

GENERAL DETAILS OF THE APPLICANT

Guidelines for Applicants

1. The Application Form must be filled in by all the interested bodies wishing to participate in the Competition: European Destinations of Excellence - EDEN "Tourism and Regeneration of Physical Sites".
2. The Applicant can read the following Technical Instructions for the integrated completion of the Application Form
3. The Application Form must be submitted in two (2) copies in printed form and in electronic form. The printed form must be signed by the legal or the licensed representative and has the stamp of the Applicant.

Technical Instructions

- 1 The Application Form must be filled in in Microsoft Excel.
- 2 The present document is protected. It is required not to remove the protection of the Application Form. Application Forms that are submitted without the protection are **INVALID** and be excluded from the assessment procedure.
- 3 **ONLY** the white fields must be filled in. Some of the white fields have been separated in 2 or/and 3 particular sub-fields for technical reasons. After the sub-field is filled in, then continue to the one that follows.
- 4 The coloured fields are locked and the applicant cannot fill in them. Some of the fields include information that had be filled in in other parts of the Application Form. It has been provided for the automatic filling of the necessary information in those fields.
- 5 The white fields have restrictions to their length in order to affirm that all applicants have the same space for analysing their plan. The space is restricted in 1000 characters per field. Any information that exceeds this limit cannot be appeared on the Application Form and, therefore, it won't be evaluated.
- 6 In order to start filling in the Application Form, just "click" with the mouse on the field and write as regular. If you want to continue in another line in the same field press "Alt+Enter".

Application Forms that contain unfilled fields or errors messages will be INVALID and be excluded from the assessment procedure.

PART A - GENERAL DETAILS OF THE APPLICANT

Name of the Applicant		
Type of the Applicant (please mark with an X)	LOCAL AUTHORITY	<input type="checkbox"/>
	ASSOCIATION OF LOCAL AUTHORITIES	<input type="checkbox"/>
Number of Employed		
District		
Address		
Direct Telephone Number		
Fax No		
Webpage		
e-mail		

Legal Representative's Details

Full Name	
Position in Organisation	
Address	
Direct Telephone Number	
Fax No	
e-mail	

Submission Date (dd/mm/yyyy)

I certify that the information in this proposal is accurate and complete

Signature of Legal Representative

Stamp of Applicant

PART B -**SPECIFIC INFORMATION****1 Destination's characteristics****1.1. Destination's description**

Describe the destination and give the reasons that comprise it as a point of interest for the "Tourism and Regeneration of Physical Sites" Award. Please refer to the physical site of the local heritage that has been converted into a tourism attraction and it is used as a catalyst for the wider local regeneration. Please attach informational material in electronic and/or printed form from the destination (audiovisual material, photographs, maps, etc).

1.2. Visitor Density

Give the records for the visitor density in the area, reporting the numbers of the visitors particular for the years 2008, 2009 and 2010. Present all statistical data concerning the number of overnights in the accommodation facilities (should not exceed 5 overnights on average per visit) , the number of visitors in the museums, churches, etc. in the proposed area, the estimations of the Head of the Local Authority. In case there is not any available data, please write down your own estimations and justify them.

1.3. Accessibility of the destination

A. Describe the factors that appoint the proposed destination accessible to the visitors (e.g. public transport, road network, road labeling, marinas, etc). Moreover, report if there are any facilities for handicapped (access ramps, WC, special rooms in hotels, wheel chairs, etc). Please attach informational material in electronic and/or printed form in order to justify the aforementioned (video, photographs, etc).

B. Please state if the proposed destination is registered in search engines in the internet or there is available webpage so that public can be informed through them. Give a list of the webpages that refer the destination. Moreover, refer if there is an e-booking service concerning the accommodation facilities in the area.

2 Environmental protection

2.1. Quality and condition of the environment

Describe the quality of the environment (e.g. natural environment, soil quality, water quality, absence of dumps, etc). Moreover, report if renewable energy is used in the destination (e.g. photovoltaic systems), as well as if there is a recycling possibility in the area (e.g. recycle bins). Please attach (if there are any) measurements/records concerning the natural source's quality.

2.2. Activities for the protection of the environment

Refer to the activities/initiatives aiming to inform the visitors with respect to the environment (e.g events, seminars, festivals, workshops, etc). Moreover, refer if there are any voluntary activities in the area (e.g. afforestation, cleaning of garbage, etc), as well as Environmental Information Center. Please attach informational material in electronic and/or printed form in order to justify the aforementioned (video, photographs, invitations, etc).

