GLOSSARY

**People with fewer resources/ opportunities:** people who have fewer economic, social, political, and other resources; this can include people with immigration backgrounds, people in poverty, people who do not speak the dominant language, people with disabilities, and other groups

**Different social groups:** groups which have different social backgrounds and often limited interaction; can mean different economic, religious, ethnic, gender, education, and other backgrounds

**Participation:** participating in practices such as voting, attending protests, engaging with politics at the local/ regional/ national level, and becoming involved in community decision making

**Marginalized groups:** groups that are on the edge/ margin of society; often excluded from mainstream cultural activities due to socioeconomic reasons

**Social inclusion:** the process of improving the terms of participation in society, particularly for people who are disadvantaged, through enhancing opportunities, access to resources, voice and respect for rights

**Social cohesion:** To promote mutual recognition between different social groups and ensure mutual trust between the citizens

**Active citizenship:** To be engaged in activities that sustain and promote democratic values and attitudes, to be involved in communities and democracy at all levels from local to national and global. Committed to the common good and the welfare of society.

1. Organizational Structure
	1. Organizational Goals
		1. Which of these goals does your organization have? (can choose multiple)
			1. The organisation primarily aims to **include** people with fewer resources and opportunities **(i,c)**
			2. The organisation frequently aims to **attract** people with fewer resources and opportunities **(i,c)**
			3. The organisation is trying to improve its outreach to people with fewer resources and opportunities **(i,c)**
			4. The organisation aims to connect people from different social groups **(i,c)**
			5. The organisation aims to activate members through participatory activities and planning **(a,c)**
			6. The organisation aims to develop citizens who engage in democratic practices **(a,c)**
			7. The organisation aims to offer new activities in the local environment **(a)**
	2. Mission statement
		1. Does your organisation have a mission statement?
			1. yes
			2. no
			3. if yes: Which aspects are included in your mission statement? (can select multiple)
				1. The organisation focuses on including people with fewer resources and opportunities. **(i)**
				2. The organisation will make events accessible so that anyone can attend, regardless of socioeconomic status. **(i)**
				3. The organisation’s work aims to build connections between people in different social groups. **(c)**
				4. The organisation’s work will include participatory elements. **(a)**
				5. The organisation will activate people to participate in democracy. **(a)**
				6. The organisation sees participation in arts as a right. **(a)**
			4. if no: Which aspects do you think would be included in your mission statement, if you had one? (can select multiple)
				1. The organisation focuses on including people with fewer resources and opportunities**(i)**
				2. The organisation will make events accessible so that anyone can attend, regardless of socioeconomic status, **(i)**
				3. The organisation’s work aims to build connections between people in different social groups. **(c)**
				4. The organisation’s work will include participatory elements. **(a)**
				5. The organisation will activate people to participate in democracy. **(a)**
				6. The organisation sees participation in arts as a right. **(a)**
				7. Other: ……………………..
	3. Management/ team
		1. Does your organisation’s team engage in democratic discussions when making planning decisions? **(a)**
			1. Always, every voice is counted.
			2. We try to be democratic as often as possible.
			3. Sometimes, it depends on the situation.
			4. We rarely have the resources or capacity to go through such a process.
			5. The management solely does the decision making.
			6. Other: ………………………
		2. Does your organisation’s team engage in voting when making planning decisions? **(a)**
			1. Always, everyone is in.
			2. They try as often as possible when they can participate.
			3. Sometimes, depending on the situation and resources.
			4. There is rarely interest/ resources for voting.
			5. They are not involved or have no interest.
			6. Other: ………………………
		3. Are participants and team members encouraged to take part in decision making processes? **(a)**
			1. They are always motivated to every decision making.
			2. Often, when there is a need, the team members are informed.
			3. Sometimes, it depends on the situation.
			4. We rarely have the resources or capacity to go through such a process.
			5. We don’t ask for participation.
			6. Other: ……..
		4. Are needs/perspectives of local community members included in decision making processes in the organisation? **(i, a)**
			1. We always listen to our social environment and adapt our planning.
			2. We try to make every voice heard as often as possible.
			3. Sometimes, if it is in line with our ideas and resources/motivation are there.
			4. There is rare community involvement or resources to address them.
			5. Decisions are made solely by the organisation.
			6. Other: …………
	4. Diversity of team
		1. Do members of marginalized groups take part in decision making in regards to function and structure of the organisation? **(i, a)**
