

Accessibility Considerations for those seeking funding through the Community Investment and or the Events Fund.:

Nelson has one of the highest older-adult populations in Aotearoa New Zealand, and many residents, visitors, and young families (with pushchairs) also have temporary or permanent accessibility needs. Providing clear accessibility information helps people make informed decisions and supports a community where participation is safe, respectful, and possible for everyone.

NCC is encouraging applicants to think about ‘accessibility’ as part of the application process. Some of the checklist/considerations might be somethings you haven’t thought about. It is provided to offer some thought and guidance. If you are tackling issues in a different way, please feel free to comment. Your target or expected audience/participants may have specific needs and requirements that you are specifically catering to please identify these to assist the community panel to understand your application.

Accessibility Checklist *(Tick any that apply)*

If your programme or event has a physical location, please consider the following

Physical Access

- ☐ Step-free or ramp access to the main entrance
 - ☐ Directions to accessible entrance are visible
- ☐ Accessible toilet available onsite
- ☐ Flat ground or low-effort access between parking and venue entrance
- ☐ Mobility parking spaces available:
- ☐ Accessible parking located close to venue entry
- ☐ Wide, clear pathways on site suitable for mobility aids
- ☐ Seating or rest points available
- ☐ Accessible emergency exit and evacuation plan
 - ☐ Is there a bus stop close by?.....

Sensory Accessibility- *consider who might be attending or wish to attend/participate, their needs might be different*

- ☐ Lighting suitable for visibility and comfort

- ☐ Noise is predictable (no unexpected loud sound)
- ☐ Quiet/low-sensory space available (if relevant)
- ☐ Avoids strong scents or chemical exposure where possible

Communication Accessibility *consider your target or expected audience, what do they need to participate successfully*

- ☐ Clear signage with readable fonts and symbols
- ☐ Captions/subtitles provided for videos or spoken content (where relevant)
- ☐ Assistive listening system available (loop/FM/Bluetooth or equivalent)
- ☐ NZSL interpreter available if requested (this would incur extra costs have you considered this?)
- ☐ Staff/volunteers briefed on accessible and respectful communication

Cognitive & Neurodiversity Access *again who is your expected audience/participants what might they require*

- ☐ Plain language or simplified information available
- ☐ Visual programme or schedule available (what happens and when)
- ☐ Space layout predictable and easy to follow
- ☐ Participants may take breaks or adjust involvement without penalty

Participation and Programme Design *who do you expect to attend how would they register or be referred to you, how might you assist or support them to participate in the event or service. Feel free to make a comment/explanation*

- ☐ Does there need to be an Accessible registration or booking system- what might it look like.....
- ☐ Seating flexibility (including wheelchair/companion space)- is this possible in the venue?
- ☐ Can Breaks scheduled where appropriate for the audience? or is there a set process/schedule?.....
- ☐ Are Personal support people able to attend along with the person? what factors might you need to think about ?.....

Digital & Information Access

- ☐ Is Accessibility information available online?

☐ Have you thought about your Website or online information is it simple to navigate and readable? Is a hard copy available?

☐ Can people contact you regarding accessibility enquiries (email and phone)

Service and Support, *please make a comment*

All Service animals are welcome

Staff or volunteers are able to provide support and assistance.....

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Is it possible to have remote attendance offered if full access is not possible? .

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Name of organisation

Dated.