Accessibility and Disability Inclusion Fact Sheet for Grant Applicants

Accessibility and Disability Inclusion

City of Port Phillip Council is committed to fostering 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. Consider accessibility and inclusion not only for persons participating in your planned activities, but also for staff, performers, audiences, program consultants, volunteers and committee or board members working with you to deliver your programs and events. The list below contains just some of the resources that are available. Please note these resources are not endorsed by or affiliated with Council.

Accessibility of your communications

To ensure information about your programs and activities reaches a wide audience, it is good practice to think about the format in which you communicate and the methods you use. Digital accessibility and the use of inclusive language are some of the key aspects to consider. Below are a few links to more information.

- Be ready to offer alternative formats of the information you distribute (for example, can you make a printed copy available of your online information). Also consider easy English and plain English versions of your documents where applicable.
- Check out the Australian Network on Disability's webpage about using inclusive language.
- The Australian Federation of Disability Organisations provides guidance about communication with a person with disability on their resources webpage.
- Posting a video online? Captions are important, so please always remember to include them. Check out the video accessibility link for more information.
- Learn more about communication 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](#).

Accessibility of your programs and venue

To be inclusive is to provide 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 or 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 good tips to do so are:

- 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, whether there 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.

Local information and general resources

Local information

- [Access map](#) (Port Phillip)
- [Changing Places](#) facility (larger than standard accessible toilet and change room that provides disability access for individuals and carers) - located at the St Kilda Life Saving Club.

General resources

- Australian Government [Disability Gateway](#)
- [YouMeUs](#) – free online disability inclusion training with modules specific to Leisure Centres, Community facilities and resources for businesses
- [Companion Card](#)
- [Carer Card.](#)