

A decorative border surrounds the page, featuring stylized illustrations of hands in various colors (purple, blue, green, yellow) holding a banner. The hands are positioned at the top, bottom, and sides of the page, creating a frame around the central text.

Accessibility checklist for arts funders

Planning, preparation, staff and peer reviewing

- If your organisation has an overall strategy or action plan, or an equity plan, include your values and goals related to diversity and accessibility. Break down your goals into action points and allocate the appropriate resources, if needed, and set a schedule for your work.
- Your aims might relate to the development of diversity and accessibility in your organisation internally. Pay attention to diversity in recruitment situations. Prepare a clear plan for how your foundation/fund can be more accessible as a workplace. It is important to train staff regularly on aspects of equality, diversity, and accessibility.
- Your aims might also include diversity and accessibility in funding activities. Pay attention to the diversity and know-how of the peer reviewers. The evaluators should have knowledge on different minority cultures, how to recognise the diverse backgrounds and experiences of applicants, and how to examine the quality of artistic work and the skills of artists from different perspectives. Minority-forward organisational culture – such as disability leadership – can be one criterion for the quality of the activity being funded. Tell the peer reviewers clearly what kind of goals your foundation/fund has in funding decisions regarding equality and diversity. Provide support and, if necessary, training to reviewers.
- The diversity of funded activities can also be enhanced by targeting open calls to applicants from underrepresented groups. In thematic grant calls, you can highlight the perspectives of minority cultures, such as disability culture and Deaf culture.
- Information, materials, and training to support equality planning are available, for instance, on the websites of the Culture For All Service and of Finland's Non-Discrimination Ombudsman. International references for best practices to promote equality can be found, for example in the article [How funders can better serve disabled artists on the website of the Association of Finnish Foundations](#) (article in Finnish, links to international content).

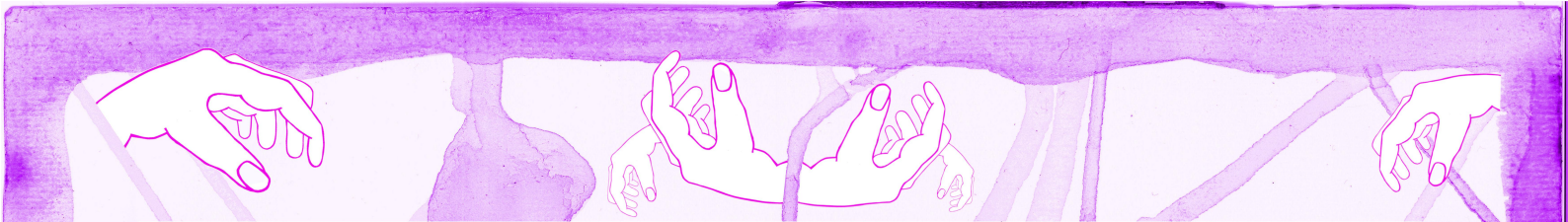
The page is framed by a purple border containing several line-art illustrations of hands in various sign language gestures. The hands are positioned at the top, bottom, and sides of the page, creating a sense of community and communication. The background of the page is a light purple color.

Communications and online services

- Always aim at easily understandable language in your application instructions, application forms, and other communication. The Finnish Centre for Easy Language has compiled some tips on writing Easy language.
- Communicate in different languages. When announcing an open call and its instructions, do this in Finnish, Easy Finnish, Swedish, Easy Swedish, English, Finnish Sign Language and/or Finland-Swedish Sign Language.
- Make sure that the visual design of your website and all communication material is as accessible as possible. See, for instance, the guidelines of clear communication by the Finnish Federation of the Visually Impaired (in Finnish).
- Collaborate with different organisations to reach out to disabled artists and artists who are Sign Language users when announcing your call. Use various communication channels. In an open call, you can specifically encourage artists from various backgrounds to apply for a grant.
- Make sure that your online services are accessible. The best way to ensure the accessibility of a website / application form / application platform / reporting platform is to request an accessibility assessment from a specialist. The accessibility of an online platform is also essential for peer reviewers.

Applying for grants


- If you organise an info session related to grant applications, make sure the event is accessible. Communicate openly about the event's accessibility (including what is not possible or currently available). As a reference, you can use this checklist for organising accessible events. In info sessions related to grant applications, it is important to also address the application process from the perspective of accessibility.
- Consider whether an open call could be organised several times a year. This would benefit applicants whose capability might in different moments.
- Consider whether it is possible to set aside working hours for staff to support those applicants for whom the application process is



not accessible. Such support can be related, for example, to the comprehensibility of the application, compiling the necessary documents, or technical assistance. In some countries, funders have experimented with the use of application assistants. In such a model, the funder pays a fee to the assistant who helps applicants make their applications. It is possible to offer support to a limited target group only.

- Consider all possible alternatives of sending an application, or parts of it. As some examples, a video, sound file, or image-based option, or, indeed, an interview all widen the range of possibilities for applicants.
- Remember to share these opportunities openly in the application instructions.


