



## Welcome from Rick Hansen

Dear Community Leader,

I'm delighted to present you with the **Access4All Canada 150 Signature Initiative!**

Over the past 30 years, the Rick Hansen Foundation has been dedicated to creating an inclusive world where people with disabilities are living to their full potential. We continue to deliver on this promise by creating programs and initiatives to raise awareness, change attitudes, and remove barriers in the built environment.

In 2017, Canada will celebrate its 150<sup>th</sup> anniversary of Confederation. 2017 also marks the 30<sup>th</sup> anniversary of the end of my Man In Motion World Tour. What better way to honour these special occasions than with the Access4All Canada 150 Signature Initiative, with the participation of the Government of Canada. Access4All will help remove physical barriers that prevent people with disabilities from reaching their full potential and help create the next generation of champions for an inclusive Canada.

This toolkit is your guide to identifying accessibility barriers in public places within your community and how you can help remove them. The toolkit will also help you apply for a **grant of up to \$30,000** to undertake an accessibility improvement project and an awareness event to celebrate your achievement.

**With your help, we can eliminate physical barriers in the built environment, build a global community of people who are committed to making a difference, and leave a lasting legacy for Canada.**

Thank you for your support and I wish you every success.

**Together, anything is possible!**

**Rick Hansen**  
C.C., O.B.C.

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# Access4All

## A Canada 150 Signature Initiative

### Overview

#### What is Access4All?

According to Statistics Canada, 3.8 million Canadian adults have a disability – that’s approximately one in seven people – and with our aging population, that number continues to grow. One of the most significant barriers that people with disabilities still face is in the built environment – essentially all the places that people live, work, and play. That is why in celebration of Canada’s 150<sup>th</sup> year of Confederation and the 30<sup>th</sup> anniversary of the Rick Hansen Man In Motion World Tour, the Rick Hansen Foundation is excited to announce the Access4All Canada 150 Signature Initiative.

Access4All aims to inspire and empower youth and community leaders from coast to coast to keep the dream of a world without barriers alive, by identifying barriers in their communities and undertaking “Barrier Buster” projects to remove them. With the participation of the Government of Canada, the Rick Hansen Foundation will award **grants of up to \$30,000 to a minimum of 50 Barrier Buster projects** across the country and associated community events to celebrate and raise awareness of project accomplishments.

Access4All will create real impact and a lasting legacy for our country’s 150<sup>th</sup> birthday.

#### What is a Barrier Buster project?

**A Barrier Buster project consists of two parts:**

1. An infrastructure improvement to the built environment in a public place to remove physical barriers and improve accessibility; and
2. An associated community awareness-building event designed to showcase and celebrate the project.

**See a list of sample Barrier Buster projects within this toolkit or at [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all)**

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## Who can be a Barrier Buster?

Schools, municipalities, community organizations, and other registered charities who share our vision of a more accessible and inclusive Canada are invited to undertake a Barrier Buster project and apply for funding. To be eligible for a Barrier Buster grant, you must be based in Canada and a qualified donee as defined by the Canada Revenue Agency (CRA). You can search for your donee status on the CRA website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

**For a more detailed list of eligible and ineligible recipients, project activities and criteria, visit [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).**

## Sample Barrier Buster projects include:

- **Exterior Accessibility** – Projects that make it easier for individuals with a disability to get to and from a building such as designated parking spaces, or an accessible route to the entrance incorporating ramps and sloped walkways.
- **Interior Accessibility** – Projects that ensure everyone is able to access all rooms and floors in a building freely and easily including the installation of power-operated doors, accessible washrooms, and elevators.
- **Accessible Play Spaces** – Projects that encourage the participation and interaction among all children including accessible pathways to play spaces or the installation of play equipment with tactile surfaces, ramps, or accessible swings.
- **Emergency Response** – Projects that enhance emergency warning systems to ensure the safety of everyone including the installation of emergency evacuation chairs and visual emergency alarms.
- **Parks, Trails & Marine Access** – Projects that ensure outdoor public spaces are enjoyed by everyone such as smooth-surface pathways to make amenities such as docks, beaches, and trails more accessible.

