



FAQ about the 5th Guangzhou Award

Q1: How does the application look like?

A1: The whole process takes 2 steps. Step 1 is about some basic information (see Section A in the [Application Form Template](#)), where the applicant is asked to provide details like the title of the initiative, some geographical data and contacts*. Step 2 is for answering all the questions related to the initiative (see Section B to I in the [Application Form Template](#)).

** We encourage each application to provide 2 contact persons closely related to the initiative in case that the only contact fails. To facilitate the communication, if a city/local government has more than 1 initiative to be submitted, it will be very helpful that all the initiatives share the same focal point as the primary contact person (while each initiative can still add its specific person as the secondary contact). The contact information is only for better communication between the Award and the applicant, and will not be released without the applicant's consent.*

The applicant must finish Step 1 before taking Step 2, while all the contents in Step 2 can be edited and saved from time to time before submission. Once submitted, the application cannot be edited any more.

Q2: Can I apply for this edition's Award with an initiative that was submitted in the previous edition(s)?

A2: Yes, you are more than welcome. The Award is also keen to know any new progress and updates on the initiatives once submitted.

Q3: Does the Guangzhou Award have any requirements for the start date and end date of the initiative? How does this rule apply to initiatives related to COVID-19?

A3: According to the Submission Guidelines for the Guangzhou Award, either of the following 2 types of initiatives is eligible:

- a. an ongoing initiative;
- b. an initiative recently completed (within 2 years).

If you are considering an ongoing initiative, you are encouraged to submit one that was started before 2018*. But this is NOT compulsory. Any ongoing innovative initiative, whenever it was started, is eligible.

** The reasons for encouraging an ongoing initiative that was started at least 2 years ago are:*

- (1) assessing experts can have a better understanding of the initiative by looking at what it has achieved in the past 2 years (or more);*
- (2) other cities/local governments can gain more lessons learned from your initiative's progress made for the past years, which is in line with the Award's efforts in promoting city-to-city learning.*

Again, you are still welcome to submit any ongoing innovative initiative whenever it was started.

As initiatives related to COVID-19 are ongoing/recently completed, they are eligible. For more information, please kindly read the [message](#) from the Secretariat.



广州国际城市创新奖

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Q4: It is suggested in the Application Form Template that data be used from the UN Statistical Office for the Basic City Data Section. But we cannot find our city's data. Even if some can be found, they are not the latest. Is it possible to use the data from our own municipal/national statistical bureau?

A4: The Award understands that certain data cannot be found from the UN source. In this case, you may wish to use any official source of data you deem reliable.

Q5: If I submit the application before the early bird deadline, can I modify it after I receive the expert feedback?

A5: If you, as one of the early bird submission applicants, find the expert feedback useful and would like to modify the original application, kindly let the Secretariat know and reopen the editing for you. Please remember to submit the modified version by the final deadline, i.e. 31st October, 2020.

Q6: When can I get my feedback if I make the early bird submission? Should I provide any other document to reply to the feedback?

A6: The early bird feedback will be returned to the applicant before the final submission deadline, i.e. 31st October 2020. The feedback is given on a first-come-first-served basis, which means the earlier you make the submission (before 30 September 2020), the sooner you will get the feedback. There is NO need for you to provide any other document as the reply to the feedback. You may wish to use the feedback as some advice to help rethink your application.

Q7: Are there any requirements for the additional/supporting materials? Can I send video clips? How shall I send them?

A7: All of the following materials are welcome (but it is still all right if you do not have any of them):

- ◆ Up to 5 press clippings or copies of covers and tables of contents of reports on the initiative.
- ◆ Up to 5 photos with titles that best illustrate the initiative (.jpeg/.jpg at 72 dpi, 500 x 700 px max.).
- ◆ Up to 5 graphics that could illustrate for example, trends, ratios or percentages; tools or technologies; etc. (.pdf/.jpeg/.jpg format, 72 dpi).
- ◆ 1 map that best illustrates the physical context of the initiative (.pdf/.jpeg/.jpg format, 72 dpi).
- ◆ 1 chart that best illustrates the initiative (.pdf/.jpeg/.jpg format, 72 dpi).
- ◆ 1 technical drawing.
- ◆ 1 video clip (100M max.).
- ◆ Other materials you deem necessary (50M max.).

As the working language of the assessing experts is English, we would appreciate that translation can be provided if any of the above materials is in other languages.

It will be highly appreciated if all the materials are put into one folder and clearly classified. Kindly use the illustrations to name the materials, or provide a list by email.

You may wish to send the whole folder by WeTransfer (<https://wetransfer.com/>) to the Secretariat (info@guangzhouaward.org), together with a message on the applicant and the title of the initiative.



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