



## EUROPEAN CAPITALS OF INCLUSION AND DIVERSITY

### Guidance Note for applicants

*Please read these guidelines carefully before you start filling in the application form. 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 INFORMATION

**Language:** Applicants are encouraged to submit the application in English, in order to facilitate the review of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the EU official languages will be accepted and translated using an automated translation system.

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

**Deadline:** 15 February 2023, 12.00 CET

#### HOW TO FILL IN THE APPLICATION

Your application should be as clear and precise as possible so the independent experts and the European Jury will be able to evaluate your efforts in the area of diversity and inclusion.

Make sure that you have **clearly presented** your **approach and strategy** with regards to diversity and inclusion and that you have detailed key **innovative activities** that led you to success in this field. Indicate the time frame of the activities: when they were launched, progress made in their implementation, and what the future developments will be.

Please focus on **specifics, facts and numbers**. Give **examples**, including **qualitative and quantitative information**.

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

#### A/ LOCAL AUTHORITY IDENTITY

##### Short description of your local authority (town, city or region)

Include here some basic information about your local authority, its history, economy and population, in particular those aspects of relevance to diversity and inclusion. Specifically, it would be of interest

to establish a picture of: the challenges faced by the local authority, such as levels of economic prosperity or infrastructural barriers to accessibility etc.; and the diversity of the local authority population and recent changes in this regard, such as the arrival of a significant number of migrants, or ageing of the population, etc.

## **B/ NATURE AND SCOPE OF THE INITIATIVES**

Please identify key diversity and inclusion initiatives you have undertaken or are undertaking. These initiatives could be to: enhance the situation<sup>1</sup> and experience<sup>2</sup> of specific groups exposed to discrimination (on the grounds of sex, racial or ethnic origin, religion or belief, disability, age, and/or LGBTIQ identity); and/or address the particular needs<sup>3</sup> of these groups.

Where possible, the initiative should demonstrate a comprehensive approach, and, within this, an intersectional approach, and should identify and pursue an ambitious vision for the future in its approach to diversity and inclusion in your local authority.

For each initiative, include:

- its aims, objectives, and strands of action;
- stakeholders involved and beneficiaries targeted;
- resources allocated; and
- the start date and end date.

Where possible, be explicit if your initiatives or policies are targeted at specific groups exposed to discrimination (based on sex, racial or ethnic origin, religion or belief, disability, age and/or LGBTIQ identity).

The initiatives should demonstrate a coherent approach to diversity and inclusion across various policy fields by the local authority, alongside an ambitious vision for tackling discrimination in the local authority.

Section B of the application form may be used for promotional purposes (publication on the Award website, in a brochure, etc.), so please be as clear as possible in your description.

## **C/ OWNERSHIP / LEVEL OF COMMITMENT**

Please describe your overall approach to diversity and inclusion in terms of the overall strategy and policy you implement in this area, and the structures to drive their implementation

Please describe the overall strategy and policy on diversity and inclusion being implemented in your local authority. This could include for example:

- high-level policy statements on and commitments to diversity and inclusion;
- a dedicated strategy for diversity and inclusion, or the incorporation of diversity and inclusion within a wider strategy or policy framework for the local authority;
- systems for mainstreaming a focus on diversity and inclusion in your policies, programmes and regulations;

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<sup>1</sup> 'Situation' refers to disadvantage experienced by these groups, whether of an economic, social, political or cultural nature.

<sup>2</sup> 'Experience' refers to the nature and quality of the interactions for these groups with the wider population and with organisations in the public and private sectors.

<sup>3</sup> 'Particular needs' refer to the needs that arise for these groups related to their identity and how they choose to live out their identity across each of the grounds.

- structures or framework to implement, coordinate and monitor diversity and inclusion policies and actions, such as establishing one or more departments and committees responsible for engaging the main actors involved;
- initiatives to give leadership to, and engage the full spectrum of, stakeholders with your commitment to diversity and inclusion, in particular the private sector;
- resources and staff allocated to diversity and inclusion strategies and policies;
- monitoring and evaluation mechanisms for these strategies and policies.

