



Accessibility and Disability Inclusion Fact Sheet for Grant Applicants

Arts and Creative Industries

Accessibility and disability inclusion

City of Port Phillip is committed to encouraging equitable participation in events, programs and activities in our community.

This fact sheet contains resources you can explore when applying for a grant to facilitate inclusion of people with disability when organising, planning and budgeting for your event or program of activities. You should consider accessibility and inclusion for everyone that is participating in your planned activities, including staff, performers, audiences, program consultants, volunteers and committee or board members working with you to deliver your programs and events.

The list below contains some of the resources that are available to you. Please note, these resources are not endorsed by or affiliated with Council.

Make your communications accessible

To ensure that information about your programs and activities reaches a wide audience, it's good practice to think about the format in which you communicate and the methods you use. Here are a few helpful links for more information:

- Be ready to offer alternative formats of the information you distribute; for example, make a printed copy available of your online information. Consider [easy English and plain English](#) versions of your documents where applicable.
- The Australian Federation of Disability Organisations provides guidance about communication with a person with disability on their [resources webpage](#).
- Are you posting a video online? Captions are important, so please always remember to include them. Check out the [Australian Government Style Manual Format, writing and structure guide](#) and [Requirements and standards for video and audio](#) for more information.
- Learn more about tools you can use when communicating with a person who is deaf or hard of hearing. View information on the [National Relay Service](#), [Auslan](#) (Australian Sign language) and [hearing loop and hearing augmentation systems](#).
- For information on creating accessible web content, refer to the [Web content accessibility guidelines \(WCAG\) 2.1](#).

Make your programs and events accessible

Being inclusive means providing equitable opportunities for people with disability who want to participate in activities you have planned, either as a participant, staff member, volunteer, performer, audience member, program consultant, committee or board member. The best way to approach this is to ensure you have designed your activities to be fully accessible and inclusive. Some helpful tips:

- Select an accessible venue and list the accessibility features of the venue and events or programs in your communications. Listing these features in your communications makes it easier for people to know what to expect and when to contact you for any further accessibility support. To identify accessibility features, you can download [Access Symbols](#).
- Consider how people are going to get to the venue. Are [accessible public transport](#) options, taxi rank locations and [accessible parking](#) nearby?
- Think about [signage and wayfinding](#) to and at the site where the activities are being hosted, and other accessibility features to ensure equitable participation.
- Invite people to contact you to discuss any accessibility requirements they may have for equitable participation in the activities you are hosting. When discussing their requirements, be open to considering what they request. They are likely to need more information about your event first in order to understand how they might be able to participate.
- Provide a range of options for how people can contact you. Here's an example of wording you could include in your invitations and event registrations:
'If you have accessibility requirements or require an adjustment to participate in this event, please contact [name] on [phone] or email: [email address].'
- Melbourne City Council provides a range of [accessibility checklists](#) on their website, available for viewing and download.
- Check out the [Melbourne Fringe Producers Guide to Access](#) for guidance on access and inclusion.

Use inclusive language that respects identity and culture

The language of disability evolves over time. Respectful language acknowledges peoples' preferences to identify with a particular community or characteristic and can be very personal. Using inclusive language is crucial when planning accessible programs. The following guides provide comprehensive and up-to-date advice:

- Arts Access Victoria (AAV) is the leading organisation for arts and disability in Victoria, providing guidance about the [language of disability](#).
- Check out the Australian Network on Disability's webpage about using [inclusive language](#).
- [The Australia Federation of Disability Organisation's Language Guide is a powerful tool that can be used to make a positive difference for people with disabilities in our community.](#)

Local information and general resources

Accessible facilities and getting around Port Phillip

- Use the [Port Phillip Disability Access](#) map to find accessible facilities around the City of Port Phillip.
- The [Changing Places](#) facility at located at the St Kilda Life Saving Club features a larger than standard accessible toilet and change room that provides disability access for individuals and carers. The Changing Places facility provides 24-hour access and is not linked to St Kilda Life Saving Club opening hours.

Access support services, training and resources

- Australian Government [Disability Gateway](#) has information and services to help people with disability, their family, friends and carers, to find the support they need in Australia.
- [YouMeUs](#) provides free online disability inclusion training with modules specific to leisure centres, community facilities and resources for businesses.

- The National [Companion Card](#) Scheme enables eligible people with lifelong disability to participate at venues and activities without incurring the cost of a second ticket for their companion.
- The Victorian Government recognises the significant contribution carers make to the lives of people they care for. [The Victorian Carer Card](#) provides discounts and benefits to carers in acknowledgement of this contribution.