UNESCO CREATIVE CITIES NETWORK

CALL FOR APPLICATIONS

2023

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| **APPLICATION FORM** |



UNESCO CREATIVE CITIES NETWORK

2023 CALL FOR APPLICATIONS

*The standard Application Form is prepared by the Secretariat of the UNESCO Creative Cities Network and shall not be altered in any way. Kindly note that only this standard Form will be accepted and considered as eligible.*

*Please note that word limits are enforced and that it will not be possible to enter additional text once the limit is reached. Use the “Word Count” function to ensure that you do not exceed these limits.*

*All sections of the Form shall be duly completed. The information provided should not be repeated across different sections unless it is relevant to these sections.* ***In case of lack of information for any of the section(s) or field(s) concerned, the applicant city is requested to enter the following phrase “No relevant information to provide****”.*

*Applicants are also required to submit three high-quality photos of the applicant city closely related to the creative field concerned.* *The form “Cession of Rights and Register of Photos” in the Annex hereto should therefore also be duly completed individually for each photo.*

1. **NAME OF CITY:**

1. **COUNTRY:**

**3. Contacts**

**3.1 Mayor of the City**

Title (Mr/Ms/Other):

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/Other):

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. 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/Other):

Family name:

First name:

Institution/function:

Status/type of institution:

Address:

Telephone number:

Email address:

Other important information:

**3.4 Main communication contact**

*The main communication contact of the city will be responsible for supporting the city’s communication efforts alongside the main executive contact, in communicating and disseminating information on its activities in the framework of the Network, as well as those provided by UNESCO (for example, it could be the chief communication officer of the city).*

Title (Mr/Ms/Other):

Family name:

First name:

Institution/function:

Status/type of institution:

Address:

Telephone number:

Email address:

Other important information:

**3.5 Alternative contact**

*The alternative contact will provide support and backup to the main executive contact.*

Title (Mr/Ms/Other):

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, social and economic characteristics of the city; mode of governance, principal culture-related facilities and infrastructure, international connections, etc. (****1500 characters maximum with spaces****).*

**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, applicant cities are invited to explain how they consider culture and creativity – particularly in the creative field concerned – to act as a driver for identifying opportunities and challenges, and then to propose 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 with spaces****).*

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

*Presentation of the city’s main and global development vision, strategies and policies, particularly those in line with the international development agendas, such as the United Nations’ 2030 Agenda for Sustainable Development, African Union’s Agenda 2063, etc. (****1000 characters maximum with spaces****).*

**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 medium and 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 with spaces****).*

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

*The design and preparation of the application submitted by the city should involve stakeholders from 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 (****1200 characters maximum with spaces****).*

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

*In the following fields, the applicant 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. Applicant cities are strongly advised to avoid presenting lists and to provide succinct and relevant information supported with data and examples, so that the city’s cultural and creative assets can be assessed properly (****1000 characters maximum with spaces for each field below****).*

**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. The information can be supported by data, statistics, and other indicators on its contribution to economic development and employment, number of cultural enterprises in the city, 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 four 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 four years in the creative field concerned, aimed at the general audience at the local, national and/or international level

**10.6** Maincurriculummechanisms, courses and programmes aimed at promoting culture and creativity, as well as arts education in the creative field concerned across different educational levels

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

**10.8** Research centres, specialized institutes and programmes that focus on research and development in the creative field concerned

**10.9** Recognized 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, aimed at the general public and/or specific audiences (such as youth, women, vulnerable groups, etc.)