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**School administrators should work with their respective school boards for funding applications. Private schools may partner with registered charities and church groups to undertake projects. Please see our Eligibility Criteria and FAQ for more information.**


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# Getting Started

## How to identify barriers

If you're not sure how to identify accessibility barriers in a public place within your community, we can help!

- Use the simple **Accessibility Checklist**  within this toolkit to identify barriers in a public place within your community such as a school, community centre, park, library, church hall, or theatre;
- Review the **sample Barrier Buster project list** within this toolkit for project ideas; or
- Get students involved using the fun activities in our **free Educator Resource** at [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).

**Book a FREE Rick Hansen Ambassador presentation** to learn more about accessibility and inclusion directly from a person with a disability. Ambassador presentations are available to schools and organizations across Canada. Visit [www.rickhansen.com/Our-Work/Ambassadors](http://www.rickhansen.com/Our-Work/Ambassadors).

If you are an educator, get students involved by using the free **Access4All Educator Resource** and the special **Canada 150 edition of our Rick Hansen School Program materials**, available online at [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).

### Key Dates

#### **Sept. 19, 2016**

Applications open.

#### **March 31, 2017**

Applications close.

#### **May 30, 2017**

Final successful and unsuccessful grant recipients notified.\*

#### **Dec. 31, 2017**

Infrastructure improvement portion of Barrier Buster projects completed.

#### **Jan. 31, 2018**

Awareness event celebration portion of Barrier Buster projects completed.

#### **Feb. 28, 2018**

Final project reports and financial statements submitted to the Rick Hansen Foundation.

\* Indicates *final notification date*.

Grants will be approved and recipients notified on a first-come, first-serve basis.

## How to start a Barrier Buster project

Once you've identified a barrier, take the following steps to help kick-start your project:

- Step 1:** Consult and get written approval from the building and/or property owner. If you're a school, be sure to contact your school's facilities department.
- Step 2:** Consult industry and building professionals, get quotes and develop a project budget. You should also consult people with disabilities and local disability organizations in the design of your project.
- Step 3:** Request a letter of support from an independent third party (e.g., city official, mayor, parent advisory council member, or patron).
- Step 4:** Develop a plan and budget for your awareness event celebration.
- Step 5:** Apply for grant funding at [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all). To complete the application form you'll need:
- A completed project budget;
  - One independent contractor quote;
  - One letter of support from an independent 3rd party; and
  - One letter of approval from the building/property owner.

**For helpful tips & resources on completing the above steps or to sign-up for Foundation updates, visit [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).**

## Youth Leadership Summit

In May 2017, the Rick Hansen Foundation will host the Access4All Youth Leadership Summit in Ottawa, Canada, bringing together 50 young leaders with and without disabilities from across Canada, including those who participated in Barrier Buster projects.

The Summit will be led by Rick Hansen and prominent government, community, and corporate leaders, and will provide leadership training for the next generation of champions for people with disabilities.

The Summit is a great opportunity to recognize youth leaders in your community. More details about this event and the nomination process will be posted on [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all) as they become available.



**Use this simple checklist to help identify barriers in a public place within your community such as a school, community centre, library, park, church, or theatre.**

Check the **Yes** or **No** answer for each question and tally your yes scores at the bottom – the higher the score, the more accessible the space. Have fun!

## Accessible Play Spaces

1. Can the playground be reached via a smooth, shock absorbent surface?
2. Does the playground have equipment that allows children of all abilities to play together? (e.g. an accessible swing, ramps, tactile surfaces and sound)

**Yes**

**No**

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## Parking and Exterior Access

3. Is there at least one clearly marked parking space close to the front entrance reserved for people with disabilities?
4. Is there a drop-off/pick-up zone with appropriate markings and level, flat, no-slip surface?
5. Can the building/space be reached using a ramp rather than stairs?

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## Interior Accessibility and Workspaces

6. Can doors be opened by pushing a button?
7. Does the space have adjustable desks and a mix of chairs (with and without arms)?
8. Are signs on the inside and outside of each room easy to read, with large font or Braille?

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## Elevator or Lift

9. If the building has more than one floor, is there an elevator or lift that brings you to the exact floor of a room's entryway?
10. Does the elevator include Braille signage and audio floor announcements?

