Cities100
2019
Application Guide

ABOUT THE CITIES100

Throughout the world, mayors deliver important, impactful, and innovative policies and programs that reduce carbon emissions and improve resilience. For the fourth time, C40 is recognizing 100 of the world's boldest projects in the publication Cities100, highlighting the critical role cities play as a leading force for climate action.

The selected 100 solutions will be announced at the C40 Mayor's Summit in Copenhagen in October 2019.

The Cities100 aims to:

- Ensure that cities demonstrating true leadership in addressing climate change are globally recognized;
- 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.

The Cities100 will give cities:

- Prestigious recognition on a global scale with the 100 selected projects announced during C40 Mayors Summit 2019 in Copenhagen;
- Extensive global media coverage for the cities and their projects;
- Recognition via the Cities100 publication by C40 and Nordic Sustainability.

C40 Cities Bloomberg Philanthropies Awards
All submissions to the 2019 Cities100 will be eligible for nominations to a potential C40 Cities Bloomberg Philanthropies Award (hereafter referred to as 'Awards') at the C40 Mayors Summit 2019. In the application form, applicants will be given the option to have their submissions being considered for the Awards. More information about the potential Awards will be available in the late spring of 2019.

PARTNERSHIPS

This year, C40, Nordic Sustainability and Realdania are partnering to produce *Cities100*, a publication which seeks to identify, analyze, and communicate the most groundbreaking solutions to the problems of climate change that afflict cities today. By presenting 100 city solutions, the Cities100 publication will serve as an inspirational guide to policies, programs, and projects that create the resilient and productive urban environments of the future.

The entries for Cities100 will have the chance to feature amongst the most innovative solutions world-wide. The chosen 100 projects will be featured in the printed publication as well as on C40's Knowledge Hub. The Knowledge Hub is C40's new online platform offering unprecedented access to insights and experience from cities already implementing ambitious climate solutions, for city policymakers and

practitioners around the world. 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, 2016, and 2017 editions of the Cities100 publication cannot be selected again for Cities100 2019.

C40 Cities connects 94 of the world's leading cities to take bold climate action, leading the way towards a healthier and more sustainable future. Representing 700+ million citizens and one quarter of the global economy, mayors of the C40 cities are committed to delivering on the most ambitious goals of the Paris Agreement at the local level, as well as to cleaning the air we breathe. The current chair of 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, Children's Investment Fund Foundation (CIFF), and Realdania.

To learn more about the work of C40 and our cities, please visit our website, or follow us on Twitter, Instagram, Facebook and LinkedIn.

Nordic Sustainability is a value-based consultancy working at the intersection of strategy and sustainability. We help our clients become fit for the future by providing strategy processes, insights, and thought leadership based on deep sustainability knowledge. Our work is based on trust, stakeholder involvement, and flexibility in planning and execution. We're the first Future Fit Business Benchmark accredited consultancy in the Nordics and we work with international organisations, foundations, and companies at a Nordic and global scale.

To learn more about who we are and what we do, visit our website or find us on LinkedIn and Twitter.

Realdania is a philanthropic association and change agent that works to improve the quality of life through the built environment. Among other things, this involves promoting sustainable cities and strategic city development to prepare cities for the changes to come: economically, socially, environmentally, and culturally.

Cooperation is a central part of Realdania's philanthropic approach, and they cooperate with partners large and small in all of Denmark. This includes a multitude of projects in relation to cities, urban spaces, parks, buildings, the cultural heritage associated with buildings, and the connected activities and change processes – for instance construction, architecture, landscape architecture, restoration, urban development, and spatial planning in rural areas and in cities.

Realdania's work is for the benefit of both current and future generations and wishes to promote sustainable innovation and new knowledge. Established in 2000, Realdania has financed more than 3,350 projects, and counts approximately 155,000 members. To learn more about Realdania, visit their website or follow on Twitter, Instagram, Facebook, and LinkedIn.

CITIES100 CATEGORIES

The Cities100 recognizes cities that have implemented outstanding projects, programs, policies, and practices to combat climate change and reduce climate risks in the fields of 12 categories:

Category:	Including topics such as:
Sustainable Mobility	• Land use planning • Traffic control measures and policies • Mass transit • Walking and cycling • Zero emission vehicles • Freight / fleets
Sustainable Waste Management	• Solid waste management • Sustainable waste systems • Waste to resources • Waste reduction/avoidance
Building Energy Efficiency	• Private building efficiency (e.g. performance standards, incentive programs, financing mechanism) • Municipal building efficiency (e.g. performance standards, programs, financing mechanisms) • New building energy standards (e.g. net zero building codes) • Lifecycle assessments of buildings (e.g. circular buildings)
Clean Energy	• Distributed renewables (e.g. policies, programs, incentives) 100% renewable targets and plans • Municipal renewable energy requirements • Clean Energy procurement
Sustainable Finance	• Divestment • Green bonds • PPPs
Adaptation and Resilience	• Adaptation planning and assessment • Ecosystem restoration • Addressing extreme heat • Green infrastructure • Storm surge protection
Climate Action Planning	• Carbon measurement and planning • Climate action plans and inventories • Consumption-based inventories
Citizen Engagement	• Smart community engagement • Climate education Incentivizing green behavior • Circular economy strategies
Inclusive climate action	• Gender equality • Youth engagement • Social equity

