

Banco do Brasil Foundation Award for Social Technology 2017

Inscriptions Manual

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Tecnologia Social

Dear all,

This year the Banco do Brasil Foundation Award for Social Technology completes 16 years of promotion of innovative practices of social transformation throughout Brazil.

This achievement is being marked by the launch of the 9th edition of the fair.

The Award, held every two years, awards outstanding social technologies, observing the criteria of innovation, level of community involvement, social transformation and potential for reapplication. Participation in this 9th edition of the Banco do Brasil Foundation for Social Technology Award is open to institutions legally constituted in Latin America and the Caribbean, public or private, for non-profit purposes.

It is with great pleasure that we invite you to participate in the Banco do Brasil Foundation Award for Social Technology.

Best regards,

Banco do Brasil Foundation

The entries for the 9th edition of the Banco do Brasil Foundation for Social Technology Award are open until May 31, 2017. The prize will be:

- ✓ **Trophy and video:** All finalist institutions will receive a trophy and video depicting their initiative;
- ✓ **Participation in the International Social Technology Forum and in the awards event:** The organization of the event, will bear the expenses of 2 (two) representatives of each institution finalist.

In this edition we will have 1 (one) international category and 6 (six) national categories of awards, 3 finalists will be selected by category, totaling 21 (twenty one) social technologies finalists. Participate!

INTRODUCTION

This manual intend to present general notions about the purpose of the Award as well as, in detail, guide the completion of each of the steps for you to enroll the Social Technology of your entity.

WHAT IS THE BANCO DO BRASIL FOUNDATION AWARD FOR SOCIAL TECHNOLOGY?

Seeking to foster social technology practices, in 2001 the Banco do Brasil Foundation created the Banco do Brasil Foundation for Social Technology Award, an award for successful social transformation practices that take place throughout the country. It is an initiative that seeks to identify, select and certify social technologies through a process that involves the analysis of information sent at the time of registration and a visit to the experiences to verify if they actually fit the concept and practice Of social technologies. The Award, held every two years, rewards outstanding technology experiences, observing the criteria of innovation, level of community involvement, social transformation and potential for reapplication (according to regulation). Participation in the Banco do Brasil Foundation for Social Technology Award is open to institutions legally constituted in Latin America and the Caribbean, public or private, for non-profit purposes.

The social technologies certified in the awards process comprise the “Bank of Social Technologies” (BTS), available on the website <http://tecnologiasocial.fbb.org.br/> which presents detailed information of each technology and the contacts of the institutions that developed them. The purpose of BTS is to promote and foster social technologies, through its dissemination.

WHAT IS SOCIAL TECNOLOGY?

A good way to explain what Social Technology is, it is through examples. A good example is [Pre Molded tank of plates](#) that alleviate the problem of access to good quality water that suffers a good part of the population of the brazilian semiarid region and which involves the community in its development and reapplication.

Starting with a formulation of this concept, the Banco do Brasil Foundation defines social technology as follows:

“Social Technology comprises products, techniques or methodologies reapplicable, developed in the interaction with the community and that represent effective solutions of social inclusion.”

Not all technology is extremely complex, high tech and expensive. The concept of Social Technology was created precisely to show that there is more democratic technology and alternative to conventional technology. Social Technology combines popular knowledge, social organization and technical-scientific knowledge, with the harmonious combination of concepts of engineering and natural sciences with concepts of social sciences, referring to an innovative proposal of development, considering the collective participation in the process of organization, development and implementation, according to the principles of self-management, social protagonism, cultural respect, environmental care and economic solidarity.

Other characteristics that we can highlight are its low cost, its relative simplicity, its possible reapplication and that generate strong impacts where they are implemented. This concept is very broad and covers a wide range of initiatives such as a low-cost solar heater, math teaching methodology for the visually impaired, a community bank or a way to empower a community to monitor policies for children and adolescents.

