment in the city, number of cultural enterprises, etc.

**10.3** Different communities and groups engaged in, and/or that earn their livelihoods from, the creative field concerned

**10.4** Majorfairs, conferences, conventions, congresses, and other national and/or international events organized by the city over the past five years, aimed at professionals and practitioners in the creative field concerned (creators, producers, marketers, promoters, etc.)

**10.5** Major festivals, conventions and other large-scale events organized by the city in the past five years in the creative field concerned and aimed at a local, national and/or international general audience

**10.6** Mainmechanisms, courses and programmes to promote culture and creativity, as well as arts education for youth in the creative field concerned, both within the formal and informal education systems, including existing active institutions providing capacity-building in this field

**10.7** Lifelong learning, tertiary education, vocational schools, training centres, residencies and other higher education institutions specialised in the creative field concerned

**10.8** Research centres, specialized institutes and programmes in the creative field concerned

**10.9** Recognised infrastructure for the creation, production and dissemination of activities, goods and services in the creative field concerned, at the professional level (for example, centres for professionals, cultural enterprise incubators, chambers of commerce with specific programmes for cultural goods and services, etc.)

**10.10** Main facilities and cultural spaces dedicated to practice, promotion and dissemination in the creative field concerned and aimed at the general public and/or specific audiences (youth, women, vulnerable groups, etc.)

**10.11** Present a maximum of three major programmes or projects developed by the city in the past three years to promote wider participation in cultural life, especially in the creative field concerned, particularly those aimed at disadvantaged or vulnerable social groups

**10.12** Present a maximum of three major programmes or projects developed in the past three years in the creative field concerned that have helped to create and/or strengthen relations of cooperation between different actors, including the city, the private sector, creators, civil society, academia and/or other relevant stakeholders

**10.13** Role and impact of the main professional and non-governmental civil society organizations that are active in the city in the creative field concerned

**10.14** Main initiatives, policies, guidelines, programmes and measures, implemented by the city in the past five years to improve the status of creators and to support creative work, particularly in the creative field concerned

**10.15** Main initiatives, policies, guidelines, programmes and measures, implemented by the city in the past five years to support and enhance local cultural industries in the creative field concerned

**10.16** Main international and/or regional cooperation initiatives in the creative field concerned, developed with cities from different countries in the past five years

**10.17** Major programmes or projects implemented in the last three years that directly or indirectly support and create synergies with at least one of the other creative fields in the Network

**10.18** Main international cooperation initiatives and/or partnerships developed in the past three years involving at least two of the seven creative fields covered by the Network (crosscutting and/or trans-sectoral projects)

**10.19** Main facilities and infrastructures made available as well as events (fairs, conferences, conventions, etc.) organized by the city in the past three years aimed at promoting the creative fields covered by the Network, other than the main creative field concerned by the application

**10.20** Provide the city’s overall earning and expenditure account over the last five years, showing amounts devoted to the creative field concerned

**11. CONTRIBUTION TO ACHIEVING THE OBJECTIVES OF THE NETWORK**

*In this section, the candidate cities are invited to present an appropriate medium-term (four-year) action plan describing the main initiatives that the city commits to achieving the Network’s objectives: using creativity as a driver of sustainable development at the local and international levels.*

*The proposed initiatives must correspond to the objectives and the areas of action specified in the Creative Cities Network Mission Statement. Please have a full knowledge of this document before filling in this part. The action plan and proposed initiatives should be realistic, coherent and feasible, in line with the United Nations 2030 Agenda for Sustainable Development. It is recommended to describe the main planned initiatives in a meaningful manor rather than multiple theoretical lists of actions. In case of designation, the city will be expected to implement this action plan in case of its designation and to report on the implementation of the plan in its compulsory quadrennial Membership Monitoring Report (in other terms, in case of designation following the 2019 Call for Applications, the city shall submit its first report in 2023).*

**11.1** Presentation of a maximum of three major initiatives, interventions, programmes or projects aimed at achieving the objectives of the Network locally (city level) by enhancing the role of culture and creativity in the sustainable development of the city

*Two of the proposed initiatives should correspond to the creative field concerned and one of the initiatives presented should be of a cross-cutting nature and link with at least one of the other creative fields covered by the Network. The presentation of the proposed initiatives should notably include the scope, objectives, outreach and stakeholders (partners, participants and beneficiaries), the expected results and impact to highlight the quality, diversity and innovation of the approach. Initiatives supported by the city involving the public and private sectors, civil society, professional associations and cultural institutions are encouraged (3200 characters maximum).*

**11.2** Presentation of a maximum of three major initiatives, programmes or projects aimed at achieving the objectives of the Network on an international level*,* particularly those involving other member cities in the Network

