Cities Awards 2017
Cities100
Application Guide

ABOUT THE CITIES AWARDS

Throughout the world mayors deliver important, impactful, and innovative policies and programmes that reduce carbon pollution and improve resilience. Since 2013, C40 has recognised more than 40 of the world's boldest projects, highlighting the critical role cities play as a leading force for climate action.

Given the urgency of climate action in the US, this year's Awards, hosted by Bloomberg Philanthropies, will have a special focus on the leadership of US cities on the global stage. Each category of the Cities Awards 2017 will have an international winner and a US winner.

Winners will be announced in the fall.

The Cities Awards aim to:
- Ensure that cities demonstrating true leadership in addressing climate change are globally recognised;
- Share highly replicable 'best practices' across cities, and draw attention to outstanding performances and integrated solutions that have achieved a high level of environmental success in a challenging context.

The Cities Awards will give cities:
- Prestigious recognition on a global scale with the winners announced during Climate Week in NYC;
- Extensive global media coverage for the cities and their projects;
- Recognition via the Cities100 publication by C40 and Sustainia.

PARTNERSHIP WITH CITIES100 2017

After two successful editions in 2015 and 2016, C40, Sustainia, and Realdania have once again partnered to produce *Cities100,* a publication which seeks to identify, analyse, and communicate the most ground-breaking solutions to the problems of climate change that afflict cities today. By presenting 100 city solutions, the Cities100 publication will serve as a guide to policies, programmes, and projects that create the resilient and productive urban environments of the future.

Entries that are submitted for the Cities Awards will automatically be entered as a Cities100 nomination, providing cities with a chance for projects to be highlighted and recognised across two platforms. The Cities100 publication is not part of the Cities Awards; the only link to the two platforms is that applications for both elements will be gathered at the same time and evaluated in a similar way. The Cities100 publication will be downloadable online to all, and physical copies can be sent to cities upon request.

Please note that projects selected for the 2015 and 2016 editions of the Cities100 publication cannot be selected again for Cities100, but they will be considered for the Cities Awards. Projects which have previously won an award on more than one occasion cannot be awarded again.

HOSTS

C40 Cities connects more than 90 of the world's greatest cities, representing 650+ million people and one quarter of the global economy. Created and led by cities, C40 is focused on tackling climate change and driving urban action that reduces greenhouse gas emissions and climate risks, while increasing the health, wellbeing and economic opportunities of urban citizens. The current chair of the C40 is Mayor of Paris Anne Hidalgo; and three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40's work is made possible by our three strategic funders: Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF), and Realdania. To learn more about the work of C40 and our cities, please visit **www.c40.org**, follow us on Twitter **@c40cities** or Instagram**@c40cities** and like us on Facebook at **http://www.facebook.com/C40Cities**

Bloomberg Philanthropies works in more than 120 countries around the world to ensure better, longer lives for the greatest number of people. The organization focuses on five key areas for creating lasting change: Arts, Education, Environment, Government Innovation and Public Health. Bloomberg Philanthropies encompasses all of Michael R. Bloomberg's charitable activities, including his foundation and his personal giving. In 2015, Bloomberg Philanthropies distributed over half a billion dollars.
For more information, please visit **bloomberg.org** or follow us on Facebook, Instagram, Snapchat, and
Twitter **@BloombergDotOrg.**

PARTNER

Headquartered in Copenhagen, **Sustainia** is Scandinavia's leading sustainability think tank and consultancy. The company is dedicated to identifying readily available sustainability solutions across the world and demonstrating their potential impacts and benefits for cities, companies, and communities. For more information, please visit: www.sustainia.me

The Cities Awards recognise cities that have implemented outstanding projects, programmes, policies and practices to combat climate change and reduce climate risks in the fields of 5 categories. Each category will have an international and a US winner, bringing the number of winning cities to 10 in total (2 per category).

Cities4Energy

The **Cities4Energy** category features *excellence in building energy efficiency and clean energy.*

The Award showcases projects that seek to reduce energy consumption and promote renewable energy supply at both city-wide and building scales.

Projects could be reducing the energy consumption of new or existing buildings, deploying district heating systems, incentivising the uptake of renewable energy technologies or introducing clean energy procurement.

Cities4Mobility

The **Cities4Mobility** category features *excellence in sustainable transportation.*

The Award showcases ambitious public transportation and/or walking and cycling initiatives that prioritise people over cars and can reduce greenhouse gas emissions, traffic congestion, and air pollution.

Projects could include ambitious electrical vehicles programs, transit-oriented development schemes, or comprehensive and integrated mobility strategies that make the future of urban transportation greener and more enjoyable.

Cities4ZeroWaste

The **Cities4ZeroWaste** category *features excellence in reducing waste.*

The Award showcases plans and projects helping cities reduce residual waste generation and better manage material resources while cutting or avoiding greenhouse gas emissions and providing co-benefits such as reduced air and soil pollution, improved resource efficiency, social equity and economic growth.