With this, the concept of Social Technology is related to the solutions of problems directed to the demands of food, education, energy, housing, income, water resources, health, environment, among others. Essentially, it is essential that the solutions be effective and reapplicable, providing scale social development.

Many projects are social technologies, although they do not use this concept. This is partly because this is a new concept, albeit in rapid spread throughout Brazil. The objective of the FBB with this Award is precisely to awaken the look at the possibilities that social technologies can bring to projects of social transformation in diverse socioeconomic, cultural and regional contexts. Social technologies allow projects to be more effective through the exchange of experiences, knowledge and techniques already produced. For example, a food security and malnutrition project does not need to develop all the necessary techniques and products. It can range from homemade whey, multimixture, vertical vegetable gardens and other solutions already developed, applied and improved by other projects. This is what lies at the heart of the Social Technology concept: to harness the knowledge, practice and accumulated experience to, through the reapplication of social technologies, expand the impact of developed actions of social transformation.

THAT IS, THIS PRIZE DOES NOT AWARD PROJECTS?

This award is aimed at social technologies already implemented and does not exactly reward projects. However, social technologies are developed, applied and improved within projects. That

is, in filling out the questions for inclusion in the Award, one should focus on the Social Technology that is applied in the project, describing its details and methods from the experience that is being developed, without focusing on the project. The project and the context in which social technology is being applied can be cited and described, however, it must always be clear that the objective of the Prize is to understand Social Technology and allow other communities to know it and can apply it, to improve its practices and impacts.

HOW DO I APPLY FOR THE BANCO DO BRASIL FOUNDATION AWARD SOCIAL TECHNOLOGY?

To compete for the Banco do Brasil Foundation Award for Social Technology participating entities must access the website - <https://fbb.org.br/premio>, In it you will see three flags; The Brazilian flag determines the environment of information and national inscriptions, the Spanish and English flags are destined for registrations of international initiatives, that is to the other countries of Latin America and the Caribbean except Brazil.

ACCESSING THE SYSTEM

In the main page of the site, below the language flag of your choice you can know a little more of the Prize by clicking on "What is". After this step, carefully read the Rules of the Prize to assist in your application. To begin your application, click on "Application Form".

If you are registered, enter your e-mail and password to access the registration system. If you do not have a registration, fill in the information and click on register to create your login and follow the instructions below.

After registering, Can i access the system as many times as i want?

Yes, after registering as a user, from your email and password, you can access the system at any time to subscribe to Social Technologies or edit the information of the technologies that are being registered. This access can be made through any computer connected to the internet.

After reading the regulation carefully, we suggest that you download the application form, read this manual and fill out the form in the text processor, and then transfer the information to the submission system. When you are finished filling out all the fields, review the information, see if the texts are clear and filled in correctly and start enrolling in the system.

DATA OF THE INSTITUTION

In this screen, you will begin to fill in the data for your institution. You should be aware that every entry for the prize must be linked to a non-profit institution. First, insert the " Social Name", the "

Should the user register be made with the data of the legal representative of the entity or the person in charge of the technology?

Anyone in the entity can register as a user, but we indicate that it is an employee connected to Social Technology, as he will have to access the system frequently.

Legal Status Number" and the "Legal Nature" of the institution, that is, if it is a governmental entity, association, foundation, etc. You can then tell the area (or sector, department, management, secretariat) within the entity that is responsible for Social Technology. This information is important so that it is easier to get in touch with those responsible

for Social Technology within the organization, especially in large entities such as universities, city halls or large NGOs. Finally, inform the data of the legal representative and the technical officer of the entity And the field "Social Networks" if you participate and want to spread your contact on social networks on the Internet, such as Facebook, Twiter, Skype, Blogs, among others.

INITIATIVE DATA

To start, fill in the "General Characteristics" of your initiative. Then fill in the title of Social Technology that is being registered. Already at this time the fields will have a maximum stipulated number of characters (letters, numbers and limited spaces) for each answer. The maximum value of characters always appears in the field description. When formulating the title of the technology, look for the guidelines at the beginning of this document on the difference between Project and Social Technology.



