Streets 4 People
CHALLENGE
WORKSHOP 7

Stage 01:
Submission guide
& checklist – W7

Presentation

Guide to make your submission!

Please go through the instructions in this document to make successful submissions for Stage 1 of the Streets4People Challenge!

Download the checklist here

Click here to submit your entry

S4P Stage 1 - **Submission requirements**

Pilot intervention + **Scale up strategy** + **Building support**

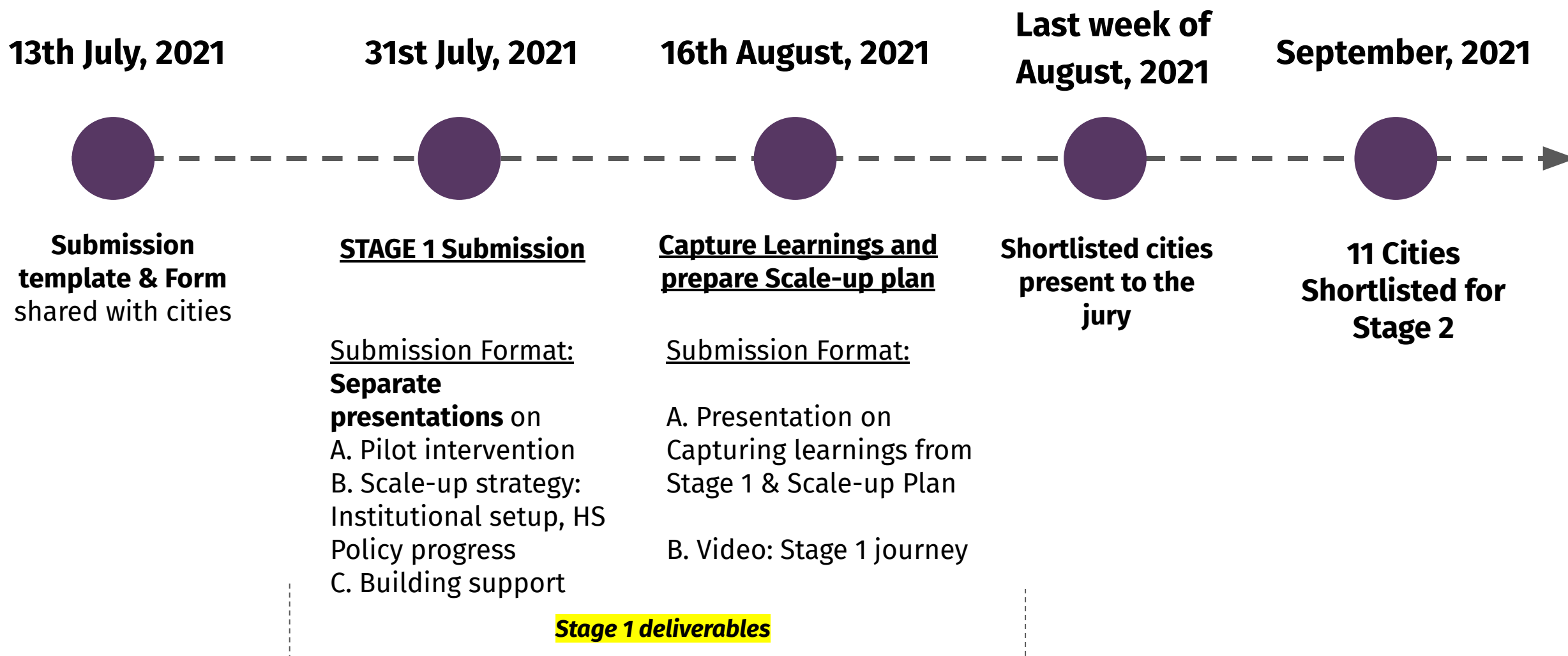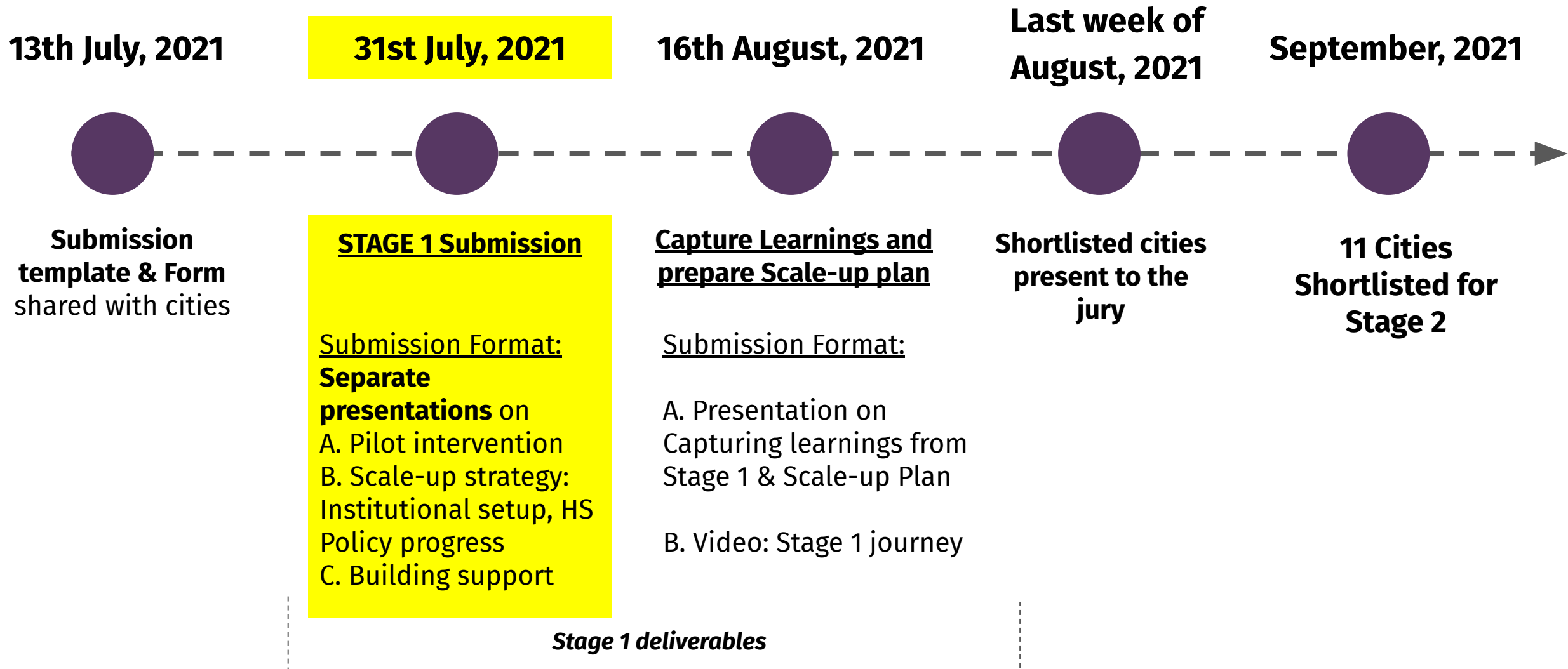| 31st July **Stage 1 Submission**	• Test at least **1 pilot on the ground - Comprising of both flagship & neighbourhood pilots**	• Institutional setup **- Create the Apex Committee, Initiate work on the Healthy Streets Department** • Healthy Street Policy **- Initiate work towards adopting the Policies**	• **Open Streets Campaign, Perception survey** and other initiatives
16th August **Share learnings and progress**	• **Capture learnings**	• Streets for People scale-up Strategy **- Create strategy for plan & budget, initiate work towards the budget approval**	• **Work towards institutionalizing** Open Streets Campaigns

Timeline of **submission and evaluation process**

13th July, 2021

Submission template & Form shared with cities

31st July, 2021

<u>STAGE 1 Submission</u>

<u>Submission Format:</u>
Separate presentations on
A. Pilot intervention
B. Scale-up strategy: Institutional setup, HS Policy progress
C. Building support

