



# THE EUROPE PRIZE

## How to apply for the Europe Prize and its distinctions

*[If you represent a municipality in one of the 47 Council of Europe member States that wishes to apply]*



The Europe Prize is comprised of four distinctions ranging from lowest to highest:

1. The European Diploma
2. The Flag of Honour
3. The Plaque of Honour
4. The Europe Prize

**The system for awarding the different prize levels is progressive.**

**Before you begin, please prepare the following:**

★ 1. A letter from the mayor

- with an official header
- with the Mayor's signature
- in PDF format
- maximum size of 1 Mb / 2 pages

★ 2. An application dossier

Please describe the activities carried out by your municipality, based on the following four criteria and focusing on the latest activities from the current year.



**Twinning activities, contacts with municipalities abroad, co-operation and partnerships** (including personal exchanges, in particular youth work, as well as cultural activities)



**European events** (including participation in European Local Democracy Week), **Europe Day** (5 May) and **propagation of the European idea**



**European and international solidarity**



**Membership of organisations of local authorities**

- in PDF format
- maximum size of 5 Mb / 15 pages

★ 3. A summary of the dossier

- maximum 300 words
- emphasise the key points of the dossier

★ 4. Appendices (optional)

- photos
- news articles
- in PDF format
- maximum size of 5 Mb / 15 pages

Please also prepare information concerning your municipality: addresses, contact persons and the names of twin towns. You will be asked to enter these details into the online form.

Once this information and documents are ready, you can apply online. It will take only a few minutes.

**If this is your first application, you should apply for the European Diploma, the first distinction of the Europe Prize.**

★ Read the description of the Europe Prize  
[http://website-pace.net/en\\_GB/web/apce/the-europe-prize](http://website-pace.net/en_GB/web/apce/the-europe-prize).

★ Open the link to apply online <http://www.europe-prize.coe.int/?lang=en> and choose a language: English, French or German, using the buttons in the upper right-hand corner.



At the bottom of the page, click on and fill in the questionnaire which

**SUBMIT YOUR APPLICATION HERE >>**

★ comprises four tabs. Please take care to complete all tabs in a single session. Technical limitations mean that data cannot be saved until the application is submitted. Closing the window without sending the application will cause all data to be lost.

★ In the 3<sup>rd</sup> tab, entitled "Application", please select

Prize level \*  

★ In the 3<sup>rd</sup> tab entitled "Application", you may then upload:

- ✓ A letter from the mayor
- ✓ An application dossier\*
- ✓ A summary of the dossier
- ✓ Appendices (optional)

***\*Please note:** As you are applying for the first time, please include the key facts about your municipality. Describe the activities it is carrying out, based on the four above-mentioned criteria and focusing on the latest activities from the current year.*

★ In the 4<sup>th</sup> tab, entitled "Send", please finalise the submission of your application by clicking on

**VALIDATE AND SEND DEFINITIVE APPLICATION >>**

Please note that once sent, your application is final and cannot be modified.

You will receive a confirmation of receipt of the application via e-mail.

**If your town has already been awarded the European Diploma, the Flag of Honour or the Plaque of Honour.**

★ Please proceed as in the 1<sup>st</sup> case.

★ In the 3<sup>rd</sup> tab entitled "Application", in the "Prize level" box select the next level for which you wish to apply: ,  or .

**General remarks:**

★ Each municipality may present its dossier as it wishes. Please note that the secretariat cannot provide an application template.

★ Even if your municipality cannot demonstrate activities for all of the criteria, you are still encouraged to apply.

★ The mayor's letter may be addressed to the Sub-Committee on the Europe Prize of the Parliamentary Assembly of the Council of Europe or to Ms Prisca Barthel, who is in charge of the Europe Prize Section.

★ At the end of April the results will be made public on the Europe Prize website and the Facebook page. You will be contacted directly if your municipality has won.

For further questions please contact Ms Prisca BARTHEL at:  
[prisca.barthel@coe.int](mailto:prisca.barthel@coe.int) and/or [europeprize.pace@coe.int](mailto:europeprize.pace@coe.int)