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### Accessible Washrooms

- 11. Is at least one stall in each washroom reserved for people who use a wheelchair?
- 12. Are there grab rails inside the reserved stall?
- 13. Are there automated, no-touch faucets; hand dryers; and paper towel dispensers?

Yes

No

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### Accessible Kitchens, Cafeteria, and Eating Spaces

- 14. Is there a variety of seating options (including chairs that can be moved to accommodate wheelchairs) and tables with rounded corners?
- 15. Are there lowered or variable height sinks and counters?

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### Emergency Response

- 16. Is there an emergency evacuation chair in all emergency exit areas?
- 17. Do stairs have colourful markings with grooves or rough textures so you can feel where each stair ends?
- 18. Do fire drills use visual flashing lights in addition to loud noises?

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### Parks, Trails, and Marine Access

- 19. Are there roll-out pathways to provide access to trails, docks and beaches?
- 20. Is there tactile and audible landscaping/wayfinding signage, including landmarks such as water features, sculptures, and sound?

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**How accessible is this place?**

**/20**

**Which areas could become potential Barrier Buster projects?**

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**After you've used the Accessibility Checklist to identify what improvements are needed in your community, you're ready to tackle a Barrier Buster project!**

Below is a list of Barrier Buster projects, grouped into some common categories. We encourage you to do multiple improvements within a single category or mix and match based on your accessibility needs to create the greatest impact in your community and also maximize your funding potential.

**Your project could help people with the following disabilities:**

**Mobility** 

**Vision** 

**Hearing** 

## Exterior Accessibility

Help make it easier for individuals with a disability to get to and from a building. Consider not only access to the entrance of the building, but also an individual's route to the building by foot, car, or transit.

### Improvement ideas:

Designate and label parking spaces with appropriate dimensions and design, located near building entrance.



Construct an accessible route to the main entrance, incorporating ramps and sloped walkways.



Construct a drop-off/pick-up zone with appropriate markings and level, flat, no-slip surface; add a covered shelter to offer protection from weather.





## Interior Accessibility

Make sure everyone is able to access all rooms and floors in a building freely and easily. Consider how an individual with a hearing, vision, or mobility challenge would move between floors, operate doors, and access washrooms.

### Improvement ideas:

Install power-operated doors on entrance door(s) and other high-traffic doorways.



Develop an accessible washroom with adjustable height counters, automated faucets and no-touch hand dryers/towel dispensers.



Install a platform lift or elevator to move between floors, including Braille signage and audio floor announcements.



## Parks, Trails, and Marine Access

Public outdoor spaces should be enjoyed by everyone. Consider installing clear signage and tactile features to ensure individuals with disabilities can participate freely and safely.

### Improvement ideas:

Add tapping rails along paths to allow visually impaired users with canes to navigate safely around and towards signs.



Install tactile and audible landscaping/wayfinding, including using landmarks such as water features, sculptures and sound.



Add smooth-surface pathways to make amenities such as docks, beaches, and trails more accessible.





## Emergency Response

Visual and audio emergency warning systems are critical to ensure the safety of all individuals. Consider how an individual with a disability can quickly and easily exit a building to a safe gathering place.

### Improvement ideas:

Add visual fire/emergency alarms throughout the building.



Post emergency evacuation instructions with diagrams, clear text, and in Braille at an accessible height.



Install an emergency evacuation chair in all emergency exit areas.



Ensure emergency equipment, fire pulls, extinguishers, etc., are at accessible operating height.



# Accessible Play Spaces

The ability to play is essential for a child's physical, social, and emotional well-being. Accessible play spaces encourage participation and interaction among all children. A combination of active play and rest spots benefits both children and parents or caregivers who supervise them.

## Improvement ideas:

Install play equipment with tactile surfaces, ramps, accessible swings which incorporates texture, contrasting colours, and sounds.



Add a sheltered, accessible rest area.



Construct an accessible pathway to play spaces with a level, flat, no-slip surface.



Refer to [www.rickhansen.com/Accessible-Play-Spaces](http://www.rickhansen.com/Accessible-Play-Spaces) for more information and ideas to make play spaces accessible.