**10.11** Present a maximum of three major programmes or projects developed by the city in the past four years to promote wider participation in cultural life 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 four years in the creative field concerned that have helped to create and/or strengthen relations of cooperation between different actors, including the local government, the private sector, creators, civil society, academia and/or other relevant stakeholders

**10.13** Role and impact of the main professional, industrial or sectoral, 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 four years to improve the status of creators and professionals 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 four 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 four years

**10.17** Major programmes or projects implemented in the last four 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 four 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 infrastructure made available as well as activities (fairs, conferences, conventions, etc.) organized by the city in the past four years, aimed at promoting the creative fields covered by the Network other than the selected one in the application

**10.20** Provide detailed information of the city’s overall proceeds and expenditures over the last four years, showing amounts devoted to and generated from the creative field concerned

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

*In this section, the applicant cities are invited to present an appropriate medium-term (four-year) action plan describing the main initiatives that the city commits to implement and achieve the Network’s objectives: strategically placing culture and creativity as drivers of sustainable development at the local and international levels.*

*The proposed initiatives should correspond to the objectives and the areas of action specified in the Network’s* [*Mission Statement*](https://en.unesco.org/creative-cities/sites/default/files/uccn_mission_statement_en.pdf)*. Applicant cities are requested to have good knowledge of this document before filling in this section. The action plan and the proposed initiatives thereof should be realistic, coherent and feasible, and in line with the United Nations 2030 Agenda for Sustainable Development. It is recommended to describe the main planned initiatives in a meaningful manner rather than multiple theoretical lists of actions. In case of designation, the city will be expected to implement this action plan and to report on its implementation of the plan via the compulsory periodic Membership Monitoring Report.*

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

*It is recommended that two of the proposed initiatives, programmes and/or projects 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 innovativeness of the approach. Initiatives, programmes and/or projects supported by and/or involving the public and private sectors, civil society, professional associations and cultural institutions are encouraged (****3500 characters maximum with spaces****).*

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

*The presentation of the proposed initiatives, programmes and/or projects should notably include the scope, objectives, outreach, stakeholders (partners, participants and beneficiaries) and expected results and impact, to highlight the quality, diversity and innovativeness 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 to strengthen North-South and South-South cooperation, are encouraged. A cross-cutting initiative linking several of the creative fields covered by the Network may be presented (****3500 characters maximum with spaces****).*

**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 activities respectively. All of the resources that the city expects to allocate should be mentioned, not only including financial resources but also other resources (personnel, facilities, etc.). Please indicate any existing funding or envisaged funding opportunities with national, regional and international funding agencies such as development banks and institutions, in order to complement the budget from the municipality itself. Alternative and innovative fundraising mechanisms may be presented (****1000 characters maximum with spaces****).*

*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 proposed action plan.*

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

*Presentation of the organizational structure, human resources and planned working arrangements that will be established to ensure the programming and implementation of the proposed action plan. It is recommended that the person in charge of the team or entity will also be the focal point of the city in case of designation. Information about potential partners for the implementation of the action plan, along with the names, titles and contact details of key experts, non-governmental organizations (NGOs) and academic institutions, may also be provided (****1500 characters maximum with spaces****).*

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

*Presentation of a comprehensive communication and awareness-raising strategy and plan for promoting the Network and its objectives to a wide audience, as well as the expected outcomes and impact of this plan (****1500 characters maximum with spaces****).*

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

### [ ]  By checking the box, the designated city commits to providing, every four years, a Membership Monitoring Report as required by UNESCO. This report will provide detailed information on the implementation and impact of its action plan as a UNESCO Creative City, as well as its contribution to sustainable development goals and the global priorities put forward by the [MONDIACULT 2022 Declaration](https://www.unesco.org/en/mondiacult2022) in the field of culture. Further details will be provided to the designated cities in due course.

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

[ ]  By checking the box, the city if designated commits to ensure the participation of a delegation from the city, ideally together with the Mayor, in the Annual Conferences of the UNESCO Creative Cities Network, and to cover any travel, accommodation and other subsistence costs incurred. It is also recommended to include the aforementioned city focal point in the city’s delegation.

