

Frequently Asked Questions about the Wenhui Award (for Applicants & Nominees)

Eligibility and Assessment Criteria

Eligibility of Applicants and Nominees

1. I am an individual from outside of the Asia-Pacific region, am I eligible for the Wenhui Award?

Individuals are eligible for the Wenhui Award only when they are nationals of one of the UNESCO Member States in the Asia-Pacific region and meet other criteria stated on the Wenhui Award website.

List of UNESCO Member States in the Asia-Pacific region:

<https://bangkok.unesco.org/content/asia-and-pacific>.

2. Is my institution eligible for the Wenhui Award, if it is in another country than the UNESCO Member States in the Asia-Pacific region?

Your institution is eligible, if it has a regional/sub-regional/country office located in any of the UNESCO Member States in the Asia-Pacific region and meets other criteria stated on the Wenhui Award website.

List of UNESCO Member States in the Asia-Pacific region:

<https://bangkok.unesco.org/content/asia-and-pacific>.

3. If multiple institutions and individuals are involved in the initiation, development and implementation of the innovation, who should be the applicant/nominee?

The applicant/nominee, institutional or individual, should meet the eligibility criteria stated on the Wenhui Award website. It is the applicant/nominee's own responsibility to make sure that he/she/it is the appropriate one to apply for / be nominated for the Wenhui Award without any controversies with other entities. Please note that the same innovation cannot be submitted by different applicants/nominees.

4. Can I apply for the Wenhui Award again if I received the Award or Honourable Mention previously?

You can apply again if you remain eligible and your innovation is different from the one awarded before and meets the eligibility criteria.

5. Can I re-apply if my previous application was unsuccessful?

You can re-apply if you consider that you and your innovation fully meet the eligibility criteria stated on the Wenhui Award website.

Assessment Criteria for the Innovations

1. Will I be in an advantaged position, if I submit my application through the nominator-initiated channel rather than directly to the Wenhui Award Secretariat?

No, you will not. Applications through both channels are assessed equally.

2. The theme of my innovation is different from that of the current year's Wenhui Award. Can I apply?

Relevance to the theme of the current year's Wenhui Award is one of the key assessment criteria.

If your innovation is not relevant for the theme, it will be disqualified.

3. My innovation has been completed a long time ago. Can it still be used to apply for the Wenhui Award?

Timeliness is one of the key assessment criteria for the Wenhui Award. Only innovations started within 3 years by the time of application/nomination may be submitted.

4. My innovation has just started to be implemented. Can it be submitted for the Wenhui Award?

Only innovations with the key part completed by the time of application/nomination may be submitted.

5. My innovation has been implemented outside of the Asia-Pacific region. Is it eligible for the Wenhui Award?

Only innovations that have been mainly implemented in and mainly benefited the Asia-Pacific region may be submitted.

6. The geographical coverage of my innovation goes beyond but includes some countries in the Asia-Pacific region. Can it be used to apply for the Wenhui Award?

The innovation may be submitted if the covered countries are UNESCO Member States in the Asia-Pacific region and are the main beneficiaries of the innovation.

List of UNESCO Member States in the Asia-Pacific region:

<https://bangkok.unesco.org/content/asia-and-pacific>.

7. My innovation involves only one UNESCO Member State in the Asia-Pacific Region. Will it be a disadvantage?

Scale is indeed one of the assessment criteria for the innovations, but there are multiple indicators of scale, including not only number of beneficiary countries, but also number of beneficiary educational institutions, students, teachers, school leaders, and/or community members. In addition to scale, there are other criteria as well, as shown on the Wenhui Award website and in the Concept Note.

8. If my innovation involves very few partners or the partners/stakeholders are from a single sector, will my application be disadvantaged?

Engagement of partners/stakeholders from different sectors is one of the assessment criteria for innovations submitted for the Wenhui Award, but the assessment of this aspect will take into consideration the necessity and added value of the partnerships.

Application/Nomination Procedure and Required Materials

Application/Nomination Procedure

1. Which of the two application channels should I opt for?

If you have been contacted by a nominator and invited to submit your application materials to the nominator, you should follow the procedures of nominator-initiated application. Otherwise, you can try to apply directly to the Wenhui Award Secretariat.

