<u>**Digital Culture Awards Accessibility Statement**</u>

We are keen to make sure that the submission process to the Digital Culture Awards is as accessible as possible, so everyone can submit an entry.

Support with the entry process

If it is not possible for you to use digital platforms to enter the Awards, or you would like any support with the process, please send an email to the Arts Council's Access Support Team at access@artscouncil.org.uk with "Digital Culture Awards" in the title.

We are using two platforms for the 2025 Digital Culture Awards.

1. The Digital Culture Network website holds information about the categories, how to enter and eligibility for the Awards.
2. The Award Force platform is where entrants submit their entry. Information on how to enter is also repeated here.

Digital Culture Network website accessibility

For more information about how we are working to make our website accessible, please read our Accessibility Statement.

Award Force platform accessibility

We chose to use Award Force to take submissions for the 2025 Awards because of their commitment to creating and maintaining software that is accessible to a wide range of people.

They are compliant with a range of standards, including WCAG 2.2 AA Standards. Read the Award Force Accessibility statement.

They regularly update their Voluntary Product Accessibility Template (VPAT). Read their most recent VPAT completed August 2024.

The platform has the following features:

- Each element is labelled with screen readers in mind, ensuring the functional purpose is clear.

- Colours that provide good contrast combinations.

Known issues:

Issue – When registering for an Award Force account, you are sent an email with an authentication code. Visually there is a break between the main content and the authentication code in the email, but the break is not tagged to be read by a screen reader.

Solution – If you are unable to identify the code in your authentication email, please contact access@artscouncil.org.uk with "Digital Culture Awards" in the title to arrange for someone to support you with this.

Issue – When registering for an Award Force account, you are sent an email with an authentication code. When copying this code back into Award Force, there are multiple field boxes – one for each number of the code. This can be problematic for screen reader users.

Solution –

1. **Copy the code from the email** by highlighting it and then pressing and holding down in this order the Ctrl+C keys on your keyboard.
2. When you reach **the first empty field box** meant for the first digit of the code, press and hold down the Ctrl+V keys.
3. This **should populate the full code** into the field boxes allowing you to tab through to the 'submit' button.

Alternatively, please contact access@artscouncil.org.uk with "Digital Culture Awards" in the title to arrange for someone to support you with this.

Issue – The standard font size across Award Force could be too small for some readers to easily read.

Solution – Increase the display size on your browser.

You can find instructions on how to use zoom controls on a browser on My Computer My Way. (If you don't use Chrome, the site will detect this and point you to the right article).

Issue – We are unable to include alternative text (alt text) on any images or logos we upload to the platform.

Solution – All images used are decorative and any information they communicate is communicated in the body of text on the same webpage.

Accessibility features on both platforms

- Videos have closed captions and/or BSL options.
- Audio description of all guidance and category information.
- EasyRead of all guidance and category information.
- PDFs formatted to be read by screen readers.

Feedback

We welcome your feedback so that we can continue to improve the Digital Culture Awards submission process.

Email: digitalnetwork@artscouncil.org.uk

We try to respond to feedback within 2 working days.

Last updated: 30 August 2024