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

[ ]  By checking the box, the city if designated commits to regularly provide up-to-date key information related to the implementation of the city’s membership, notably any changes in the contact details including the Mayor, the focal point and other contact persons (see sections 3.1, 3.2, 3.3, 3.4)

**15.**  **DISSEMINATION OF INFORMATION PROVIDED BY UNESCO**

[ ]  By checking the box, the city if designated commits to regularly disseminate key information as well as communication materials shared by UNESCO through the city’s communication and social media platforms. The main communication contact alongside the main executive contact (please refer to Section 3.4) shall be responsible for undertaking this task and keeping the UNESCO Secretariat informed in this regard

**16. COMMUNICATION MATERIALS**

*In order to prepare communication materials about your city in the event of 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.*

**16.1** Brief and pertinent presentation of the cultural assets and creative industries of the city in the creative field concerned, avoiding the exclusive promotion of city branding or tourism. Data, statistics and other indicators in the field of cultural and creativity, especially in the creative field concerned, are highly recommended (***1500 characters maximum with spaces***)

**16.2** Contributions of the city in terms of achieving the objectives of the Network according to the proposed action plan ***(800 characters maximum, presented in bullet points)***

**16.3** A maximum of two URL links to websites related to the creative field concerned in the city and/or key elements of the application. Social media handles for the city if any including Facebook, Instagram, Twitter may also be provided

**16.4** List of the city’s membership in other UNESCO’s cities networks (such as UNESCO Global Network of Learning Cities and International Coalition of Inclusive and Sustainable Cities), as well as other major international and inter-regional cities networks or platforms

**Name:       Mayor of the city of:**

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

UNESCO CREATIVE CITIES NETWORK

APPLICATION FORM ANNEX

2023 CALL FOR APPLICATIONS

**CESSION OF RIGHTS AND REGISTER OF PHOTO[[2]](#footnote-2) (1)**

I, the undersigned, Click here , hereby grant to UNESCO the non-exclusive right for the whole term of copyright to use, publish, reproduce, distribute, display, broadcast communicate or make available to the public, in any language or form and by any means including digital, the following material(s), in whole or in part, and to authorize other publishers or co-publishers to exercise any or all these rights. I grant these rights to UNESCO irrevocably, for an unlimited period of time.

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| **Identifier**(for instance file name) | **Brief informative caption**(no more than 40 words in English or French) | **Date** | **Credit**(© name, creation year) | **Photographer**(if not mentioned in the credit) |
| Click here  | Click here  | dd/mm/yyyy  | © Click here  | Click here  |

1. I further grant to UNESCO the non-exclusive right to sub-license to third parties to re-use the material(s) in whole or in part, solely for non-profit educational or public information uses, including as part of an open access communication material using a Creative Commons IGO 3.0 license.
2. These rights are granted subject to the condition that the respective above-mentioned credit, or its equivalent, is provided if and when the material(s) is/are used.
3. I certify that I am the sole copyright holder of the Work and I have full power to make this Agreement and to authorize the use of the Work as set forth in the above paragraph.
4. I certify that I am entitled to grant all the rights under paragraphs 1 and 2 of this present Cession of Rights and that, to the best of my knowledge and belief, the material(s):
5. is/are in no way whatever a violation or an infringement of any existing copyright or license; and
6. is/are in no way whatever a violation or an infringement of any customary practices governing access to the heritage depicted or incorporated, and contain(s) nothing obscene, libellous or defamatory.
7. I Name of the owner of the photograph will hold harmless, defend and indemnify UNESCO against any lawsuits, claims, costs and liabilities resulting from any disputes that arise from the present Cession of Rights.
8. All disputes arising out of, or in connection with the present Cession of Rights or the breach thereof, shall be settled primarily by mutual understanding. In the event an amicable settlement cannot be reached, such dispute shall be referred to arbitration in accordance with the Rules of Arbitration of the United Nations Commission on International Trade Law (UNCITRAL)

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

UNESCO CREATIVE CITIES NETWORK

2023 CALL FOR APPLICATIONS

**CESSION OF RIGHTS AND REGISTER OF PHOTO (2)**

I, the undersigned, Click here , hereby grant to UNESCO the non-exclusive right for the whole term of copyright to use, publish, reproduce, distribute, display, broadcast communicate or make available to the public, in any language or form and by any means including digital, the following material(s), in whole or in part, and to authorize other publishers or co-publishers to exercise any or all these rights. I grant these rights to UNESCO irrevocably, for an unlimited period of time.