2. Can I apply through both channels?

No, both individuals and institutions can apply through only one of the two channels.

3. If I want to apply through a nominator, do I need to contact the nominator myself?

Nominator-initiated application can only be initiated by the nominators. The National Commissions for UNESCO or the UNESCO Field Offices in the Asia-Pacific Member States will identify potentially qualified nominees and innovations, invite them to submit the required materials, and then nominate them to the Wenhui Award Secretariat. There is no need for individuals or institutions to initiate contact with a nominator.

4. Is there a National Commission for UNESCO in my country?

If your country is a UNESCO Member State, there is a National Commission for UNESCO.

5. How do I know which UNESCO Field Office covers my country?

To find out which UNESCO field office in the Asia-Pacific region covers your country, please check <https://bangkok.unesco.org/content/asia-and-pacific>.

6. Should I choose the National Commission for UNESCO or the UNESCO Field Office as my nominator? Does my choice affect the likelihood of me getting nominated?

It is up to the applicant which nominator to choose. All nominators will make their nomination decisions by the same selection criteria.

7. Can I choose both the National Commission for UNESCO and the UNESCO Field Office as potential nominators?

No, you can choose only one of them.

8. Can I choose other nominators than the UNESCO National Commissions and Field Offices?

No, only the National Commission for UNESCO in the applicant's country or the UNESCO Field Office covering the applicant's country is entitled to be Wenhui Award nominators.

9. When might a nominator contact me?

If you apply directly to the Wenhui Award Secretariat, normally you will not be contacted by a nominator at any stage.

For nominator-initiated application, either the National Commission for UNESCO or the UNESCO Field Office covering a UNESCO Member State in the Asia-Pacific region may contact the identified potentially eligible nominees in the country. Before being contacted, individuals and institutions are advised not to initiate contact with any potential nominators.

10. If I have been invited by a nominator to apply through them, do I still need to submit the application materials to the Wenhui Award Secretariat?

No, you do not need to. For nominator-initiated application, all the required materials should be submitted to the nominator who will then forward them to the Wenhui Award Secretariat together with the nomination letter.

11. How do I know if my application has been submitted successfully?

If you apply directly to the Wenhui Award Secretariat, you will receive an email acknowledgement if your application with all the required materials has been well received by the deadline.

If you are a nominee by UNESCO National Commission or Field Office, it depends on your nominator whether and when to acknowledge receipt of your submission.

In both cases, it is the responsibility of the applicants and nominees to ensure timely and complete submission of all the required materials.

Required Materials

- 1. The required materials include a detailed summary of the innovation. Do I have to use the template on the Wenhui Award website, or I can write in a different style?**

For the detailed summary of the innovation, all applicants and nominees should use the template (<https://bit.ly/Wenhui22TDS>) provided by the Wenhui Award Secretariat, and ensure that it is fully and accurately completed and submitted in PDF format.
- 2. I have a lot to say about my innovation. Can I exceed the word limit in the summary template?**

Please abide by the word limit indicated on the template, and if you wish to share more information, you may submit a brochure of the innovation (up to 12 pages) and indicate on your application/nomination form the links to the website and/or social media platforms of the innovation, if available.
- 3. Do I need to submit all the supporting materials listed on your website and in the application/nomination form?**

Applicants/Nominees should submit at least one type of the listed supporting materials. Submission of more than one type is allowed, and applicants/nominees need to indicate their chosen materials on the application/nomination form.
- 4. Will my application be more competitive, if I submit more supporting materials?**

The assessment of supporting materials is not based on quantity but on quality and their relevance to the Wenhui Award selection criteria.
- 5. The brochure for my innovation is quite long. Can I still submit?**

If you wish to submit a brochure of your innovation, it should not exceed 12 pages and needs to be in PDF format.
- 6. How many photos/videos should I submit, any size limit and format requirement?**

