|  |  |
| --- | --- |
| Applicant details | Organisation |
| Contact:  Job title:  Telephone:  Email: | Address:  Website:  Sector: Museum / Library / Archive / Other  Staff: 1-10 / 11-25 / 26-100 / 101-200 / 200+ |

*Please complete ALL sections.*

*We value succinctness, but please provide as much information as you feel necessary, avoiding repetition.*

## Outline of the piece of work you are entering for a Jodi Award

Project title:

Project start date:

Project completion date:

Budget:

Team size:

Web link where relevant (to website, project and/or press coverage):

Overview of project, service or facility (100 words maximum):

## Objectives

Which objectives did you set out to achieve by the end of the project?

## Organisational commitment to disability equality

Does your organisation have a disability policy? **Yes**  **No**

If yes, please send as attachment.

Does your organisation have a disability action plan? **Yes**  **No**

If yes, please send as attachment.

If not, please give a brief outline of the measures taken to ensure that disabled visitors have equal access to your collections.

## Involvement of disabled people

How were disabled users involved in the following stages of the project? (Please provide information where you can):

Planning:

Design:

Implementation:

Testing:

Evaluation:

Other:

## Inclusive design

Innovative inclusive features of this piece of work:

Was the resource designed to support people with a specific impairment, a range of impairments, or all users?

*For websites or online resources*

Measures taken to ensure W3C’s Web Content Accessibility Guidelines were followed:

Automated validation tools and/or manual processes that were used to test the accessibility of your project:

## Outcomes

Methods used to monitor and evaluate project outcomes:

Key benefits for the disabled people involved in the project:

Key benefits for the wider disability communities:

Key lessons learned at the close of the project:

Impact on working practices within the organisation post-project:

## In-built sustainability and/or growth

Measures taken to ensure the development and sustainability of the project:

## Inspirational value and potential impact

Potential impact in your domain within the Museums, Libraries, Archives or Heritage sector:

|  |
| --- |
| Supporting material Please support your application with the following material:   1. Organisation-wide Disability Policy and Action Plan (where applicable) 2. A minimum of **three** images of the product/service/website/facility created, as well as a brief description of each picture. 3. **Two** letters of support from disabled people or disability organisations (along with full contact details).   Please send your completed form and supporting material by  **Friday 27 January 2017** by email to: [applications@jodiawards.org.uk](mailto:applications@jodiawards.org.uk).  **Shortlisted applications**  Please note that if your project is shortlisted, you will be asked to provide an 800 word case study to be published on the Jodi Awards website.  Organisations with shortlisted products, services and facilities that are only available onsite may be asked to send in additional information to support their application (e.g. further user endorsements, images and videos). |

**Your checklist**

I have read the ‘Application Form Guidance’.

I have checked that the application form is complete.

I have attached supporting evidence.

Image authorisation form

On behalf of (organisation name):

I give Jodi Mattes Trust permission to use the attached pictures for:

* Seminars and conferences presentations **Yes**  **No**
* On the Jodi Mattes Trust website **Yes**   **No**

Signed on behalf of organisation:

Title:

Date: