

Dissemination, application with instruction

Information

The purpose of dissemination is to increase the proportion of local governments in ICLD's prioritized countries reached by strong and sustainable results, thereby generating regional or national added value.

An application for dissemination should always be preceded by a dialogue with the ICLD. ICLD can assist with contacts to relevant municipal associations and/or other relevant actors, as well as assist with dissemination activities.

If you have any questions on the application, please email partnership@icld.se

Formalities and contact information applying organisations

Local government partners

Swedish local government:

Project Manager:

- Name:
- Position:
- Phone number:
- E-mail:

If applicable: Additional Swedish local government:

Project Manager:

- Name:
- Position:
- Phone number:
- E-mail:

Country of collaborating partner:

Collaborating local government:

Project Manager:

- Name:
- Position:
- Phone number:
- E-mail:

If applicable: Additional collaborating local government:

Project Manager:

- Name:
- Position:
- Phone number:
- E-mail:

Area of collaboration

Indicate which cross-cutting issues your dissemination primarily focus on:

- Gender Equality
- Human rights and Human rights-based approach
- Child rights and youth participation
- Participatory democracy and citizen dialogue/budgeting
- Digitalisation and e-governance

Indicate within which area the results for dissemination have been achieved.

- Culture, leisure, sport and/or tourism
- Education (Includes preschools and schools)
- Environment/climate change (Includes circular economy, sustainable production or consumption)
- Health (Includes Public Health)
- Local economic development, innovation, and livelihoods (include job or career opportunities)
- Technical services and infrastructure (Include waste management, energy and water supply)
- Social care and wellbeing (Include child protection, women's shelters, elderly care, social services, refugee reception)
- Urban planning (Includes public transport, housing and/or informal settlements.
- Inclusive leadership and governance (Inclusive = focus on underrepresented group)

Is your partnership part of an ICLD network? If yes indicate what network:

Dissemination name

What is the name of your dissemination?

Which project's results are to be disseminated? Please indicate the file number of the project.

Letter of intent

Upload Letter of intent.

Participants dissemination team

The team shall consist of 2-3 people from each local government partner and/ or external participants from e.g. local government associations or NGOs, among whom one project manager who is the main contact person to ICLD.

Note and consider the following when selecting participants:

- *The role of the dissemination team is to carry out activities in cooperation with local government associations and other partners to disseminate democracy development results outside the municipality or region where the results have been achieved. The aim is to increase the proportion of local governments in the ICLD's prioritized countries reached by strong and sustainable results, thereby generating regional or national added value. Reflect on what mandate, qualifications and personal qualities you need in the team! You are asked to motivate selection of each participant.*
- *Teams should be gender balanced. Diversity in all aspects should be considered.*
- *All participants must agree to abide by the ICLD Code of Conduct.*
- *The dissemination may mean international travels and work in a new environment.*

NOTE! In case of necessary replacement of any participant, please motivate this to ICLD together with a proposal of a new participant. ICLD must then approve the replacement and a new updated form of the full team must be submitted. ICLD does not reimburse costs related to other people than the ones on the approved list.

List the dissemination team in the form “Participants dissemination team”.

Results for dissemination and planning

Results for dissemination

Please describe the results you want to disseminate. What results are unique to your context and what elements are relevant to and applicable to other contexts as well?

Target group

To which municipalities, local government associations or other relevant organizations will you disseminate your results? If possible, describe the target groups within these organizations.

Objective

What change will the dissemination lead to? Please provide both quantitative and qualitative objectives with measurable indicators.

Method

How will you collaborate with local government associations, alumni, mentors, experts, NGOs or other identified stakeholders with relevant contact networks, for the dissemination of results, knowledge and methods?

What support would you like from the ICLD?

Activities

Describe the activities that make up the dissemination.

For example, organizing or participating in conferences, workshops or fairs. If so, describe the character of your participation, the content of the event (attach a programme if possible), and the number of participants planned. Alternatively, producing information material, tools, films etc. In this case, indicate the type of information material and its content, how it will be spread and how many you plan to reach.

Timeline

Indicate a timeline. Consider any relevant events - when is the best time for dissemination?

Budget

See ICLD budget guidelines.

Expenses:

- Travel-related costs (incl. flights, domestic travel/transfers, visas, insurance, vaccinations)
- Food and accommodation
- Equipment, materials, communication
- Experts, consultants, interpreters
- Conference (premises and conference packages)
- Audit
- Unforeseen costs
- Labor costs municipality and regional employees (and remuneration politicians)

Please indicate Bankgiro/Plusgiro for payment:

Reference for payment:

Verification

I have read, understood and anchored the following documents with the participants listed in the application:

- Guidelines for the Municipal Partnership Programme and the associated budget guidelines.
- ICLD Code of Conduct.

In accordance with the GDPR, I confirm that all participants listed in the application have given their consent to be listed in the ICLD project system Sbs Manager.