2.3. Activities for the management of the environment

Refer to the activities/initiatives aiming to the management and the protection of the environment. Please, record the emergency plans, if there are any and are followed, that cope with the pollution safety risks. Also, refer if the safety limits and the local carrying capacity are followed. Mention if there is enough sign posting in the area. Please attach photographs, research or other informational material to justify the aforementioned.

3. Health and Safety

3.1. Sanitary facilities and other services

Please mention if there are adequate and clean sanitary facilities in the area and attach all the necessary supporting documents in order to justify the aforementioned. Also, give the necessary information concerning the cleaners' schedule (time programme, period/months, methods and cleaning protocol/cleaning after every user, after 3 users, etc).

3.2. Nursing and care services

Please state if medical support is provided in the proposed area. Moreover, mention if there are rescue team, fire unit, Special Units Disaster, volunteers, lifeguards, services for the protection of the natural environment, as well as the appropriate lifesaving and first aid equipment. Give the numbers and the skills for the aforementioned specialities and all the necessary information (time programme, schedule, period/months, education and other qualifications, equipment description, etc). In case that the proposed area does not provide the aforementioned services, please refer the closest areas which offer them

4 Available services for recreational activities

4.1. Activities and Entertainment

Describe the activities that are referred to the visitors (e.g. sports activities, training and organization of special workshops, cycling routes, wine Routes and natural trails, etc.). Also, refer if there are theatres, museums, cinemas, sports centres, youth centres, etc and other entertainment options to enhance visitor's choices in the proposed area.

4.2. Recreational and cultural events

Describe the recreational and cultural events in the proposed area (e.g. gastronomy, local cuisine and tastes, traditional arts, traditional music, local customs, visual arts, folklore, outdoor activities and events, etc.). Moreover, describe if there are archeological monuments, monasteries, churches, etc. as well as local partnerships to promote the local traditional and/or biological products.

5 Information and Sign posting

5.1. Sign posting

Mention if there is adequate number of interpretation signs as well as other understandable signs in the area (e.g. direction signs, maps, informational material in printed form, sign posting of the Regulations related to the protection of the area/natural resource and the use of the local infrastructure and services, etc.)

6 Availability and quality of infrastructure and accommodation facilities

6.1. Infrastructure and accommodation

Describe the infrastructure and other facilities that are available for accommodation in the area. Please describe if the facilities maintain the local traditional character, if there are small scale , if they provide high quality services with reference to the available specialized personnel, etc.

6.2. Additional Services

Mention the additional provision of services for the visitors in the destination (e.g. free access to internet (wireless), availability of fresh and clean water, etc.).

7 Participatory procedures

7.1. Active involvement and promotion of the proposed destination

Describe the way in which the destination is promoted (e.g. events, campaigns, etc.). Moreover, mention in which way local population participates in the relative events that are organized in the area (number of initiatives and actions). Please attach all the informational material in order to justify the aforementioned.

7.2. Possibility of assessment by the visitors

Mention if there is possibility of comments and information reception by the visitors (e.g. a book with remarks and comments, a complaint and improvement box, etc.). Also, refer if there are records with complaints for the destination, if there are favourable comments and/or reports on the press/research/articles, etc. Finally, indicate whether it is possible to deal with potential complaints as well as the degree of their response.

8 Legislation - Building Law

8.1. Applied Legislation on Urban Planning

Please refer the applied legislation policy concerning the Local Architecture (if there is any). If the site is classified as a "Listed building", it is necessary to attach all the documents reporting that the regeneration/rehabilitation of it had occurred according to the national requirements of the Department of Town Planning and Housing. Also, indicate the measures obtained by the Applicant for the integration of the regenerated site in the local tourism strategy.

8.2. Exterior aesthetic characteristics in the wider area

Describe if there are available paved areas, biked paths, accessible areas for disabled, public squares, etc. Also, describe the exterior aesthetic of public and private buildings in the area.

9 Organization and Management

9.1. Organizational structure of the Applicant

Describe the organizational structure of the Applicant. Refer the structure of the human resources that concerns the management and the coordinations of the activities in the proposed area (academic qualifications, work experience, competences). Also, report the number of the permanent personnel as well as the external collaborators.

9.2. Association with other authorities

Refer the associations that the Applicant has developed with other administrative authorities, NGOs, organized groups, private organizations, hotels, professional institutes, etc concerning the Tourism and Regeneration of Physical Sites. Give all the relative information regarding the degree of the collaboration.

9.3. Description of the administrative capacity of the destination

Describe the infrastructure and the personnel so that the project's management capacity is clarified (e.g. permanent personnel, qualifications, offices' equipment, use of modern communication systems, available financial resources, etc.). Please attach all the informational material (in printed and/or electronic form) in order to justify the aforementioned.