Projects can include avoiding materials from entering into the waste stream, diverting organics from landfill disposal, waste reduction initiatives, improved source segregation, community engagement and food waste avoidance.

Cities4Action

The **Cities4Action** category *features the most ambitious city-wide action plans*

The Award showcases comprehensive and far-reaching commitments, plans and actions taken by cities to lower their GHG emissions, to reduce CO_2 emissions and pursue long-term integrated social, economic, and environmental agendas.

This category would include comprehensive and strategic climate action plans and city-wide carbon inventories, and will be open to all cities who are committed to the Global Covenant of Mayors for Climate & Energy.

Cities4Tomorrow

The **Cities4Tomorrow** category features the most ambitious adaptation plans and programmes.

The Award showcases adaptation plans, risk assessments, and programmes that can make cities more resilient and adaptable to future climate change impacts.

Programmes and plans could include infrastructure or land use developments that respond to extreme weather, sea level rise, drought and increased temperatures, while at the same time contributing to a prosperous, liveable and attractive city for all citizens.

APPLICATION PROCESS

City Self-Nomination:
The Mayor's office or the relevant department within the city's administration can submit applications for the Cities Awards and Cities100.

Third-Party Nomination:
Third-party organisations are welcome to nominate projects for the Cities Awards and Cities100, such as, but not limited to:
- International and national city organisations;
- Environment and urban planning-related not-for-profit organisations and charities;
- Relevant finance and development organisations, international development banks;
- Relevant environmental and urban planning research bodies, academic institutions and think-thanks.

In order for an application to be submitted by a third-party, C40 and Sustainia require the third-party organisation to provide written evidence that the city they are nominating endorses the application. Either a formal endorsement letter or email from the city official can be added to the application and uploaded at the end of the online application form.

ELIGIBILITY CRITERIA

The Cities Awards are open to any city around the world, regardless of size, if the two eligibility criteria below are met:

    I.   Projects must have begun implementation in 2012 or later;

*NOTE: *If the submitted project is a part of a larger, long-term project, then the application must ONLY focus on and discuss results of the stage that has begun since 2012.*

    II.   Projects need to have all or a substantial amount of project funds secured.

APPLICATION PROCESS SUMMARY

1
- Ensure you meet all **Eligibility Criteria.**
- Applications can be submitted by cities or third-party organisations.

2
- Prepare your application offline via an editable PDF or word application form available at www.c40.org/awards.
- Try to include as much data as possible to show results or projected results.
- Make sure you have all the necessary documents before submitting your application online.
- Complete all questions on the editable PDF or word application Form.
- Collect all photos required for your application (project photos and cityscapes)

3
- 19 May 2017, 23.00 UTC, visit www.c40.org/awards to submit your application online.
- Read and accept the Terms & Conditions.
- Select a category, copy and paste the responses to the questions into the online Application Form.
- Upload the required photos (3 to 5 pictures of the project and cityscapes - JPEG, PNG, GIF and BMP allowed, 1 Mb each minimum) and supporting material.
- Submit the application and repeat the process for each application you wish to submit.
- Please note that submissions cannot be amended once submitted.

4
- Once you have submitted your application(s), you will receive a confirmation email.
- If information is missing from your application(s), you will be contacted and asked to provide further details.

IMPORTANT DEADLINES

25 April 2017	Application submission opens online
19 May 2017	Application submission closes at 23.00 UTC
June – July 2017	Selection of Awards Finalists & Cities100 selected projects
September 2017	Launch of Cities100 in New York City
Fall 2017	Cities Awards winners announcement

All applications will be considered for three tiers of recognition. The selection of applications for all three tiers will be done using the same Assessment Criteria, detailed in full below. The tiers of recognition are:

Cities100
The Cities100 assessment is done by a Selection Committee of urban analysts at C40 and Sustainia. The projects selected for feature in Cities100 will be notified by August 2017.

Cities Awards Finalists
The Awards assessment is done by a Selection Committee of urban professionals at C40, who will review and evaluate the applications a second time. There will be 2 American and 2 international Finalists per category defined, which will be announced in August 2017.

C40 Cities Awards Winners
From the list of Finalists, an independent Jury Panel will then evaluate each submission to select the Winners in each category. The Winners will be announced in September at the Cities Awards Ceremony.

OVERVIEW - ASSESSMENT CRITERIA

All assessments are done using the following criteria (more detailed can be found in Appendix A):

1. **Climate action.** The expected or achieved CO_2 reduction and/or climate risk mitigation of the project.

2. **Co-benefits.** The extent to which the project has positive co-benefits for other aspects of society, in addition to its climate change mitigation and CO_2 reductions.

