



HEYDAR ALIYEV
FOUNDATION

ICESCO-Azerbaijan *Natavan Heritage Excellence Award*

Application form

1. General information

ICESCO-Azerbaijan Natavan Heritage Excellence Award highlights the best practices in conservation and management of heritage within ICESCO Member States. It encourages the adoption of advanced methods and fostering collaboration among countries to preserve and enhance their heritage. The **Award** also seeks to recognize and celebrate the contributions of exceptional individuals and organisations whose efforts demonstrate excellence in the safeguarding of heritage assets.

Application forms should be submitted with all supporting documents by 30th **October** 2025 by ICESCO member states.

Applicants should carefully read the rules of procedure to ensure eligibility.

Applications must be officially **signed and stamped** by the head of the participating organization, and endorsement by the National Commission will be an add advantage.

Submission Email and Important Dates:

- Application Deadline: **30th October, 2025**
- Announcement of Winners: **18th April, 2026**
- Submission Email: heritage@icesco.org



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The Application

Applicants **must complete** all sections. Incomplete applications—will not be considered.

Applicants are free to design their application layout as they prefer. However, they must respect the **maximum word or page limits** specified under each section of the application. All text must be presented in a font size no smaller than 12 points to ensure readability.

Application Sections (for Project Sector):

First: General Information

Basic details about the applicant and the project.

Second: Project Description

A comprehensive overview of the project, including its objectives, activities, and outcomes.

Third: Outstanding Project Contributions and Outcomes

Briefly highlight the project's key achievements and impact, demonstrating how it meets the award criteria.

Fourth: Project Documentation

Supporting materials such as photographs, Video, and other relevant evidence.

Fifth: Award Contribution

An explanation of how receiving the award will support the organization's efforts to safeguard cultural heritage.

Sixth: Official Endorsement and copyright

The signature of the head of the organization, official stamp and copyright statement.
Endorsement by National Commission will be an advantage.

Seventh: Additional Information and Annexes

Any additional relevant information or supporting documents that strengthen the application.



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First: General Information

In this section, applicants should provide basic information related to the submitted project.

Note: This section should not exceed **2 pages**.

- 1. Project Title and Brief Description (up to 200 words)**
- 2. Name of the Cultural Heritage Property(ies) Addressed by the Project**
- 3. Project Start and Completion Dates**
- 4. Applicant Organization/Institution**
 - Name
 - Address
 - Email
 - Phone Number
- 5. Primary Contact Person**
 - Name
 - Email
 - Phone Number
- 6. Project Partners (if any)**
 - Name
 - Address
 - Email
 - Phone Number

Second: Project Description

In this section, the application should provide the project information, objectives, stages, achievements, and outstanding outcomes.

Note: This section should not exceed **2000** words

1. Cultural Heritage Property(ies) Details (up to two pages)

Applicants should provide the following information:

- **Historical Background:** A brief overview of the history of the cultural heritage property(ies).
- **Significance and Values:** Description of the significance of the property(ies), including the level of importance (e.g., Universal, Regional, National, or Local).
- **Original Documentation:** Archival materials documenting the property(ies) in their original form, W early records, photographs, drawings, and any documentation preceding the current project activities.
- **List of Projects/Interventions Implemented to Safeguard the Cultural Properties Over the Years (if any):** Provide a summary of the key projects or interventions carried out to protect and preserve the cultural property(ies) over time.

2. Project aims and objectives (not more than 800 words)

The applicant should outline the reasons for initiating the project, its main aims and objectives, and its contribution to the protection of cultural properties.

3. Project methodology, stages and timeline (up 1500 words)

The applicant should provide details on the following:

- Project Design from its Initial Stages: A brief overview of how the project was designed, planned, and developed from its very beginning stages.
- Methodologies Used: A summary of the main methods and techniques applied.
- Main Stages of the Project: An outline of the main stages of the project.
- Overall Timeline: A clear schedule showing the duration and sequence of each stage

Special emphasis should be placed on any **innovative or outstanding methodologies** have been utilized in the project.

4. Projects implementation (up to 2000 words)

The applicant should provide details aspects of the project implementation and this may include:

- **Teams and Equipment Used.**
- **Financial Resources and Project Budget.**
- **Human Resources.**
- **Challenges and Solutions.**
- **Stakeholder engagement.**

Third: Outstanding Project Contributions and Outcomes (up to 2000 words)

Applicants should clearly outline the main outcomes and achievements of the project. This should include:

- **Key Achievements:** Describe the most significant accomplishments of the project.
- **Alignment with Award Criteria:** Explain how the project's goals, execution, and results align with the criteria of the award.
- **Outstanding Contributions:** Specify any exceptional aspects of the project that distinguish it from similar initiatives.
- **Impact on Heritage:** Detail how the project has contributed to the conservation of cultural heritage assets.
- **Impact on Local Communities:** Describe the social, cultural, and/or economic impact of the project on the surrounding communities.

Fourth: Project Documentation (This section should be submitted as a separate compressed file)

The applicant should provide the following visual materials related to the project:

1. **20 high-resolution photographs (300 DPI), covering:**
 - The cultural heritage property before and after the implementation of the project (if applicable)
 - Project activities and stages during implementation
 - The implementation process
 - Key outcomes and results of the project

Photographs should be clearly labeled and, where applicable, include brief captions or descriptions to provide context.

2. Video Documentation

One (HD) video should be submitted to visually demonstrate the project. The video should include:

- An overview of the cultural heritage properties where the project was implemented
- Introduction of the project team
- Project implementation process
- Highlights of the final results and key achievements.
- Involvement of local communities, showcasing their participation, contributions, and benefits from the project

The video should be clear, well-structured, and no longer than 4 minutes, with narration or captions as needed to explain the content.

Fifth: Award Contribution

The applicant should provide clear and thoughtful responses to the following questions:

1. Why are you nominating this project for the award?
 - Explain the significance of the project and what makes it deserving of recognition.
 - Highlight its impact, innovation, or relevance to the goals of the award.
2. How would the award prize support your organization/institution in its efforts to safeguard cultural heritage?



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Sixth: Official Endorsement and copyright

The signature of the head of the organization, official stamp and copyright statement.

I hereby endorse this application for the ICESCO-Azerbaijan Natavan Heritage Excellence Award and confirm that the information provided is true and accurate. I support the nomination of this project, which reflects our commitment to safeguarding cultural heritage. I also authorize the use of submitted materials for award-related and promotional purposes.

Full Name: _____

Title/Position: _____

Organization: _____

Date: _____

Signature

Official Stamp

*Endorsement from the relevant National Commission is an added advantage. It may be written here with signature and stamp, or provided as a separate letter attached to the application.



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Seventh: Additional Information and Annexes (not more than 5 pages)

Applicants are encouraged to provide quantitative and qualitative evidence wherever possible to support the reported information demonstrated in this application.