16th August, 2021

<u>Capture Learnings and prepare Scale-up plan</u>

<u>Submission Format:</u>

A. Presentation on Capturing learnings from Stage 1 & Scale-up Plan

B. Video: Stage 1 journey

Last week of August, 2021

Shortlisted cities present to the jury

September, 2021

11 Cities Shortlisted for Stage 2

==Stage 1 deliverables==

This guide is for the **Submission on 31st July**

13th July, 2021

Submission template & Form shared with cities

31st July, 2021

STAGE 1 Submission

Submission Format:
Separate presentations on
A. Pilot intervention
B. Scale-up strategy: Institutional setup, HS Policy progress
C. Building support

16th August, 2021

Capture Learnings and prepare Scale-up plan

Submission Format:

A. Presentation on Capturing learnings from Stage 1 & Scale-up Plan

B. Video: Stage 1 journey

Last week of August, 2021

Shortlisted cities present to the jury

September, 2021

11 Cities Shortlisted for Stage 2

Stage 1 deliverables

Steps to complete your submission

The deadline to submit is July 31st, 2021!

Step 1: Go through the submission **checklist**

Step 2: Ensure the deliverables match **submission requirements**

Step 3: Fill the form and **submit your city's entry!**
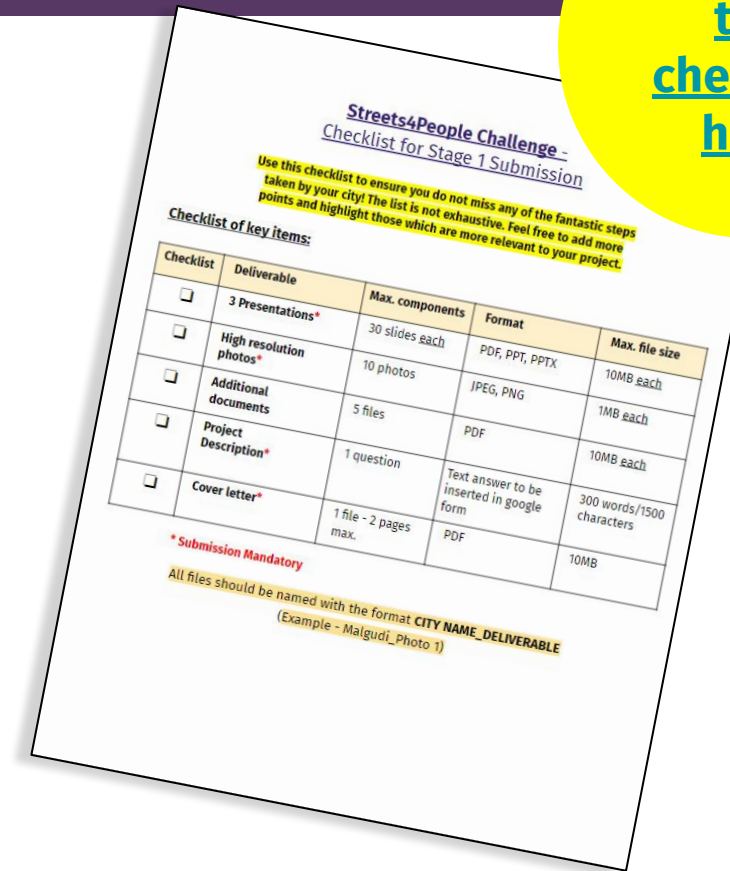
Step 1: Go through the submission **checklist**

Submission deliverables for 31st July

1. **3 presentations*** *(Max 15 slides each)*

2. **Photos*** *(Maximum 20)*

3. **Additional documents** *(Maximum 5)*

4. **Project Description*** *(2 questions)*

5. **Cover letter***

* **Submission Mandatory.**

Check [Workshop 7 presentation](#) **to know more about the evaluation process!**

Streets4People Challenge -
Checklist for Stage 1 Submission

Use this checklist to ensure you do not miss any of the fantastic steps taken by your city! The list is not exhaustive. Feel free to add more points and highlight those which are more relevant to your project.