			1. We always include marginalized groups in our decision making.
			2. We try to do it as often as possible.
			3. We can just manage it sometimes.
			4. Resources, loose contact, etc. only rarely allow it.
			5. We don’t include marginalized groups.
			6. Other: ………………………
		2. Do people with fewer opportunities take part in leadership of the organisation? **(i)**
			1. Yes, people with fewer opportunities take over leadership positions.
			2. Somewhat, we are working towards including people with fewer resources in leadership positions.
			3. Somewhat, we always try to involve them in leadership roles.
			4. No, people with fewer opportunities don’t take over leadership functions.
			5. Other: ……………………………….
		3. Is the team of the organisation balanced in terms of gender? **(i)**
			1. Yes, the team is diverse in terms of gender.
			2. Somewhat, we are working to bring more gender diversity to our team.
			3. No, the team is unbalanced.
		4. Does the organisation reflect the ethnic diversity of the team? **(i)**
			1. Yes, the team is ethnically diverse.
			2. Somewhat, we try to involved ethnically diverse people in our team but still have work to do.
			3. No, the team is not very diverse.
		5. Meetings/ time for reflection on inclusion etc. - Does your organisation have meetings to reflect on whether your work is achieving its goals **(i, c, a)**
			1. We have reflection meetings very often.
			2. We try to have them as often as possible.
			3. Sometimes, if time and resources allow.
			4. We rarely manage it
			5. We have no need/resources for this.
			6. Other: ……………………………..
		6. Does your organisation have meetings to consider and include feedback from participants/ activities? **(c)**
			1. Feedback from participants is always gathered and analysed.
			2. We try to ask participants very often.
			3. Sometimes when circumstances allow.
			4. There is rarely time or need for this.
			5. We have never thought about it or feel it is unnecessary.
			6. Other: ……………………………
		7. Awareness building in organisation and further education - Does your organisation provide opportunities for further growth and education of team members? **(a)**
			1. Yes, further training for the team is very important.
			2. Somewhat, with interest and available resources
			3. No, there is no possibility for this.
	5. Sustainability (How are you assuring your organization/ project will last)
		1. Which departments of your organisation have structures and resources in place to ensure long-term continuation/ sustainability of your organisation and its program? (can select multiple) **(c)**
			1. Funding sources
			2. Leadership/ direction
			3. Team
			4. Space/ location for events
			5. Publicity/ outreach
			6. Other: ………………
		2. How often do participants become volunteers or employees? **(i, c, a)**
			1. Often, participants’ interest and our willingness to accept is great.
			2. Sometimes, we are open to it, but the circumstances have to be right.
			3. This is rarely possible.
			4. This has never happened.
2. Program
	1. Reaching out
		1. Does your organisation reach out to specific groups with fewer opportunities/ resources? **(I)**
			1. Always, these people from one or more groups with fewer opportunities and resources are our main target audience
			2. Often.
			3. Sometimes, when an event is specifically relevant to them.
			4. Rarely, we focus on targeting the general population instead.
			5. No.
			6. Other: ……………………….
		2. Does your organisation reach out to different social groups in order to ensure exchange between the groups? **(c)**
			1. Yes, we successfully reach people from multiple social groups
			2. Somewhat, we try to reach out to people from different social groups, but they
			3. Somewhat, it is not our main concern, but a nice side effect sometimes.
			4. No, this never happens.
			5. Other: ……………………………..
	2. Addressing target groups adequately
		1. Are your information/ communication/ outreach activities...? (can select multiple)
			1. adequate for reaching people with fewer resources and opportunities. **(i)**
			2. able to reach people from different social groups and backgrounds. **(i, c)**
			3. available in more than one language. **(i, c)**
			4. available in more than two languages. **(i)**
			5. available in all locally used languages. **(i)**
			6. Other: ………………………………..
	3. Languages
		1. Does your organisation offer information/communication/outreach in multiple languages? **(i)**
			1. Yes, for every activity.
			2. Somewhat, depending on target group and necessity
			3. No, we only work in one language.
	4. Social media/ multiple channels
		1. Is your organisation using social media and digital media for reaching groups with fewer opportunities and resources? **(i,c)**
			1. Yes
			2. Somewhat
			3. Rarely, our social media doesn’t reach many people from these groups
			4. No, we use social media but don’t reach out to these groups
			5. No, we haven’t previously considered this
			6. No, since: ……………………………..
		2. Is your organisation using social media and digital media for reaching different social groups? **(i,c)**
			1. Yes
			2. Somewhat, we are adding social media to our non-online outreach strategies
			3. We would like to incorporate social media into our outreach but have not yet
			4. No, we use social media but don’t reach out to these groups
			5. No, we haven’t previously considered this
			6. No, since: ……………………………..
	5. Planning
		1. Does your organisation plan its activities according to the needs/interest of the target groups? **(i, a)**