	• Child-responsive urban planning
Air Quality	• Air quality management • Air quality monitoring • Health impact assessment
Sustainable Food Systems	• Food waste (avoidance/management) • Urban farming/local production (e.g. vertical farming) • Low carbon diets • City procurement • Food distribution
Water Management	• Water security • Smart water management • Urban flooding

APPLICATION PROCESS

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

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

In order for an application to be submitted by a third-party, C40 and Nordic Sustainability require the third-party organization 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 Cities100 is 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 2013 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 2013.

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/other/cities100.
- 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

- Before 17 May 2019, 23.00 UTC, visit www.c40.org/other/cities100 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

2 April 2019	Application submission opens online
17 May 2019	Application submission closes at 23.00 UTC
June 2019	Selection of Cities100 selected projects
October 2019	Launch of Cities100 at the C40 Mayors Summit in Copenhagen

ADDITIONAL QUESTIONS

The questions in Part 2: *General Information About the Project* are new to the application for Cities100. While they are mandatory and <u>must</u> be answered to the best of your capabilities and knowledge, they are not a part of the evaluation of the application. The answers will therefore not affect the overall score of the project.

The questions are added to this year's application as C40 and Nordic Sustainability are looking into what the successes and challenges are for the frontrunner cities across the world working with climate action. The answers given by the cities will result in an analysis which will be published in the Cities100 report along with the 100 chosen city solutions.

SELECTION PROCESS

All applications will be considered for the Cities100 publication. The selection of applications will be done using the Assessment Criteria, detailed in full below.

Selection Committee
The Cities100 assessment is done by a Selection Committee of urban analysts at C40 and Nordic Sustainability. The projects selected for feature in Cities100 will be notified by September 2019.

SELECTION 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 and/or air pollution reduction of the project.

2. **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 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, climate risk mitigation, and air pollution reduction 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
High	• Application demonstrates relatively major quantitative CO2 reductions or climate change risk mitigation results of project • Application demonstrates reductions in ambient concentrations (of particulate matter or nitrogen dioxide) results of project
Medium	• Application demonstrates qualitative CO2 reductions or climate change risk mitigation results of project • Application demonstrates relatively minor quantitative CO2 reductions of harmful air pollutants as a result of the project, or climate change risk mitigation results of project
Low	• Application presents qualitative CO2 reductions/emissions of harmful air-pollutants reduction/ambient concentrations reductions, or climate change risk mitigation goals 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.

Please note, for air pollution reductions, we ideally would like to see reductions in emissions of harmful air pollutants, such as particulate matter or nitrogen oxides (percentage or absolute figures). Alternatively, if available, reductions in ambient concentrations (of particulate matter or nitrogen dioxide) thanks to implementation of the project.

2. Benefits

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

This is evaluated on the basis of:

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

3. Innovation

To what extent does the project take a new or ground-breaking approach to address major environmental issues (that – to the knowledge of the city - 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
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
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
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

4. Governance

This criterion addresses multiple questions, namely: 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:

- How the project collaborates with other entities in the city (i.e. 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
High	• Application demonstrates that a majority of elements of the project are working with other entities in your city (other city departments, government agencies, NGOs, private companies, local communities, etc.) • Application provides quantitative documentation of the citizen engagements 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, local communities, etc.) • Application provides qualitative documentation of the citizen engagements activities
Low	• Application does not demonstrate collaboration with other entities in the city • Application does not demonstrate considerable citizen engagement 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
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.
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.
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

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 Nordic Sustainability, 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 Cities 100 or Awards be submitted once again?

Yes, a project submitted for the 2013, 2014, 2015, 2016, or 2017 Cities 100 and 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, 2016 or 2017 editions of** Cities100 *cannot* **be selected again for the 2019 Cities100. Projects selected as Awards Winners in any of the 2013, 2014, 2015, 2016, or 2017 Awards rounds can be considered for 2019 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, programs, 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.

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, 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 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 Cities100 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 cities100@c40.org.

When will I be notified regarding the status of my application?
All applicants will be informed in September 2019.

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/other/cities100.

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 www.c40.org/other/cities100. Pictures of the project and cityscapes are also required as part of the application and can be uploaded and added to the online form.

Who do I contact if I have any additional questions?
If you are a C40 city, please get in contact with Judith Neijzen at cities100@c40.org. If you are a non-C40 city, please get in touch with Pernille Jægerfelt Mouritsen at cities100@nordicsustainability.com.