Banco do Brasil Foundation Award for Social Technology 2017

This is the definitive form for the application in the Banco do Brasil Foundation Award for Social Technology - 2017 from institutions established outside Brazil. Please note that this form does not allow partial sending of the requested information. Thus, to allow the sending of the information, it is necessary to fill in all the mandatory information as well as include the mandatory files established in the regulation packed into a single file. It will be allowed to edit this information until the final day of the registrations, but be aware of the possibility that the site may be overloaded by that date, so avoid leaving any issues for the last days. To assist in compiling the information, you can download a [form](#) to assist in this step. Follow the [Link](#) to the Rules of the Prize.

Please complete all required fields!

Cadastral Data of the Institution and the Proponent

Institution

Social Name	<input type="text"/>	<-- Please complete this field
Legal Status Number	<input type="text" value="Legal status number in the country of origin"/>	
Legal Nature	<input type="text"/>	<-- Please complete this field
Non-Profit Institution	<input type="radio"/> Yes <input type="radio"/> No	<-- Please complete this field
Address	<input type="text"/>	<-- Please complete this field
Neighborhood	<input type="text"/>	<-- Please complete this field
City	<input type="text"/>	<-- Please complete this field
Federative Unit	<input type="text"/>	
Postal Code	<input type="text"/>	<-- Please complete this field
Phone	<input type="text"/>	<-- Please complete this field

THE INSCRIPTION

In this screen you will put all information about the initiative according to the fields that make up the Entry Form. These fields have different formats, in some you can put a free text (since respecting the maximum number of characters), in others you must select from the available options and there are still fields in which you only have to fill with numbers or information Specific. So be aware of what is required in the question and the guidance given above the fields.

When writing, please do not use only CAPITAL LETTERS and during the writing of the texts, always think that there will be a reader who needs to understand what is written, so try to construct clear, orthographically correct sentences with appropriate punctuation. In addition, feel free to describe in a creative and spontaneous way Social Technology and the benefits it is bringing to the community (s) in which it was implemented.

BELOW, EACH OF THE FIELDS COMPOSING THE REGISTRATION FORM FOR THE SOCIAL TECHNOLOGY DATA IS DETAILED AND THEIR FILLING, ORIENTED:

General Characteristics: In this field, select the options according to the characteristics of your technology.

Title of the Technology: Fill in the field with the name of the technology

Technology Summary: Describe technology in up to 700 characters. The abstract should simply and quickly provide general information about the technology..

Temas Principal e Subtema: Select the main theme worked by the experiment described here, and select a sub-theme.

Problem: Describe the problem that motivated the creation of Social Technology - up to 1200 characters. Try in this field to characterize, from the experience of your institution, in which problematic situations Social Technology can be deployed to solve or mitigate the problem.

Social Technology Objectives: List the general and specific objectives - up to 300 and 1000 characters, respectively. Describe, broadly, what the Social Technology is about and what is the ultimate goal it aims to achieve. And in the form of topics, describe some intermediate objectives to the general objective so that, gathering all the specific objectives, one must arrive at the general objective of the technology

Description of the Technology: Describe, in detail, the methodology and procedures adopted in the implementation of the process. Try to approach the following points, among others: conception of the idea, practical application (detail the deployment phases) and community involvement - up to 5000 characters.

Results achieved: List the quantitative (number, %, rate) and qualitative results (perceptions, feelings, participant evaluations) achieved with the implementation of the technology. Inform how the results were monitored - up to 2500 characters.

Material resources needed to implement a social technology unit (up to 1500 characters):

provide an estimate of what material resources are required for the deployment of a Social Technology unit. The purpose of this question is to enable those who do not know the technology to know, in an approximate way, what is necessary in terms of personnel, materials and equipment to apply a unit of Social Technology, the resources related to the maintenance of the institution.

Human resources necessary for the implementation of a social technology unit (up to 400 characters): List the human resources needed to implement a Social Technology unit.

