

Cities Alliance Gender Prize 2017 Partnership for Women's Empowerment Application Instructions

When filling out the application form for the Cities Alliance Gender Prize 2017, please follow the instructions below. These instructions regard the two main documents that will make up your submission. They should be submitted in the format indicated below.

APPLICATION FORM TEMPLATE

- The application Form should be submitted as a Microsoft Office Word file (.docx). The file name should contain "Gender Prize", "name of the city", and "implementing partner". For example: GenderPrize_Dakar_DFT.docx *or* GenderPrize_Quito_CBB.docx
- Please use the original document as downloaded from the website. Do not modify any tables in the application form. Any changes to the original template may cause delays and/or disruptions in the evaluation process.
- There are fields with strict character restrictions. Please keep to the number of characters shown for each field.
- If there is a grey field, please only write directly in the field and not outside.
- Directions on how to fill out the Application Form: The Application Form Template has 18 numbered fields. Information on how to fill each one of them out is below, following numbering as it appears in the form.
- No field can be left blank. Should one of the fields not apply to your project, please fill in N/A or 0 (zero).

Section 1 – This section regards information on project partners, implementers and a very concise summary of the project.

- 1.1: Add the title of the project as it was/is used by implementers.
- 1.2: Add the date of submission of the application.
- 1.3: Add the details of the submitting organisation.
- 1.4: Add the full details of the focal point person with whom Cities Alliance will liaise throughout the award process.
- 1.5: Insert the name of the organisations that partnered and/or implemented the project. Only the name of the organisations involved will suffice at this point.
- 1.6: Tick the box that applies to you. More than one box may be ticked.
- 1.7: Insert the starting and ending dates of the project in the following format: mm/yy to mm/yy. In case the project is still ongoing, the following format should be used: mm/yy – ongoing.
- 1.8: Provide the name of the local government where the project was implemented.

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- 1.9: Provide a short summary of the project. This summary should be concise (750 characters) and direct.

Section 2: This section regards the project description. Applicants should look at conveying the necessary information in a concise manner. Keep it to the 750-character limit for each answer.

- 2.1: In 750 characters or less, explain the key issue this project sought to address and how it did so.
- 2.2: In 750 characters or less, describe the project's components, activities, and outputs.
- 2.3: In 750 characters or less, describe the key results of the project and its impact. If you have measured impact, please provide the information as well.
- 2.4: In 750 characters or less, mention the cost of the project. If the project has leveraged funds, mention it as well. Include the implementation timeline and milestones.

Section 3: This section goes over implementation details of the project. Be concise and precise. Shortlisted projects will be scored against these five criteria.

- 3.1: In 750 characters or less, explain why this project is(was) innovative. Innovation will be measured through the application of new ideas, products, and processes to address both existing and emerging developmental challenges.
- 3.2: In 750 characters or less, explain the project's approach to partnership for women's empowerment. Explain what partnership meant for this project and how it was built.
- 3.3: In 750 characters or less, explain how local government and local communities partnered to promote women's empowerment. Explain how local government and local communities contributed to women's empowerment.
- 3.4: In 750 characters or less, mention whether the partnership continued after the end of activities. Explain how this project could be upscaled and/or replicated (or both).
- 3.5: In 750 characters or less, explain how the project institutionalised the partnership between local communities and local government.

PARTNERSHIP LETTER TEMPLATE

- The Partnership Letter should be submitted as a Microsoft Office Word file (.docx). The file name should contain "Gender Prize Letter", "name of the city", and "implementing partner". For example: GenderPrizeLetter_Dakar_DFT.docx
- Do not modify any tables in the application form. Please use the original document as downloaded from the website. Any changes to the original template may cause delays and/or disruptions in the evaluation process.