

# THE EVROPE PRIZE

# How to apply for the Europe Prize and its distinctions

[If you represent a municipality in one of the 46 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)

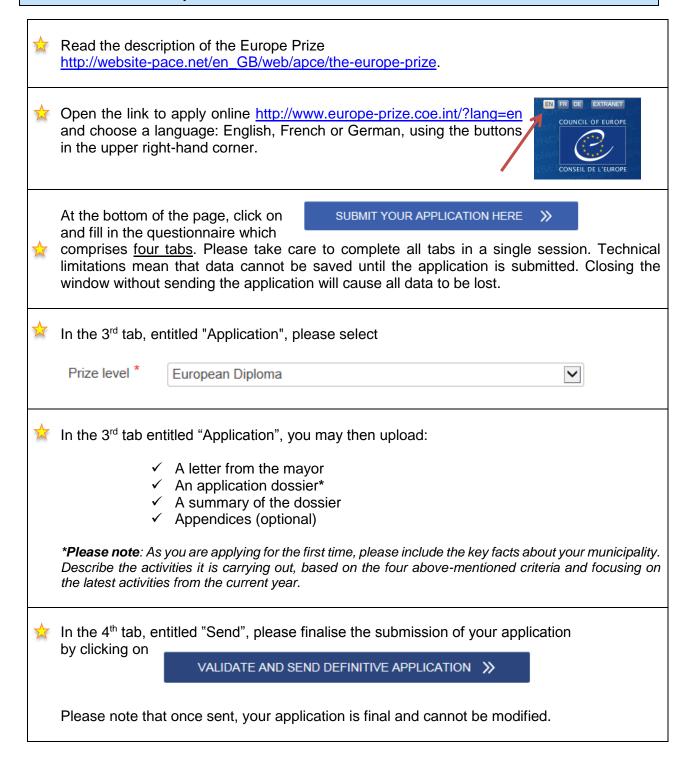
- photos
- news articles

- 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.



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

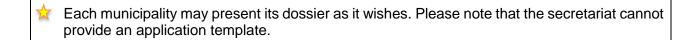
If your town has already been awarded the European Diploma, the Flag of Honour or the Plaque of Honour.

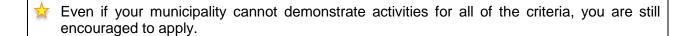


Please proceed as in the 1<sup>st</sup> case.

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

#### **General remarks:**





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 and/or europeprize.pace@coe.int