## Visit Us Online

See a more detailed list of sample Barrier Buster projects, including sample costs and resources, at [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).

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**There are two parts to an Access4All Barrier Buster project: an accessibility infrastructure improvement AND an event designed to create awareness and celebrate your achievement in making communities more accessible.**

Prior to applying for a grant, applicants should provide a high-level plan of what the community awareness building event will look like.

Here is a summary of our eligibility criteria and some tips to help you plan your Barrier Buster project celebration. For more detailed information on awareness building event criteria, visit [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all)



# Event Eligibility Criteria

**To qualify for funding, Access4All awareness events must include the following activities:**

- An official “ribbon cutting” or “ground breaking” activity and presentation;
- Installment of a permanent plaque on Barrier Buster project site (template provided by the Rick Hansen Foundation);
- Event photos (and video where possible) submitted within 24 hours of the event to [access4all@rickhansen.com](mailto:access4all@rickhansen.com); and
- Acknowledgement (in speeches, on-site banners and collateral, invitations, project owner websites, social media) of “Funding from the Rick Hansen Foundation with participation of the Government of Canada” in both English and French, the Rick Hansen Foundation Access4All Canada 150 national and provincial corporate sponsors, and messaging about the positive impact of project.

**Events that also involve the following components will be given additional points / priority:**

- Attendance of 100 people or more. Desired attendees include but are not limited to Barrier Buster project participants, fundraisers, sponsors, and supporters; a Rick Hansen Foundation representative or Rick Hansen Ambassador; local government representatives; media (local, provincial or national).
- Planned promotion of the event (pre, during, and post-event) on social media channels associated with the Barrier Buster project location with links to [@RickHansenFdn](https://twitter.com/RickHansenFdn) where appropriate.
- Event activities could include but are not limited to a speech from a project leader (e.g, school principal, youth leader), a Rick Hansen Foundation representative or local government official (e.g., Mayor, MLA or Member of Parliament), festive family atmosphere activities (e.g., face painting, games, giveaways, music, food stalls).



## Event Planning Tips

### Make sure your event includes:

- Licenses and permits to serve food and beverages (for venue and for staff/volunteers);
- Accessible entrances to event and access to all event areas/activities;
- Accessible signage to the event site and activities;
- Sign language interpreters during speeches for people who are Deaf or hard-of-hearing;
- Promotional materials;
- Ample notice for attendees and media (via save the dates, invitations, press releases);
- Security; and
- Insurance.

### Eligible event costs include:

- Food and non-alcoholic beverages along with associated licenses and permits;
- Entertainment;
- Audio visual/photography;
- Promotional materials;
- Event planning services;
- Media/PR outreach;
- Security; and
- Insurance.

## **Awareness Event Key Dates:**

**Jan. 31, 2018**

Last day awareness celebration events may be held.

**Feb. 28, 2018**

Final Report for Barrier Buster project submitted to [access4all@rickhansen.com](mailto:access4all@rickhansen.com).



**Visit us online**

For more information and tips on Access4All awareness building events, visit [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).



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## 1. What is an eligible Access4All Barrier Buster project?

An eligible Access4All Barrier Buster project must:

1. Include the following two elements:

- An **infrastructure improvement** to the built environment in a public place or space to remove physical barriers and improve accessibility; and
- An **associated community awareness building event** designed to showcase and celebrate the project;

2. Be conducted exclusively in Canada; and

3. Result in **tangible, permanent, and improved accessibility** meeting the needs of people with disabilities in a public space.

Project leaders can submit applications to receive up to \$30,000 for eligible Barrier Buster projects: infrastructure improvements (up to \$20,000), and associated community awareness building events (up to \$10,000).

## 2. What is an eligible infrastructure improvement?

An eligible infrastructure improvement involves the renovation, construction, and retrofitting of buildings where the grant recipient either owns the building or has written permission from the landlord or lessor as required for the project. This can include but is not limited to accessible playgrounds and play spaces, accessible parking spaces, constructing interior or exterior ramps or slopes, installing power doors, installing an elevator or lift, etc.