Estimated value for the implementation of a Social Technology unit: Enter a total estimated value needed to implement a social technology unit, preferably in US Dollars (US\$). This value can be measured from the material and human resources necessary to implant social technology. - up to 400 characters.

Target Audience: You must choose the options from an already defined audience list and can indicate how many different audiences you need. However, look for the options that best characterize the people who directly benefit most from TS deployment. Do not put too many audiences, as it will be hard to understand what the focus of technology is. We recommend that a maximum of 5 different audiences be placed.

Number of Participants: Inform the total amount of the public benefited by the deployment of your technology.

Places and dates of implementation of the technology already made by the institution itself: City (Federative unit); Neighborhood; Postal Code; Month / Year of deployment; Check if the technology is active yet (in front of each informed implementation.).

Partner Institutions: List the names and their activities of the partners involved in this technology - Government (federal, state, municipal, agencies, secretariats, etc.), academy (schools, institutes, universities, etc.), social movements and others organizations (associations, cooperatives, companies, etc.) - field with optional filling.

Attachments: Você deverá incluir:

- ✓ *Mandatory documents*¹ according to the prize rules in the Regulation item 3.4.1 (Constitutive act or statute of the institution; Official identity document of legal representative and also the person responsible for registration, and; Letter of recommendation; This letter of recommendation must be from a person or a recognized institution or entity and unrelated to the institution in question shall describe the specific

¹ These documents are eliminatory and are listed in Regulation item 3.4.1.

cases of benefit generated by the institution and that proves the existence and effective performance of the entity. **ALL FILES MUST BE COMPRESSED AND LOADED IN A SINGLE FILE!**

- ✓ Optional Documents according to the prize rules in the Regulation item 3.4.2, that is, documents, texts, concepts, graphics, photographic images, presentations and / or systematizations... All files sent as attachments must have a name and an explanatory caption, informing what that file is and what its purpose is. **ALL FILES MUST BE COMPRESSED AND LOADED IN A SINGLE FILE!**

Sites related to the technology: Here should be attached youtube address containing a pocket video² about the initiative with free testimonial of people who participate in the process of social technology - according to the prize rules. Completion of this field is optional.

Free testimonial: Record testimonials from people involved with Social Technology and / or relevant information that were not covered in the previous questions. Field with optional filling – up to 800 characters.

FINISHING THE REGISTRATION OF A SOCIAL TECHNOLOGY

At the end of your initiative registration, click on the item “I confirm that I have read the regulations of the Banco do Brasil Foundation Award for Social Technology and I accept the conditions established therein”. Registering the knowledge of the necessary conditions for the participation of its entity in the award and then in **Submit**, to submit your registration to the Banco do Brasil Foundation, which in turn, will send the confirmation of the registration to the registered e-mail.

From this moment the registered Social Technology will appear in the sub-menu "Submitted Technologies". All entries that are listed in this sub-menu have already been sent to the FBB and can be edited by the deadline for

After sending the application it can be edited by the person in charge of the technology?

The registration can be edited by the person in charge of the technology, but before re-sending you must reload the files of the mandatory and optional documents, if applicable.

² Pocket video - is a small film, made through portable or mobile devices, by ordinary people who want to portray their reality, show their world view, with imagination, creativity, expression, communication and criticism. A video can be an instrument of social participation and empowerment of communities, a unique way of seeing the world and democratizing access to information. According to Marcelo Valle, photographer and video-documentarist of COEP - National Network of Social Mobilization. For more information on how to send video through youtube asee <https://support.google.com/youtube/answer/57407?hl=en&co=GENIE.Platform%3DDesktop&oco=1>

submissions. If you want to change registration information, click on the **Title of the Technology**.

From now on, we thank you for your participation in the Banco do Brasil Foundation Award for Social Technology and congratulate you for the initiative you have developed. Any questions or need not hesitate to contact the Banco do Brasil Foundation.

FUNDAÇÃO BANCO DO BRASIL

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