Checklist of key items:

Checklist	Deliverable	Max. components	Format	Max. file size
☐	3 Presentations*	30 slides each	PDF, PPT, PPTX	10MB each
☐	High resolution photos*	10 photos	JPEG, PNG	1MB each
☐	Additional documents	5 files	PDF	10MB each
☐	Project Description*	1 question	Text answer to be inserted in google form	300 words/1500 characters
☐	Cover letter*	1 file - 2 pages max.	PDF	10MB

* Submission Mandatory

All files should be named with the format **CITY NAME_DELIVERABLE**
(Example - Malgudi_Photo 1)

Use this checklist to **ensure you do not miss any of the fantastic steps** taken by your city! The list is not exhaustive. **Feel free to add more points and highlight steps** which are more relevant to your project.

Step 2: Ensure the deliverables match **the submission requirements**
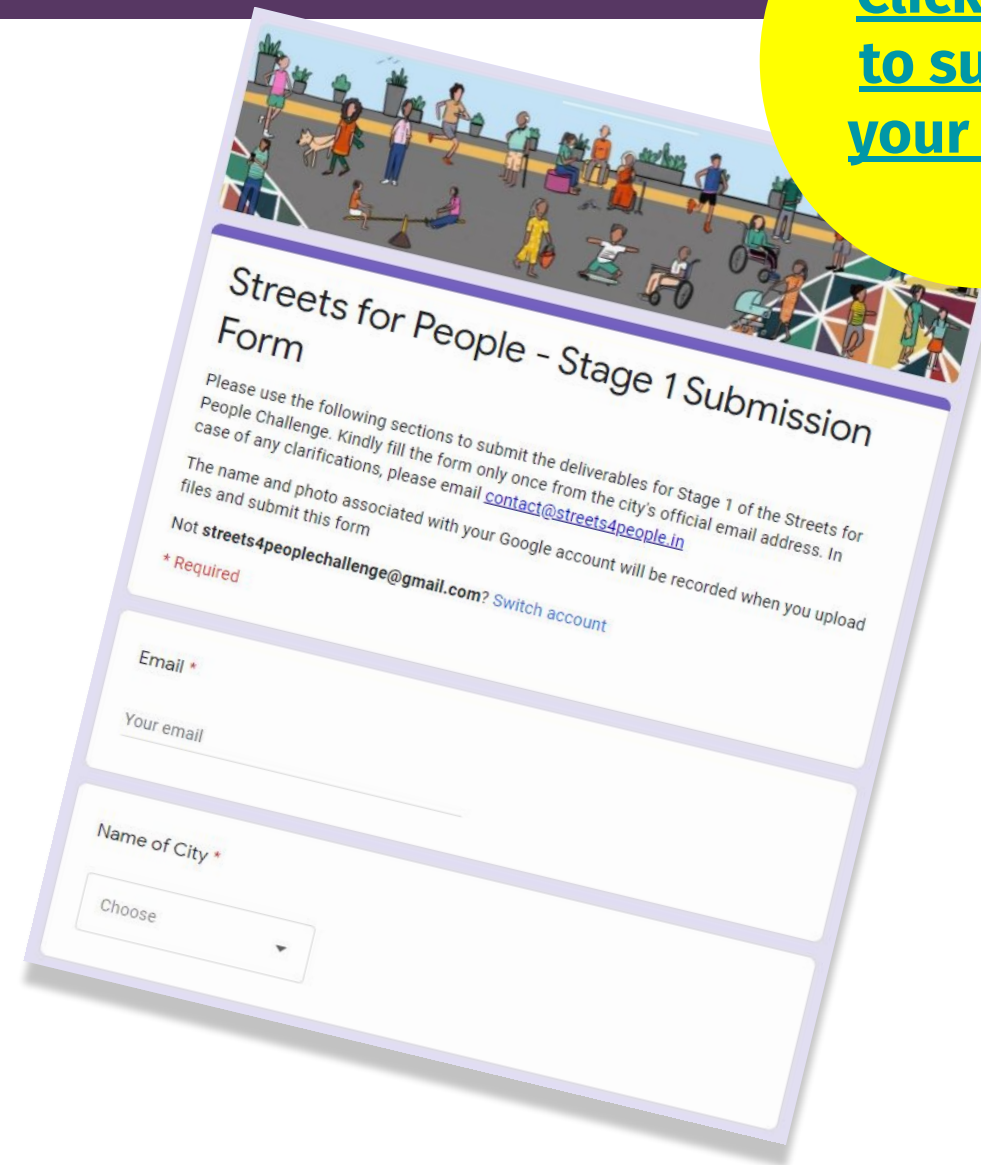
Deliverables for 31st July

