

Access•City Award 2012

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.

A/ BASIC INFO

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

Mode of delivery of applications: online via [the website](#)

Deadline: 20 September 2011

Please note that all applicants will be informed of the status of their application. However, due to the large number of expected applications, the notification will not include an individual reply with the grounds of rejection.

B/ 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.

The space available for the total of your answers is **14 000 characters without spaces**.

C/ 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 the accessibility in your city.

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, 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 and interconnectivity of public transport.

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

Please describe measures related to the city authority 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 and indicate to which extent they are accessible. 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.

D/ 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, resources and staff allocated; monitoring and evaluation mechanism, information if a city has carried out a cost-benefit analysis of implementing accessibility.

E/ 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.

F/ Quality and SUSTAINABILITY OF RESULTS

1/ How do you ensure the quality and sustainable 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.

G/ 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.

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.

H/ WHY SHOULD 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 deserve the Award (max. 1000 characters for a short presentation).

In case you win the award, what would you do in 2012 to further promote accessibility?

How would you cooperate with the European Commission to promote accessibility?

I/	SUPPORTING MATERIAL
In addition to the information provided in this form, you are invited to upload - or send a link to -	

relevant supporting material (including audio-visual material)

Please indicate here which documents you upload as attachments to your application (title and format of the folders attached), or write the corresponding link. Please also provide a short summary of the content of the supporting documents.

J/

CONTACT PERSON

Name:

Telephone number:

(You can add more than one telephone number, please indicate the international prefix. If your city has a page dedicated to accessibility, please indicate the website)

E-mail: