

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: Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the **EU official languages¹** will be accepted.

Mode of delivery of applications: via the online tool²

Deadline: 8 September 2022, 23:59 CEST

HOW TO FILL IN THE APPLICATION

Your application should be as clear and precise 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**. Give **examples**, including **qualitative and quantitative data**. Make sure that you have **clearly presented** your **approach and strategy** with regards to accessibility and that you have underlined all **innovative and extraordinary activities** that led you to success in this field. Indicate the timeframe of the activities: when they were launched and what the future developments will be.

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

1 The EU has 24 official languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

2 The online tool is accessible via the Access City Award website : ec.europa.eu/social/accesscityaward2023

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 aims, objectives, beneficiaries, start date and end date. Demonstrate global approach and ambitious vision for the future in improving 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.

Description of initiatives in the four areas of accessibility:

a) Accessibility of 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.

b) Accessibility of 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.

c) Accessibility of 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.

d) Accessibility of 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

- a) Describe the overall approach to accessibility in your city and how you implement the policy in this area.**

Please demonstrate the global policy on accessibility carried out in your city. 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 Initiatives".

- a) How does/did the city's policy improve equal access and the quality of life of people with disabilities?**

Please provide examples as well as qualitative and quantitative data. It is important to mention project(s) – if any – involving people with intellectual disabilities.

- b) 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

- a) 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 municipal staff, etc.). Please present the evaluation and monitoring mechanisms set up in your city as well as the resources allocated.

- b) What are your plans and initiatives to continue these efforts in the future?**

Please describe and indicate the timeframe, if possible.

F / INVOLVEMENT OF PERSONS WITH DISABILITIES AND RELEVANT PARTNERS

- a) Please describe the involvement of persons with disabilities and their representative organisations as well as accessibility experts in the planning, implementation and maintenance of the 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.

- b) Do you carry out awareness raising or information activities around accessibility? Do you exchange, 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.

- c) Have you addressed disability in other initiatives undertaken by your city? If so, you may mention any initiative your city has worked on, even if it was not addressed directly to people with disabilities, as long as it included measures to improve accessibility or raise awareness about disability and accessibility.**

Please describe these initiatives by providing examples and detailing the measures related to accessibility.

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 your city deserves the Award.

Please state what your city is 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 / WHERE DID YOU HEAR ABOUT THE 2023 ACCESS CITY AWARD COMPETITION

Please let us know where you heard about the competition. Multiple answers are possible.

I / SUPPORTING MATERIAL

In addition to **the four compulsory documents that must be uploaded on the portal (Mayoral Declaration, Declaration on the honour, the Legal Entity Form and the Financial Identification Form)**, you are invited to upload – or send a link to – a 10-slide Power Point presentation highlighting and illustrating (e.g. with pictures) the strong points of your application.

You can upload up to five files³ (maximum size of one file is 10 MB) or links. You can upload files in your national language.

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 may provide additional brief information about the content of the supporting documents in the field of the application form under this section.

J / 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.

³ Accepted file formats are: doc, docx, rtf, pps, ppsx, ppt, pptx, xls,xlsx, pdf, zip, gif, jpeg, jpg, png.