Checklist	Deliverable	Max. components	Format	Max. file size
❑	**3 Presentations***	Max 15 slides <u>each</u>	PDF	20MB <u>each</u>
❑	**High resolution photos***	20 photos	JPEG, PNG, GIF	1MB <u>each</u>
❑	**Additional documents**	5 files	PDF	10MB <u>each</u>
❑	**Project Description***	2 questions	Text answer to be inserted in google form	300 words/1500 characters <u>each</u>
❑	**Cover letter***	1 file - 2 pages max.	PDF	10MB

* Submission Mandatory. These are most the updated set of requirements - kindly follow these for submission

Step 3: Fill the form and **submit** your city's entry!

- Use your **official city email ID** while submitting your entry

- **Google forms cannot be saved midway.** We strongly recommend you to keep all the **submission deliverables ready,** including the project description text.

- All images and other files should be named with the format
CITY NAME_DELIVERABLE
(Example - Malgudi_photo 1)

- Ensure that **all the information submitted is within the scope of the Streets4People Challenge**

- In case of any queries, contact the S4P Coordinating team at contact@streets4people.in

Streets for People - Stage 1 Submission Form

Please use the following sections to submit the deliverables for Stage 1 of the Streets for People Challenge. Kindly fill the form only once from the city's official email address. In case of any clarifications, please email contact@streets4people.in

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Not **streets4peoplechallenge@gmail.com**? Switch account

* Required

Email *

Your email

Name of City *

Choose

Keep in mind the submission requirements for 16th August!

Checklist	Deliverable	Max. components	Format	Max. file size
❏	**1 Presentation on Capturing learnings, scale up plan and institutionalizing Open Streets** *	Maximum 15 slides	PDF	20MB
❏	**Video***	1-2mins	Landscape 1080p resolution in .mp4 format (Share using Google drive link)	(Google drive link)
❏	**Project Description***	2 questions	Text answer to be inserted in google form	300 words/1500 characters each
❏	**Cover letter***	1 file - 2 pages max.	PDF	10MB

* Submission Mandatory. Detailed checklist and submission form will be shared post 31st July 2021.

Stage 1 - **Evaluation Scoring**

Pilot intervention	Scale up strategy	Building support
• FLAGSHIP **(30)**	• PROGRESS ON **INSTITUTIONAL SETUP** **(20)**	• OPEN STREETS CAMPAIGNS, PERCEPTION SURVEYS & OTHER INITIATIVES **(25)**
• NEIGHBOURHOOD **(30)**	• PROGRESS ON **HEALTHY STREETS POLICY** **(30)**	
• CAPTURING LEARNINGS **(20)**	• STREETS 4 PEOPLE PLAN **(30)**	• INSTITUTIONALIZE OPEN STREETS CAMPAIGNS **(15)**
TOTAL 80	**TOTAL 80**	**TOTAL 40**

TOTAL 200 MARKS

ANY CHANGES WILL BE COMMUNICATED TO CITIES

We look forward to seeing fantastic submissions...

Good luck to all cities!

Thank you

Website Link

Streets4People is a programme of

Publication developed by

ITDP
India Programme

www.itdp.in