3. **Innovation.** The extent to which the project takes an entirely new or ground-breaking approach to address major environmental issues (that has not been applied similarly elsewhere).

4. **Governance.** How well the project is incorporated into larger city plans, collaborates with other entities in the city, and engages citizens in the project's development and implementation.

5. **Sharing and scaling.** The extent to which the project experience is shared with other cities and regions and the future potential to scale the project within the city.

APPENDIX A: DETAILED ASSESSMENT CRITERIA SCORING SYSTEM

1. Climate action

What is the expected or achieved success in achieving CO2 reductions and climate risk mitigation through this project?

This will be evaluated on the basis of:

- CO2 reductions* or climate change risk mitigation* goals and results

- Preference is given to results or goals that are measured and assessed quantitatively

- Preference is given to documented results over goals

Score	Description
Low	• Application presents qualitative CO2 reductions or climate change risk mitigation goals of project
Medium	• Application presents quantitative reductions or climate change risk mitigation goals of project • Application demonstrates qualitative CO2 reductions or climate change risk mitigation results of project • Application demonstrates relatively minor quantitative CO2 reductions or climate change risk mitigation results of project
High	• Application demonstrates relatively major quantitative CO2 reductions or climate change risk mitigation results of project

Please note, for CO2 reductions, we ideally would like to see CO2 reductions in terms of percentage and absolute figures.

Since there is no universal standard protocol or measure for quantifying urban climate change risk reduction, various measures may be used including: area of land/asset protected, number of people safeguarded, monetary value of losses avoided, temperature reduced, cubic meters of water managed. This should be quantified as: totals for the base year, total for the target year and % reduction.

2. Co-benefits

Aside from CO2 reductions and climate change risk mitigation, what co-benefits does this project have on the rest of society?

This is evaluated on the basis of:

- Co-benefits (economic, environmental, health, and social) goals and results

- Preference is given to results or goals that are measured and assessed quantitatively

- Preference is given to documented results over goals

Score	Description
Low	• Application presents qualitative goals within at least one co-benefit
Medium	• Application presents qualitative results or quantitative goals within at least one co-benefit
High	• Application demonstrates quantitative results within at least one co-benefit

3. Innovation

To what extent does the project take an entirely new or ground-breaking approach to address major environmental issues (that has not been applied similarly elsewhere)?

This will be evaluated based on:

- The geographic scale of innovation – this would comprise innovation at an international level (e.g. the first in the world to apply this technology, approach, scale, etc. in a similar way), and innovation at a city or regional level (either across the continent or within that country)

- The evidence provided to support the claim of the project's innovativeness.

- Description of the innovative elements of the project

Score	Description
Low	- Innovative at a local or regional level - No or poor description of the innovative elements of the project - No evidence provided to support the claim that the project is innovative
Medium	- Innovative at a local or regional level - Good description of the innovative elements of the project - Little evidence provided to support the claim that the project is innovative
High	- Innovative at an international scale - Good description of the innovative elements of the project - Strong evidence provided to support the claim that project is innovative on an international scale

4. Governance

This criterion addresses multiple questions, namely: How well is the project coordinated with other city climate and strategic goal? How well does the project collaborate with other entities in the city to maximize its impact? How well are citizens engaged in the project?

This will be evaluated based on:

- Whether the project is referenced within the city's overall strategy or climate plans.

- How the project collaborates with other entities in the city (ie other city departments, government agencies, NGOs, private companies, etc.).

- How the project has undertaken citizen engagement activities and whether those activities have been quantified.

- How citizen engagement has influenced the development and implementation of the project.

Score	Description
Low	• Application does not demonstrate collaboration with other entities in the city • Application does not demonstrate considerable citizen engagement activities
Medium	• Application demonstrates that some elements of the project are working with other entities in your city (other city departments, government agencies, NGOs, private companies, etc.) • Application is not referenced within the city's overall strategy or climate plans • Application provides qualitative or quantitative documentation of the citizen engagements activities
High	• Application demonstrates that the project is referenced in the city's overall plan/climate strategy or demonstrates that the project is working closely with other entities in your city. • Application provides quantitative documentation of the citizen engagements activities.

5. Sharing and scaling

How is the project experience being shared (or intended to be shared) with other cities? What is the plan to scale the project within the city (if possible)?

This will be evaluated based on:

- The extent to which the application demonstrates that the project experience has been shared openly or is planned to be shared openly with other cities

- Demonstration of plans to scale the project within the city, or a suitable explanation as to why scaling is not possible

Score	Description
Low	• Application does not demonstrate actions taken (or plans) to share the project experience with other cities • Application does not specify opportunities for scaling the project, nor does it suitably explain why scaling is not possible
Medium	• Application demonstrates only vague actions taken to share its experience with other cities • Application provides limited explanation of opportunities for scaling the project or clearly explains why scaling the project is not possible.
High	• Application clearly demonstrates specific activities the city has taken in sharing its experience with other cities, including examples of how other cities are learning from the sharing of the project experience. • Application clearly demonstrates opportunities for scaling the project or clearly explains why scaling the project is not possible.