*The presentation of the proposed initiatives should notably include the scope, objectives, outreach, stakeholders (partners, participants and beneficiaries) and expected results and impact, to highlight the quality, diversity and innovation of the approach. Initiatives supporting the extension of the Network in under-represented regions and countries, as well as actions involving cities in developing countries, are encouraged. A cross-cutting initiative linking several of the creative fields covered by the Network may be presented (3200 characters maximum).*

 **11.3** Estimated budget for implementing the proposed action plan

*It is recommended to present the estimated overall annual budget for implementing the proposed action plan over a period of 4 years, as well as the respective percentages that will be earmarked to local and international initiatives. All of the resources that the city expects to contribute should be mentioned, not only including financial resources but also other resources (personnel, facilities, etc.). Please indicate any existing funding or funding applications envisaged to national and international funding bodies such as regional and national development banks and institutions, in order to complement the budget from the Municipality itself. Alternative and innovative fundraising mechanisms may be presented (500 characters maximum).*

*The evaluation will not be made on the basis of the size of the proposed budget but in terms of its feasibility, coherence, achievability and sustainability in relation to the action plan.*

**11.4** Intended structure for the implementation and management of the action plan

*Presentation of the organization and governance structure of the city, as well as the resources in terms of personnel and/or the entity that will be established to ensure the planning and implementation of the proposed action plan and an active contribution by the city to the achievement of the Network’s objectives. It is recommended that the person in charge of this entity will also be the focal point of the city in case of designation. Brief presentation of the organizational structure and the planned working arrangements of the entity, as well as the potential partners to implement the action plan with names, designations and contact details of key experts, non-governmental organizations (NGOs) and academic institutions (1500 characters maximum).*

**11.5** Intendedplan for communication and awareness-raising

*Presentation of a plan for the communication and awareness-raising for promoting the Network and its objectives to a wide audience, as well as the expected outcomes and impact of the proposed action plan (1000 characters maximum).*

**12. SUBMISSION OF THE MEMBERSHIP MONITORING REPORT**

### [ ]  If designated, the city shall provide every four years, a Membership Monitoring Report as requested by UNESCO, which provides detailed information on the effective implementation of activities related to its designation as a UNESCO Creative City and on their impact. The first such report will be expected in 2023 for cities designated following the current Call for Applications.

**13. PARTICIPATION IN ANNUAL CONFERENCES OF THE NETWORK**

[ ]  If designated, the city shall ensure the participation of a delegation from the city, including at least one representative, ideally together with the Mayor, in the Annual Conferences of the UNESCO Creative Cities Network and shall be responsible for covering any travel and subsistence costs incurred. In the event that more than one representative attend (exclusive of the Mayor), it is recommended that the aforementioned city focal point should be included.

**14.**  **PROVIDING INFORMATION TO THE SECRETARIAT**

[ ]  If designated, the city shall provide regularly and in time relevant and up-to-date information related to the implementation of the city’s membership, notably any change in the contact details (see sections 3.1, 3.2, 3.3, 3.4)

**15. COMMUNICATION MATERIALS**

*In order to prepare communication materials about your city in the event of its designation, please complete the following fields. This information will be used on the UNESCO website and in other communication materials of the UNESCO Creative Cities Network.*

*Therefore, please kindly note that the city is* ***fully responsible for the quality and accuracy of the submitted communication materials****. In order to facilitate the preparation of these materials, you may refer to the UCCN website where a city page for each current member is presented.*

**15.1** Brief and pertinent presentation of the cultural assets and creative industries of the city in the creative field concerned and avoid merely promoting the city’s tourism. Data, statistics and other indicators in the field of cultural and creative fields are highly recommended (1300 characters maximum).

**15.2** Contributions of the city in terms of achieving the objectives of the Network according to the proposed action plan (700 characters maximum, presented in bullet points)

**15.3** A maximum of three URL links to websites related to the creative field concerned and the contents of the application

**15.4** List of the city’s membership in other UNESCO’s cities networks (including UNESCO Global Network of Learning Cities, International Coalition of Inclusive and Sustainable Cities, and Megacities Alliance for Water and Climate), as well as other major international and inter-regional cities networks or platforms

**Name:       Mayor of the city of:**

**Date:       Signature**[[1]](#footnote-1)**:**

ANNEX OF THE APPLICATION FORM

UNESCO CREATIVE CITIES NETWORK

2019 CALL FOR APPLICATIONS

**CESSION OF RIGHTS AND REGISTER OF PHOTOS**

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|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click here  | Date: | dd/mm/yyyy  |
| Address: | Click here  | Signature: |  |

1. The Mayor of the city should sign the present Application Form with his/her digital signature. In case the digital signature is not available, please send a separate scanned copy of the page 2 (where personal information about the mayor appears) and the last page, both signed in written. [↑](#footnote-ref-1)