We encourage applicants to take on multiple improvements within their proposed project. For a more detailed list of sample infrastructure improvements, visit [rickhansen.com/access4all](https://rickhansen.com/access4all).







### 3. What infrastructure improvement costs are eligible for funding?

The following costs are eligible for funding:

- Renovation, construction, and retrofitting of buildings where the recipient either owns or has written permission from the landlord or lessor as required, and that meets Barrier Buster project eligibility criteria;
- Fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing, or construction of a project asset and related facilities and structures; and
- Any other activities or expenditures that are directly linked and/or incremental for the successful implementation of a project and that have been approved in advance, and in writing, by the Rick Hansen Foundation.

**Note: Expenditures are only eligible if incurred after the issuance of an Award Letter from the Rick Hansen Foundation.**

### 4. What is an eligible community awareness celebration event?

To be eligible for funding, a community awareness-building event must include the following activities:

- An official “ribbon cutting” or “ground breaking” activity and presentation;
- Installation of a permanent plaque for the Barrier Buster project site (template provided by the Rick Hansen Foundation);
- Event photos (and video where possible) submitted within 24 hours of the event to [access4all@rickhansen.com](mailto:access4all@rickhansen.com); and
- Acknowledgement on event invitations and promotion, in speeches, on-site banners, collateral, websites, and social media of “Funding from the Rick Hansen Foundation with the participation of the Government of Canada” in both English and French, and Rick Hansen Foundation Access4All Canada 150 corporate sponsors.

## 5. What community awareness building event expenses are eligible for funding?

Eligible community awareness event costs include food and non-alcoholic beverage, associated licenses and permits, entertainment, audio visual/photography, promotional materials, event planning services, media/PR outreach, security, and insurance.

## 6. What is a qualified donee? How can I determine if my organization is a qualified donee?

As defined by the Canada Revenue Agency (CRA), a qualified donee is an organization that can issue official donation receipts for gifts it receives from individuals and corporations. It can also receive gifts from registered charities.

You can search for your donee status on the CRA website at [cra-arc.gc.ca](https://cra-arc.gc.ca). You must be identified as a qualified donee by the CRA to be eligible for a Barrier Buster grant.

## 7. What criteria will be used to evaluate grant applications?

To be eligible for funding an application must generally first demonstrate that it meets the **eligibility criteria** (i.e. the recipient, activities, and expenditures are all eligible).

Eligible applications will then be scored by the review committee based on the extent to which they satisfy each of the following assessment criteria:

- Degree to which the project results in **tangible, permanent, and improved accessibility** meeting the needs of people with disabilities in a public space;
- Number of people with disabilities positively impacted by the project;
- The ability of the applicant to carry out the project successfully within the eligible timeframe (based on information provided in the application);
- Degree to which project will be sustainable;
- Value for money (the reasonableness of the budget based on the project description);
- The ability of the recipient to obtain funding from other sources;
- Extent to which the project fosters innovation (creative, effective approaches to accessibility solutions);
- Degree to which people with disabilities have been consulted;

- Extent to which the project encourages partnerships (collaborative approaches to accessibility solutions);
- Extent to which the project provides an opportunity for community engagement through the awareness celebration event;
- Ensures a balance of funding across provinces and territories.

## 8. When will I receive confirmation that my Barrier Buster project is approved or declined?

Barrier Buster grants will be approved and recipients notified on a rolling first-come, first-served basis between **September 19, 2016** and **May 30, 2017**. All successful and unsuccessful grant recipients will be contacted by May 30, 2017 at the latest.

## 9. What if my Barrier Buster project will take longer than the project completion deadlines?

Preference will be given to infrastructure improvement portions of Barrier Buster projects that will be completed by **December 31, 2017** and awareness building events that will be completed by **January 31, 2018**.

## 10. Do grant applicants need to provide matching funds?

Matching funds from applicants are not required to be approved for a Barrier Buster grant; however, preference will be given to projects that already have matching funds raised if additional funds are required to complete the project.

## Visit us online

For more frequently asked questions or to sign-up to receive more information, please visit [www.rickhansen.com/access4all](http://www.rickhansen.com/access4all).

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