			1. Yes, their needs have a high priority.
			2. Somewhat, provided we can include them.
			3. No, we have little access or space for this.
		2. Does your organisation plan and implement its activities in a participatory manner, i.e. are members and audiences able to participate in planning? **(i, a)**
			1. We always use participatory strategies in planning and implementation.
			2. We try to be participatory as often as possible.
			3. Sometimes, depending on the circumstances.
			4. There is rarely time or need for this.
			5. We have never thought about it or feel it is unnecessary.
			6. Other: …………………………………….
		3. Does your organisation provide ways for participants to give feedback on their experience with your organization? **(i, a)**
			1. We always provide space and platforms for this.
			2. In many situations we do this.
			3. Sometimes, depending on the circumstances.
			4. There is rarely time or need for this.
			5. We have never thought about it or feel it is unnecessary.
			6. Other: …………………………………….
		4. Does your organisation take care to act in an environmentally and socially responsible way? **(a)**
			1. Sustainability has the highest priority.
			2. We take care of this as often we can.
			3. We are aware of this, but only manage it in part.
			4. It happens only rarely.
			5. We have never thought about it or feel it is unnecessary.
			6. Other: …………………………………….
	6. Activities
		1. Is the program your organisation offers diverse in terms of: (can select multiple) **(I, c)**
			1. Culture is inclusive and accepting.
			2. Offers more than one language.
			3. Offers all locally used languages.
			4. social groups participating.
			5. content [covers varying topics]
			6. Other: ……………………………………
		2. Is the pricing for your activities: **(i, c)**
			1. Affordable for people from different social groups.
			2. Affordable for people with fewer resources and opportunities.
			3. Some activities are affordable, some are unaffordable for people with fewer resources and opportunities.
			4. Unaffordable for some groups with fewer resources and opportunities.
		3. Would you consider your audience diverse in terms of different social groups, vulnerable and marginalized groups and language/cultural backgrounds represented? **(i, c)**
			1. We intentionally have a diverse audience at our events
			2. Somewhat, diversity happens rather accidentally.
			3. No, our audience is rather homogeneous/ from similar backgrounds.
			4. We have never considered audience diversity.
		4. Do your activities create a positive effect for individual participants?
			1. We have the feeling that our audience take a lot of personal benefits away.
			2. Somewhat, it depends on the activity and the interest.
			3. That never actually happens.
			4. Other: ………………………………
		5. Do your activities create a positive effect in the community? **(c)**
			1. Our activities have a positive impact on the community.
			2. Parts of it have an effect.
			3. We do not assume that.
			4. Other: ………………………………….
	7. Location
		1. Are the locations of your activities attractive/inviting to different social groups? **(i, i)**
			1. Yes, we choose locations that are attractive/ inviting to different social groups very often
			2. It always depends on the event and the location.
			3. We haven’t considered how people from different social groups might view the location.
			4. Other: ………………………………..
		2. Are the locations of your activities inviting to people with fewer opportunities and resources? **(i, c)**
			1. We make sure our activities have a low threshold for participation, so we make sure locations are inviting to all.
			2. Some locations are accessible for people with fewer opportunities and resources, some are not.
			3. The locations are unattractive for this group.
			4. Other: ………………………………
		3. Are the locations of your activities accessible for people with visible and non-visible disabilities? **(i)**
			1. Yes, we make sure locations are always accessible for people with disabilities.
			2. Sometimes our location(s) are accessible for people with disabilities
			3. There is no way to do this.
			4. We haven’t previously considered this.
			5. Other: ………………………………
		4. Are the locations of your activities easily reachable (e.g. by public transport)? **(i, c, a)**
			1. There is always a good connection.
			2. Often, when we have the chance to choose a location reachable by public transit, we do.
			3. Sometimes, but often other factors are more important in choice of location.
			4. Rather rarely because of the infrastructure.
			5. This is not possible or relevant.
			6. We organise some kind of shuttle or car sharing services.
		5. Does your organisation change locations for different events to make them attractive/inviting to different social groups? **(i, c)**
			1. We change location to reach different groups.
			2. We rarely change location.
			3. We haven’t considered doing this.
			4. We don’t have the resources to do this.
			5. Other: ………………………
	8. Consistency
		1. Is the program of your organisation regularly and repeatedly offered (to people with fewer resources and opportunities)? **(i)**
			1. Always.
			2. Often, and we are trying to improve.
			3. Sometimes, we have a few repeating events targeted towards these groups.
			4. Rarely, the events we offer for these groups do not usually repeat.
			5. Never.
			6. Other: ………………………….
		2. Is the program of your organisation regularly and repeatedly offered at one place/space? **(i, c)**