Applicants/Nominees can send no more than 5 photos in JPG/PDF format. For video, only one will be accepted and it should be within 5 minutes and in MP4 format. Do not send photos/video by email but provide accessible links in the application/nomination form.
- 7. My innovation has more than one social media platform, do I need to provide all?**

Yes, please provide the links to all the social media platforms of your innovation in the application/nomination form. There is no need to submit the specific contents on your social media platform(s).
- 8. My innovation has had several media coverage. Do I need to submit them all?**

You can choose the media coverage that best showcases your innovation and provide the web link in the application/nomination form. If there is no web link, you can email the media coverage in PDF format to the Wenhui Award Secretariat, together with other required documents.
- 9. I cannot email out my application due to the large size of my files. What shall I do?**

It is the applicant/nominee's own responsibility to ensure successful delivery of the required materials to the email address of the Wenhui Award Secretariat or the nominator. If your files are oversized, you should try to reduce the size. For photos, video, website and social media platforms, please provide only the links in the application/nomination form. For media coverage, it is also recommended to provide the web link, if available, instead of the text.

10. My innovation has received funding from donors. Will it affect my chance of winning the Wenhui Award prize?

Whether the innovation has already been funded will not affect the assessment.

11. The application/nomination form asks about the award history of the innovation. If my innovation has never won any award, will this be a negative factor for my application?

No, it is neither a negative nor a positive factor for your application for the Wenhui Award.

12. Can I make changes to my application/nomination form, detailed summary of the innovation or other supporting materials after submission?

No changes are allowed after submission. Applicants/Nominees should carefully check all the information and materials before submitting.

13. What if I want to provide additional information or materials after submission?

For both direct applications and nominator-initiated applications, no more addition or submission will be accepted after the deadlines.

Before the deadline, for direct applications submitted to the Wenhui Award Secretariat, applicants can send additional supporting materials to Wenhui.Award@unesco.org. For nominator-initiated applications, the nominees may try to contact the nominator to see if they can accept additional materials before the nomination deadline.

We strongly recommend that applicants and nominees submit all the required materials in one go. Additional materials after submission will be accepted at most once.

14. Do I need to mail printed application materials to the Wenhui Award Secretariat?

No, applicants do not need to mail any printed materials to the Wenhui Award Secretariat, as email submission will suffice. From the year 2020 the whole application, nomination and selection process of the Wenhui Award has turned fully online and paperless, to be more efficient, environmentally friendly, and cost-saving for applicants and nominators.

Selection Process

1. After I applied directly to the Wenhui Award Secretariat, do I need to contact my chosen nominator to get a nomination letter?

No, applicants should not initiate contact with their chosen nominator. For direct application, the Wenhui Award Secretariat will send the applications that have passed prescreening to the nominators chosen by the applicants. The nominators will review and decide whether to provide nomination letters for the applicants.

2. Will I be notified of the pre-screening, nomination or shortlisting results?

For direct applications to the Wenhui Award Secretariat, applicants will not be notified of the pre-screening, nomination or shortlisting results.

For nominator-initiated applications, nominees will not be notified of the pre-screening or shortlisting results either.

But during the selection process, the Wenhui Award Secretariat may contact applicants/nominees for clarification, if necessary.

3. When will the final results of the Wenhui Award come out?

The winners and recipients of Honourable Mention of the Wenhui Award will normally be announced within 3-4 months after the application deadline.

4. How can I find out the final result of my application?

The winners and the recipients of Honourable Mention of the Wenhui Award will be notified by email after the Jury has made its final decisions. The full list of Winners and Honourable Mentions will be officially announced on the Wenhui Award website and social media platforms in due course. Unsuccessful applicants/nominees will not be notified individually.

Other Questions

1. Whom should I contact if I have other questions?

Before contacting us, please check the Wenhui Award website, the Concept Note and the FAQs. For inquiries not addressed by these sources, you may contact the Wenhui Award Secretariat at Wenhui.Award@unesco.org.

2. How soon will I get responses to my inquiries?

Due to the large number of applications/nominations and inquiries received, the Wenhui Award Secretariat cannot guarantee immediate response to every email, but we will try to reply as soon as possible.