

# 2024 CITY OF KINGSTON ARTS FUND

## Project Grants Help Sheet: Access, Diversity, and Inclusion

**You must outline your commitments to access, diversity, and inclusion in your application. Refer to the following definitions for each word in the Guidelines:**

- **Access** encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues.
- **Diversity** addresses the non-material culture of the project, specifically the way in which it welcomes people of varying abilities, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation, or education level.
- **Inclusion** refers to the removal of material or non-material barriers to participation, through policies in human resources, strategic planning, physical environment, programming, audience, community development, and budget management.

**Here are some helpful questions to ask yourself when reflecting on your access, diversity, and inclusion practices:**

- How does this project welcome people of different backgrounds, experiences, and abilities?
- Are your materials and activities accessible in different languages?
- What are your outreach strategies to engage with community members?
- Is your venue physically accessible? Have you considered transportation, parking, and transit?
- Is your event in person, and do you have a plan to manage public health risks to your audience, participants, and artists?
- Do you have a plan to accommodate audience and participant needs, for example:
  - are you providing access notes before the event?
  - Is there a break space separate from the washrooms?
  - Are there multiple seating options?
  - What kind of lighting will be used? Will performances be relaxed?