			1. Yes, we offer the activity repeatedly in the same place to give participants consistency.
			2. Yes, we offer the activity repeatedly in the same place because we have just one location.
			3. We sometimes change location and/or program because it is better for the participants.
			4. We sometimes change program because it is better for the participants.
			5. We often change location and program based on what is available.
			6. Other: ………………………………
		3. Are you able to suit the length of your offer to the participants’ needs (i.e. as long term or short term as possible)? **(i)**
			1. Yes, we always suit the program to the participants’ needs.
			2. It is often possible.
			3. Just when resources and need allow it.
			4. It is rarely possible, due to lack of resources.
			5. Adaptations are never possible.
			6. Other: …………………………..
		4. Are you able to suit the meeting time and/or duration of events to the participants’ needs? **(i)**
			1. Yes, we always suit the program to the participants’ needs.
			2. It is often possible.
			3. Just when resources and need allow it.
			4. It is rarely possible.
			5. Adaptations are never possible.
			6. Other: ……………………………
	9. (Inclusive) Atmosphere
		1. Would you describe the atmosphere of your activities as not hierarchical? **(i, c, a)**
			1. Yes.
			2. Somewhat.
			3. No.
		2. Would you describe the atmosphere of your activities as inclusive? **(i)**
			1. Yes.
			2. Somewhat.
			3. No.
		3. Would you describe the atmosphere of your activities as open/participatory? **(i, c, a)**
			1. Yes.
			2. Somewhat.
			3. No.
	10. Name/ label/ interact with the marginalized participants
		1. Is your organization using sensitive language when approaching/addressing vulnerable and marginalized groups? **(i)**
			1. We always pay great attention to language and expression.
			2. We often attach importance to that.
			3. We only sometimes consider language and expression
			4. This rarely comes to mind.
			5. No, never.
		2. Do your program and activities raise and open new questions and perspectives for the audience? **(i, c, a)**
			1. Innovation has a high priority.
			2. New approaches often emerge.
			3. From time to time this happens.
			4. New ideas rarely come up.
			5. No, that never happens.
			6. Other: ……………………..
		3. Do your program and activities raise and open discussion important and critical social issues (can select multiple)? **(a)**
			1. Yes.
			2. Somewhat.
			3. No.
3. Networking & Cooperation
	1. Exchange with other organizations
		1. Does your organization network with groups or organizations that work more closely with people with fewer resources and opportunities? **(i)**
			1. This kind of networking happens very often.
			2. Often this is part of our strategy.
			3. Sometimes we do, but it depends on the circumstances.
			4. That is rather rarely the case.
			5. No, we don’t do that.
			6. Other: …………………………….
		2. How much do you work or connect with organizations who have similar target groups **(i)**
			1. This kind of networking happens very often.
			2. Often this is part of our strategy.
			3. Sometimes we do, but it depends on the circumstances.
			4. That is rather rarely the case.
			5. No, we don’t do that.
		3. How much do you work or connect with organizations who have a different target group? **(c)**
			1. This kind of networking happens very often.
			2. Often this is part of our strategy.
			3. Sometimes we do, but it depends on the circumstances.
			4. That is rather rarely the case.
			5. No, we don’t do that.
		4. How often do you link other organizations with one another? **(c)**
			1. We prioritize building connections between organizations in our community.
			2. We often help build connections.
			3. We sometimes try to create such connections.
			4. We rarely do this.
			5. We never connect other organizations.
		5. Are you a linking organization for projects focusing on enhancing opportunities? **(c)**
			1. Yes, we create connections first and foremost to improve opportunities.
			2. Yes, that is one of several reasons.
			3. Somewhat, that's a nice side effect.
			4. No, that can happen when networking, but rather unconsciously.
			5. No, that's not what we're aiming for when we make connections.
			6. Other: ………………………………………
	2. With community
		1. How often does your organisation cooperate with other organizations in the local community **(c)**
			1. Very often, nearly at every activity.
			2. We do that as often as possible.
			3. For some activities this is part of our strategy
			4. This only happens rarely.
			5. We always work on our own.
		2. How often does your organisation attend/ organize local community events **(c, a)**
			1. Very often, that's what we're known for.
			2. We do this pretty regularly
			3. From time to time we are active in this field.
			4. That is only the exception.
			5. No, that is not part of our work.
	3. With local government
		1. How often does your organisation cooperate with the local government? **(c)**
			1. Very often, nearly at every activity
			2. We do that as often as possible
			3. For some activities this is part of our strategy
			4. This only happens rarely.
			5. We always work on our own.
			6. Other: ……………………………………..
	4. Media

* + 1. How often does your organisation reach out to local media for coverage? **(c, a)**
			1. Very often, nearly at every activity
			2. We do that as often as possible
			3. Sometimes
			4. Rarely, local media doesn’t reach many people from our target groups
			5. No, we do not use local media much at all
			6. Other: …………………………………