**Community benefit and making your project more inclusive**

There are many things to consider when trying to make your project more inclusive. This checklist has been developed to assist grant applicants to consider how you might plan for and deliver your project so that you can broaden the range of people who can be involved and the range of people who might benefit.

Not everyone starts from the same place, so there may be specific things you need to do to ensure that anyone who is interested in participating feels welcome and has the supports they need to join in. Please remember this is not a comprehensive list, and some questions may not be relevant to your project, but even one small change can have a big impact.

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| **Have you considered gender?** Female, male, non-binary, gender diverse…1. Will people of all genders have an equal opportunity to **participate**?
2. Will the **time** of the day or length of your project make it more difficult for people of different genders to participate?
3. Have you considered how the **roles and responsibilities** that people have may impact their ability to participate? For example caring roles.
4. Have you considered how suitable a venue is for people of different genders? E.g. baby change/breast-feeding facilities, having a gender neutral bathroom.
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| **Have you considered age?** Children, young people, families, seniors…1. Have you considered how your target group could be involved in the **planning** of the project? This could help to make sure that it meets their needs.
2. Is the project **suitable** for a range of ages and/or for your target group? Think about times, days, location selected, planned activities etc.
3. For projects that may include children, have you considered child safety and the Child Safe Standards?
4. Again, consider the impact of roles and responsibilities such as caring for others, work and volunteer roles, or the needs of students of varying ages.
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| **Have you considered accessibility?** People with disability, carers, people with prams or using mobility devices1. Does the **venue** suit people with limited physical access and mobility equipment (e.g. wheelchairs, walkers, scooters) or prams?
2. Do you have clear **signage**, appropriate bathroom facilities and a variety of seating options available?
3. Are there public **transport** options nearby, walking paths and/ or car parking options available including accessible parking spaces?
4. Could you provide one or more of the following **communications** options if requested: captioning, Easy English books, hearing loop access, Auslan interpreters, different languages, large text documents, phone booking options, written or audio options etc.?
5. Will the project be **suitable** to people with disability (mobility, vision, hearing) be able to fully participate?
6. Have you considered how you could accommodate the needs of guide/or assistance dogs if participants have them?
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| **Have you considered cost?** Particularly for people who are experiencing financial hardship 1. Is the **cost** of the activity affordable or free?
2. Are there different prices according to financial situation? Will there be any other out of pocket costs for participants?
3. Will you be adding **value** by including incentives to support the inclusion of people experiencing financial hardship? E.g. providing catering/transport.
4. Is an affordable **transport** option available nearby? If so, have you considered timetables in your planning? Is the venue walkable?
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| **Have you considered cultural background?** For Aboriginal and Torres Strait Islander people and Culturally and Linguistically Diverse (CALD) communities…1. Do you have a good understanding of how to make your project **culturally safe** for Aboriginal and Torres Strait Islander people and for people from Culturally and Linguistically Diverse (CALD) communities?
2. Have you discussed your project with relevant **elders or community representatives**?
3. Are you aware of relevant religious or culturally significant **days, dates or times**?
4. Will you be inviting a Traditional Owner to perform a **Welcome to Country**?
5. Do you need to provide **communication needs** such as translated materials in other languages and/ or is an interpreter required?
6. Does the setting demonstrate that you embrace and celebrate cultural diversity (e.g. flags, art, welcome written in different languages, public statement of commitment)?
7. Are there **facilities** such as a prayer room available?
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| **Have you considered your promotion and marketing?** Sharing your project with others…1. Are you **promoting** your project in a variety of places and using different communication methods? For example online and in social media, hard copy promotions such as local newsletters, flyers on community noticeboards, and verbally via meetings or radio.
2. Are you providing at least some of your promotion in a way that is suitable for people with low **literacy** skills or for those whose first **language** is not English?
3. Are you using **images** and **words** that challenge stereotypes? Ensure your images showcase diversity. This could involve different ages, genders, cultures, abilities and interests. E.g. Challenge gender stereotypes by considering using inclusive words such as ‘parent’ rather than ‘mother’ or ‘father’.
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| **Have you considered the facilitators?** The people running the program, activity or project… 1. Will the facilitator/s of the program support inclusion? Do they have the skills and knowledge to be able to include all participants?
2. Does the facilitator know how to conduct an Acknowledgement of Country?
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