

2025 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 and encourage participation from 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?