Funding disability-related expenses

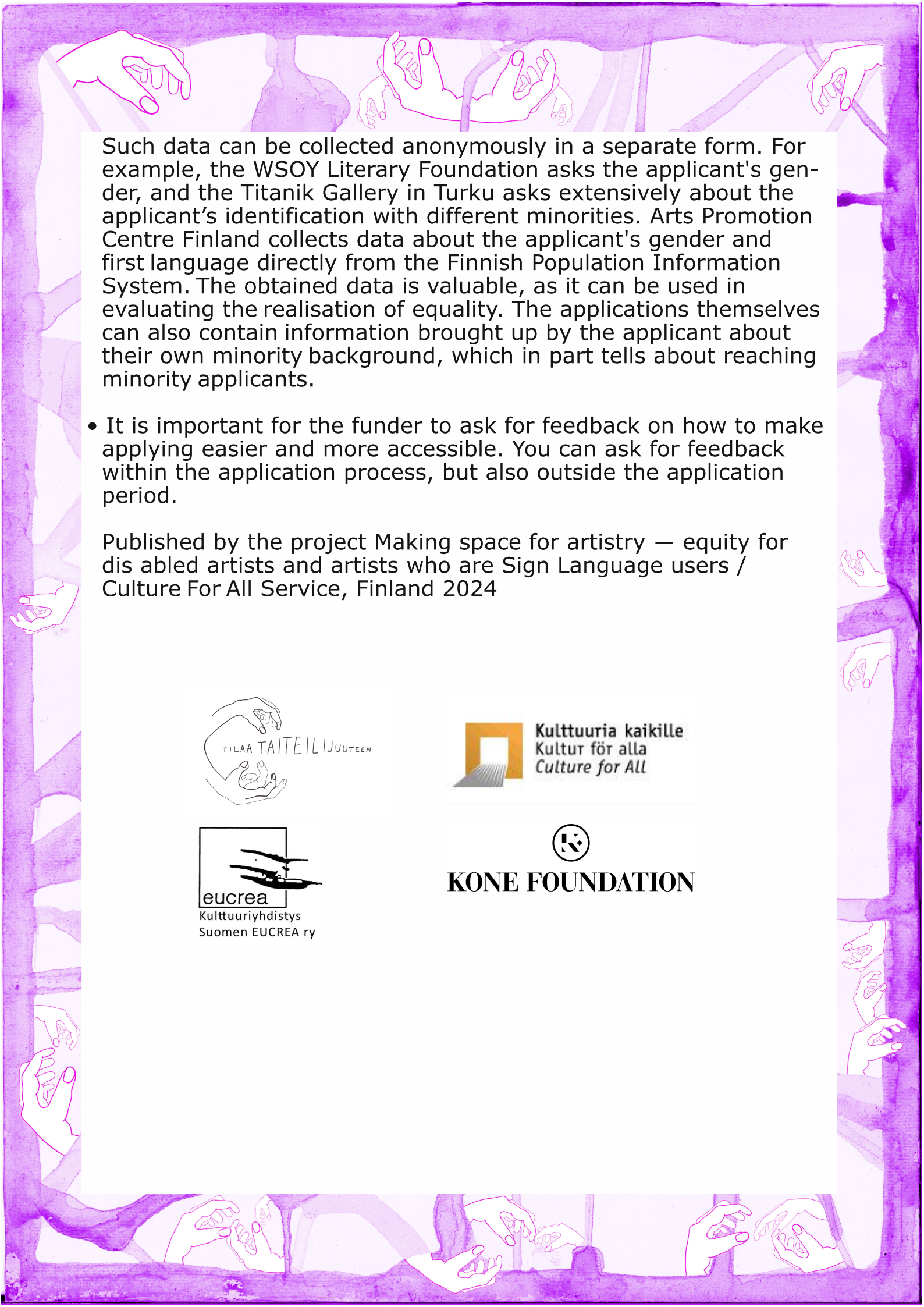


Allocate an additional budget for disability-related expenses. These items may include:

- Salary expenses of an assistant or interpreter when the tasks of the assistant or interpreter are related to artistic content.
- Travel expenses of an assistant or interpreter.
- Assistance or guide dog expenses, such as vaccinations required for dogs when traveling abroad.
- Higher travel expenses. Public transport is not always accessible and the grant recipient may justifiably have to use a taxi or an airplane, for example.
- Assistive devices, tools, or software needed in a work context.
- Remember to openly inform about the funding of disability-related expenses in the application instructions, so that the applicant can also include these expenses in their application budget.

Gathering data

- Some funders and other arts professionals have included the option in grant applicants to share one's minority identity through the self-identification of applicants or working group members.
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Such data can be collected anonymously in a separate form. For example, the WSOY Literary Foundation asks the applicant's gender, and the Titanic Gallery in Turku asks extensively about the applicant's identification with different minorities. Arts Promotion Centre Finland collects data about the applicant's gender and first language directly from the Finnish Population Information System. The obtained data is valuable, as it can be used in evaluating the realisation of equality. The applications themselves can also contain information brought up by the applicant about their own minority background, which in part tells about reaching minority applicants.

- It is important for the funder to ask for feedback on how to make applying easier and more accessible. You can ask for feedback within the application process, but also outside the application period.

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