## **D/ IMPACT**

Please include quantitative and/or qualitative data to demonstrate the outputs and the impact achieved by your initiative. You are free to provide links to documents or audiovisual material (films or pictures) that demonstrate the results and changes achieved through KPIs.

This assessment of effectiveness and impact must refer to the initiatives mentioned in Section B/ Nature and Scope of the Initiatives.

### **1. How have your initiative(s) improved the situation and experience of people exposed to discrimination (based on sex, racial or ethnic origin, religion or belief, disability, age and/or sexual orientation, gender expression and gender identity) and/or addressed their particular needs since the start of the initiative(s)?**

Please provide concrete examples as well as qualitative and quantitative data, referencing a specific initiative(s).

### **2. How do these initiative(s) benefit the wider population?**

Please provide concrete examples as well as qualitative and quantitative data, referencing a specific initiative(s).

## **E/ QUALITY AND SUSTAINABILITY OF INITIATIVES**

### **1. How do you measure and ensure the quality of diversity and inclusion initiatives?**

The quality of diversity and inclusion results is defined in terms of improvements in the quality of life for groups exposed to discrimination (based on sex, racial or ethnic origin, religion or belief, disability, age, and/or LGBTIQ identity) in terms of their situation and experience, and in terms of gains for the wider population that accrue as a result.

Please present the indicators and the evaluation and monitoring mechanisms set up in your local authority for these initiatives. You could also indicate whether your initiatives are related to or aligned with any national and/or European strategies and their compliance with national and European standards and legislation.

### **2. How do you ensure the sustainability of diversity and inclusion initiatives after the initiative(s) end?**

Delivering sustainable results involves continuity of effort, mechanisms to extract and apply the learning from initiatives, and securing of investment in and resources for maintaining and building on results achieved.

Please describe the steps taken to ensure the sustainability of the initiatives taken and the results achieved.

## **F/ INVOLVEMENT OF PEOPLE EXPOSED TO DISCRIMINATION**

- 1. Involvement of people exposed to discrimination (based on sex, racial or ethnic origin, religion or belief, disability, age and/or LGBTIQ identity) and their representative organisations, as well as diversity experts, in the planning, implementation and evaluation of your strategies and policies, and your initiatives addressing diversity and inclusion.**

Please describe this involvement by providing examples.

Where possible, please also include any links that might illustrate the views of persons from these groups on the diversity and inclusion strategies, policies and initiatives of your local authority.

- 2. Actions to resource and support these representative organisations and to underpin their effective involvement in your strategies and policies and your initiatives addressing diversity and inclusion.**

Please describe such actions taken by your local authority, providing examples.

### **G/ WHY DOES YOUR LOCAL AUTHORITY DESERVE THE AWARD?**

Please explain why your approach and your results in relation to diversity and inclusion are innovative and significant, and why you believe you deserve the Award. Please state what your local authority is especially proud of.

You may indicate what distinguishes your diversity and inclusion strategies, policies and initiatives, and which elements are especially worth being promoted as good examples for other local authorities.

### **H/ OBLIGATORY PART for applications for the SPECIFIC AWARD FOR LGBTIQ EQUALITY**

- 1. Please set out your overall vision for LGBTIQ equality, inclusion and participation.**
- 2. Please describe your overall strategy and policy for LGBTIQ equality, inclusion and participation.** This includes specific strategies, mainstreaming systems and institutional structures being implemented or planned to be implemented.
- 3. Please describe key LGBTIQ equality-specific initiatives undertaken by your local authority to advance LGBTIQ equality, inclusion and participation** by improving their situation and experience and addressing their particular needs.
4. Please explain how LGBTIQ communities and their representative organisations were included in the design, implementation and review of your strategy and policy, and of your key initiative(s).

Please give concrete examples.

### **I/ SUPPORTING MATERIALS – OPTIONAL**

In addition to **the information provided in the online application form and the Declaration of honour, which is compulsory and should be signed and uploaded in the application form**, you are invited to upload a 10-slide PowerPoint presentation highlighting and illustrating (e.g. with pictures) the strong points of your application.

### **J/ CONTACT PERSON, WEBLINKS AND POSTAL ADDRESS**

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

Please also include links to your administration's website and, if available, to specific pages on diversity and inclusion.