

**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 VII "Tourism and Local Gastronomy".
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**

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

**Legal Representative's Details**

<b>Full Name</b>	
<b>Position in Organisation</b>	
<b>Address</b>	
<b>Direct Telephone Number</b>	
<b>Fax No</b>	
<b>e-mail</b>	

**Submission Date (dd/mm/yyyy)**

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

**Signature of Legal Representative**

**Stamp of Applicant**



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**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, anchorages, pathways, etc). Report if there are any facilities for handicapped. Please refer if there are any specific places for touristic interest. Please attach informational material in electronic and/or printed form in order to justify the aforementioned (video, photographs, etc).


**B.** Please refer 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.


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## **2. Environmental protection**

### **2.1. Quality and condition of the environment**

Describe the quality of the environment (e.g. natural environment, soil quality, water and air quality, etc). Moreover, indicate if there is a renewable energy sources use in the area (e.g. photovoltaics) and if it is possible to recycle (e.g. recycling 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 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 the activities/initiatives aiming to the management and the protection of the environment (e.g. activities for the protection of the environment by the locals). 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


**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 at the communal sanitary facilities (time programme, period/months, methods and cleaning protocol/cleaning after every user, after 3 users, etc). Please attach all the necessary documentation to certify the aforementioned.


**3.2. Nursing and care services**

Please refer if medical support is provided in the proposed area. Moreover, mention if there are rescue team, fire unit, volunteers, lifeguards, natural environment protection services 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 qualifictaions, equipment description, etc). If there are not any of the aforementioned specialities please refer the closest area that provides them.


## **4. Available services for recreational activities**

### **4.1. Activities and Events**

Describe the available recreational facilities (e.g. theatres, museums, cinema, sports clubs, youth centres, etc.) as well as the activities and events that are referred to the visitors (e.g. training and organising special workshops, cycling paths, wine routes, natural trails, etc).


### **4.2. Recreational and Cultural events**

Describe the activities and the events that enhance visitors' entertainment in the destination (e.g. cultural events, gastronomy events, traditional arts, local customs, visual arts, folklore events, outdoor activities, etc). Please refer if there are archeological monuments, monasteries, churches, etc.


## **5. Capturing Experiences**

**A.** Please describe two (2) iconic experiences which would present the offer of the destination on the "Tourism and Local Gastronomy" contest. The description should relate experiences that motivate the visitor to visit the area without reference to the existence of specific buildings or accommodation units as a purpose for visit. Please refer the reasons that the destination is attractive to the tourists/visitors.


**B.** Indicate (5) activities/experiences that you strongly recommend to visitors as "unforgettable experience". Identify the elements that will be accrued by choosing someone to visit the destination.


## **6. Information and Sign posting**

### **6.1. 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.)

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**7. Availability and quality of infrastructure and accommodation facilities**

**7.1. Infrastructure and accommodation**

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


**7.2. 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.).

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**8. Participatory procedures**

**8.1. 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.


## **8.2. 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.


## **9. Legislation - Building Law**

### **9.1. Applied Legislation on Urban Planning and Local Architecture**

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.


**9.2. Exterior aesthetic characteristics in the wider area**

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


**10 Organization and Management**

**10.1. 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.


### **10.2. 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 Tourism and Local Gastronomy and Tourism in general. Give all the relative information regarding the degree of the collaboration.


### **10.3. 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.


### **10.4. Ensurement of social, cultural and environmental sustainability**

Refer the elements that allow the management of the touristic offer to ensure social, cultural and environmental sustainability of the area. In addition, indicate if the touristic offer has a permanent management structure and a defined marketing strategy for the sustainable development of the destination.
