Equity Toolkit for Projects

What is the toolkit?

This toolkit is a how-to guide for project managers to incorporate equity considerations into their projects and programs throughout different project phases.

This toolkit is useful for:

- Engagement planning
- Communications planning
- Research and best practice review
- Program design
- Implementation planning
- Procurement
- Evaluation

Why did we make this toolkit?

Our City processes create more barriers to connecting with residents than we realize The toolkit helps change this by removing and/or addressing some of those barriers throughout each project planning phase.

How do I use the toolkit?

1. Determine **your current project phase.** For example, if you are planning engagement go to the engagement guiding questions and checklist sections.

2. Examine what **equity-seeking groups** are relevant to your project (key principles, pages 5–8).

3. **Review and reflect** on the guiding questions (pages 9–17). These questions may help uncover biases or unintended consequences of projects.

4. Decide how to **build equity** into your project using the "checklist for success" (pages 18–22).

Key Points

Budget for equity considerations in both funding and time allocation. To get unique perspectives, you may need to pay honorariums, partner with trusted external organizations or adjust timelines.

Not all equity seeking groups are the same. For example, the LGBTQ2S+ community may have different barriers to accessing a program than persons with disabilities. Equity seeking does not always mean low-income.

Make participation easy. Bundle initiatives together during engagement, and integrate with other services when you can.

Consult both internal and external experts early and often. If you are unsure how to reach a certain demographic or need help determining access issues, consult your engagement consultant, social development or Indigenous initiatives colleagues early in project planning.

City of **Saskatoon**

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