Scoring and weighting

The initial shortlisting undertaken prior to consideration by the jury will be as follows:

- Each of the above categories will have an equal weight.
- The categories will be scored as follows:
    - High   3 points
    - Medium   2 points
    - Low   1 point
- Each project's overall score will be composed of the summation of scores across each of the five evaluation criteria.
- The submitted information in each application will be vetted by experts from C40 and Sustainia, which may alter scores.
- In deciding the eventual winner of each category the jury panel will also utilise the above scoring system, but will also take into consideration subjective aspects relevant to each category. Each decision will be clearly justified by the panel.

APPENDIX B: FREQUENTLY ASKED QUESTIONS

How many applications can be submitted by one city?
There is no limit when it comes to the number of projects or initiatives that a city can submit. However, each project must be submitted through a separate application, and a project that applies to multiple categories must submit an application in each category to which it applies. Note there is one application form for all categories.

Can a project submitted for the 2013, 2014, 2015, or 2016 Awards be submitted once again?
Yes, a project submitted for the 2013, 2014, 2015, or 2016 Awards can be submitted once again; however, we recommend that the applicants highlight new elements or additions to previous years to make the application stronger, and clearly highlight new and updated results. **Projects selected for the 2015 or 2016 editions of Cities100 cannot be selected again for Cities100, <u>but they will be considered for the Cities Awards.</u> Projects selected as Awards Winners twice in any of the 2013, 2014, 2015 or 2016 Awards editions cannot be selected as award winners again, but they will be considered for Cities100, if they have not yet been featured in the publication.**

What does 'project' refer to in the application form?
Project is a catch all term reflecting the actions cities take, and could be in reference to projects, initiatives, programmes, policies and plans, all of which can be submitted for consideration in the relevant categories. This guide and the application form simply refer to all these actions as 'projects'.

Can applications be submitted from partnerships of two or more cities, city and regional governments, or other combinations of government entities?
Yes, partnerships demonstrating knowledge sharing and cooperation between cities and also between cities and other bodies, e.g. regional governments are accepted.

Will there be multiple winners in each award category?
There will be only one US and one International winner in each category.

Filling out the online application form

What if I don't know the answers to some of the questions in the application form?
All questions are mandatory and need to be answered. If you are unsure how a specific question applies to your project, do your best to answer the question anyway. Please note that a project can still win even if it does not 100 % cover all criteria. Try to include as much data as possible to show results or projected results.

Do I need to supply images with my application?
Yes, it is mandatory to supply images. These images will be used in the Cities100 publication, Awards collateral, media briefings and for other publicity, so please provide images that are relevant and reflect the project. Please supply photos as follows:
- 3 to 5 photos of the project
- 2 to 3 cityscapes of the city
- JPEG, PNG and BMP formats are allowed
- All photos should be of high-resolution, and at least 1Mb in size
- All photos should be submitted with your online application

Can I submit additional documents with my application?

The online application form allows you to submit photos and up to two additional attachments in order to supply supporting material (e.g. project plan, press release, video, etc). If sending video files, make sure they are compatible with the most commonly used software and codecs, such as Flash player, Quick Time movie and Windows media video.

Do any fees apply?

No, applying to the Cities Awards and Cities100 is free of charge.

Could the same project be submitted into more than one category?

Yes, one project can be submitted in multiple categories. If you think that your project could be presented in two or more categories, please fill separate applications forms, one for each category. While reviewing applications, the Awards Team might also suggest that you nominate your project in another category when they think it is relevant.

What if I have a question about applying or filling out the application itself?

If you don't find the answer in the FAQ, you can email questions to awards[at]C40.org

When will I be notified regarding the status of my application?

All applicants, regardless of whether the project was selected as an Awards Finalist or as a feature in the Cities100 publication, will be informed in August 2017.

What are the legal terms and conditions that must be agreed to when submitting an application?

The complete terms and conditions are available for download from www.c40.org/awards

Why do I need to agree to these legal terms?

Applicants need to agree to these terms in order to provide the organisers with permission to use submitted information as non-confidential data and to evaluate and share them with participants of evaluation process.

How do I prepare and submit my application?

The Application Form is available in editable PDF and Word formats, allowing applicants to download the form to complete at their convenience. Once applicants have all the information required (all questions are mandatory), in order to submit an application, applicants should transfer the information from the PDF or Word application form to the online form, which will be available at **http://www.c40.org/awards.** Pictures of the project and cityscapes are also required as part of the application and can be uploaded and added to the online form.