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| **Identifier**(for instance file name) | **Brief informative caption**(no more than 40 words in English or French) | **Date** | **Credit**(‘© name, creation year’) | **Photographer**(if not mentioned in the credit) |
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1. I further grant to UNESCO the non-exclusive right to sub-license to third parties to re-use the material(s) in whole or in part, solely for non-profit educational or public information uses, including as part of an open access communication material using a Creative Commons IGO 3.0 license.

2. These rights are granted subject to the condition that the respective above-mentioned credit, or its equivalent, is provided if and when the material(s) is/are used.

3. I certify that I am the sole copyright holder of the Work and I have full power to make this Agreement and to authorize the use of the Work as set forth in the above paragraph.

4. I certify that I am the sole copyright holder of the Work and I have full power to make this Agreement and to authorize the use of the Work as set forth in the above paragraph. I certify that I am entitled to grant all the rights under paragraphs 1 and 2 of this present Cession of Rights and that, to the best of my knowledge and belief, the material(s):

1. is/are in no way whatever a violation or an infringement of any existing copyright or license; and
2. is/are in no way whatever a violation or an infringement of any customary practices governing access to the heritage depicted or incorporated, and contain(s) nothing obscene, libellous or defamatory.

5. I Name of the owner of the photograph will hold harmless, defend and indemnify UNESCO against any lawsuits, claims, costs and liabilities resulting from any disputes that arise from the present Cession of Rights.

6. All disputes arising out of, or in connection with the present Cession of Rights or the breach thereof, shall be settled primarily by mutual understanding. In the event an amicable settlement cannot be reached, such dispute shall be referred to arbitration in accordance with the Rules of Arbitration of the United Nations Commission on International Trade Law (UNCITRAL)

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

UNESCO CREATIVE CITIES NETWORK

2023 CALL FOR APPLICATIONS

**CESSION OF RIGHTS AND REGISTER OF PHOTO (3)**

I, the undersigned, Click here , hereby grant to UNESCO the non-exclusive right for the whole term of copyright to use, publish, reproduce, distribute, display, broadcast communicate or make available to the public, in any language or form and by any means including digital, the following material(s), in whole or in part, and to authorize other publishers or co-publishers to exercise any or all these rights. I grant these rights to UNESCO irrevocably, for an unlimited period of time.

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| --- | --- | --- | --- | --- |
| **Identifier**(for instance file name) | **Brief informative caption**(no more than 40 words in English or French) | **Date** | **Credit**(‘© name, creation year’) | **Photographer**(if not mentioned in the credit) |
| Click here  | Click here  | dd/mm/yyyy  | © Click here  | Click here  |

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2. These rights are granted subject to the condition that the respective above-mentioned credit, or its equivalent, is provided if and when the material(s) is/are used.
3. I certify that I am the sole copyright holder of the Work and I have full power to make this Agreement and to authorize the use of the Work as set forth in the above paragraph.
4. I certify that I am entitled to grant all the rights under paragraphs 1 and 2 of this present Cession of Rights and that, to the best of my knowledge and belief, the material(s):
5. is/are in no way whatever a violation or an infringement of any existing copyright or license; and
6. is/are in no way whatever a violation or an infringement of any customary practices governing access to the heritage depicted or incorporated, and contain(s) nothing obscene, libellous or defamatory.
7. I Name of the owner of the photograph will hold harmless, defend and indemnify UNESCO against any lawsuits, claims, costs and liabilities resulting from any disputes that arise from the present Cession of Rights.
8. All disputes arising out of, or in connection with the present Cession of Rights or the breach thereof, shall be settled primarily by mutual understanding. In the event an amicable settlement cannot be reached, such dispute shall be referred to arbitration in accordance with the Rules of Arbitration of the United Nations Commission on International Trade Law (UNCITRAL)

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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 this page, both signed in ink. [↑](#footnote-ref-1)
2. The Cession of Rights and Register of Photo be separately signed for each photo. [↑](#footnote-ref-2)