# Access City Award 2017
# Guidance Note for applicants

*Please read these guidelines carefully before you register. You will find here all the necessary information that will help you fill in the sections in the application form correctly and describe your activities successfully.*

## BASIC INFO

**Language:** preferably English, but French and German will be accepted.

**Mode of delivery of applications:** via the on-line tool
http://www.accesscityaward.eu/registration/initialize.xhtm?lang=en

**Deadline: 8 September 2016, midnight Brussels time**

## HOW TO FILL IN THE APPLICATION

Your application should be written as clearly and concretely as possible so the national and European jury will be able to appreciate your efforts in the area of accessibility. Please focus on **facts and numbers**. Whenever it is possible give **examples** including **qualitative and quantitative data**. Make sure that you have **clearly presented** your **approach and strategy** in accessibility and that you have underlined all **innovative and extraordinary activities** that led you to success in this area. Indicate the timeframe of the activities: when they were launched, what the future developments will be.

The indicated maximum number of characters available for each reply includes spaces.

## A / CITY IDENTITY

### Short description of city

Include here some basic information about your city, its morphology and history insofar as these aspects can have an impact on accessibility (for instance whether it is built on hilly ground, or has a medieval centre with narrow streets and hurdles difficult to overcome for wheelchair users or the visually impaired)

## B/ SCOPE OF THE INITIATIVES

For each initiative / action / programme include its aim, objectives, beneficiaries, start date and end date. Demonstrate global approach and ambitious vision for the future in tackling accessibility in your city. Where possible, quantify the level or percentage of accessibility in the areas below. For example: percentage of accessible metro stations, work environments, number of vehicles, websites, buildings, public administration etc.

### 1/ Accessibility to the built environment and public spaces

Please describe measures related to the city centre design, streets and pavements, parks, squares, monuments and open spaces, work environments, markets, festivals and other outdoor events.

### 2/ Accessibility to transportation and related infrastructures

Please describe measures related to the car parks, airports, railway stations and bus stations, taxis, trains, buses and trams, proximity, interconnectivity of public transport and journey information availability.

## 3/ Accessibility to information and communication, including information and communication technologies

Please describe measures related to access to the city authorities' official information, for instance: accessibility of promotional multimedia information of the municipality, advice and citizen feedback procedures on the accessibility of the website, online information provision in arts, culture, entertainment, sport facilities, signage and guidance in public places, outdoor or indoor, tourist/visitor information, accessibility of the public information kiosks, provision of assistive technology and inclusive ICT resources for the whole community in public libraries and online centres.

## 4/ Accessibility to public facilities and services

Please describe the public services provided by your city (social services, healthcare, youth, education, leisure and sport activities and facilities, culture, employment services, training, housing etc.) and indicate to which extent they are accessible. Please illustrate how accessibility is considered and integrated in these services. Besides the specific services for persons with disabilities, please also provide information on how the general services are made accessible to persons with disabilities. You can give examples of alternative formats for e-gov services, as well as examples of services provided in multimodal way and by different channels.

## C/ OWNERSHIP / LEVEL OF COMMITMENT

## 1/ Describe your overall approach to accessibility in your city and how the policy is implemented.

Please demonstrate the global policy on accessibility carried out in your city by presenting for instance: inclusion of accessibility in a coherent strategy or policy framework; high-level policy statements and commitments to accessibility; mainstreaming in the city's policies and its regulations; structures or framework to implement/coordinate/monitor accessibility actions, responsible department(s), main actors involved, initiatives by private sector (if any) resources and staff allocated; monitoring and evaluation mechanism, information if a city has carried out a cost-benefit analysis of implementing accessibility.

## D/ IMPACT

Please include quantitative and/or qualitative data to support the impact and effectiveness of your initiative + benchmark. You are free to upload links, documents or audiovisual material (films or pictures) that demonstrate the results and changes. The impact assessment must refer to initiatives mentioned in the Section "Scope of activities".

## 1/ How has the city's policy improved equal access and the quality of life of people with disabilities?

Please provide examples as well as qualitative and quantitative data.

## 2/ How do these initiatives benefit, beyond persons with disabilities, also wider parts of the population?

Please provide concrete examples.

**E/ QUALITY AND SUSTAINABILITY OF RESULTS**

**1/ How do you ensure the quality and sustainability of accessibility measures?**

The quality of results is defined in terms of improvements made to the level of accessibility and its compliance with standards and legislation. You may also indicate whether your initiatives are related to any local, regional, national and European actions.

Delivering sustainable results to ensure the full accessibility requires continuous efforts, the establishment of a sound structure and monitoring mechanisms (regular checking, notifying and repairing problems, handling complaints training on accessibility for city's staff etc.). Please present the evaluation and monitoring mechanisms set up in your city as well as the resources allocated.

**2/ What are your plans and initiatives to continue these efforts in the future?**

Please describe and indicate the time frame, if possible.

**F/ INVOLVEMENT OF PERSONS WITH DISABILITIES AND RELEVANT PARTNERS**

**1/ Please describe the involvement of persons with disabilities, their representative organisations, and accessibility experts in both the planning, implementation and maintenance of city's policies and initiatives aimed at increased accessibility.**

Please describe these activities by providing examples. Where possible, please include the views of persons with disabilities on the accessibility of the city.

**2/ Do you carry out awareness raising or information activities around accessibility? Do you exchange and share experience and good practices with other cities at local, regional, national and/or European level?**

Please give examples; you may also mention your membership in different kinds of organisations related to accessibility etc.

**G/ WHY DOES YOUR CITY DESERVE THE AWARD?**

**Please provide a short presentation of your overall accessibility policy and actions. Please explain why your results and your city's accessibility policy are extraordinary and why you believe to your city deserves the Award**.

Please state what is your city especially proud of. You may indicate what distinguishes your accessibility policy and which measures are especially worth to be promoted as good examples for other cities.

**H/ SUPPORTING MATERIAL**

In addition to the information provided in this form, you are invited to upload - or send links to - relevant supporting material (including audio-visual material)

You can upload up to 10 files (maximum size of 1 file is 10 MB) and up to 10 links. Accepted file formats are: doc, docx, rtf, pps, ppsx, ppt, pptx,xls, xlsx, pdf, zip, gif, jpeg,jpg,png. You can upload files in your national language.
We recommend you to upload one power point presentation highlighting and illustrating (e.g with pictures) the strong points of your application.
All files that are uploaded as support material must be appropriately named.
The file name should be in English and should make it clear what the file represents or contains.

You might want to provide additional brief information about content of the supporting documents in the field of the application form under this section.

## I/ CONTACT PERSON, WEB LINKS AND POSTAL ADDRESS

Provide here all necessary contact details for the person in your administration responsible for this application.

Please include also links to your administration's website and, if available, to pages on disability and accessibility.

Please provide the postal address to which the Access City Award brochure and information about future Access City Award editions should be sent.