



CHECKLIST: INCLUSIVE BUDGETING

Who this tool is for

This tool is designed for organisations that are developing project budgets.

It outlines the things that should be part of a budget from the very start so that people with disabilities can be included and their participation can be meaningful.

The tool can be used by any organisation that wants to strengthen the inclusion and meaningful participation of people with disabilities. This will improve your work as it will help you to fully understand and engage with the range of perspectives and experiences of people with disabilities affected by the issues at hand. Including people with disabilities is not optional, especially for organisations addressing issues of inequality and social justice.

This tool can also be used to improve the meaningful participation of other underserved or marginalised groups.

How to use this tool

Our [research findings show](#) that organisations can assume it is costly to make their work accessible and to make reasonable accommodations to include people with disabilities.

This is especially the case when organisations do not plan ahead and do not have a dedicated budget for inclusion or accessibility.

To ensure that participation is fair and does not reinforce inequality, access for people with disabilities must be budgeted for. This includes people with disabilities with different types of impairments, not just those considered easiest to reach.

Inclusive budgeting means ensuring that budget plans remove barriers and enhance participation for people with disabilities. Inclusive budgeting

should be done from the very start. This means it should be done during planning, and when delivering and evaluating all actions, programmes and projects. People with disabilities should be involved with inclusive budgeting at all these stages.

This checklist is part of a wider toolkit. The toolkit also includes a glossary of terms, a summary of our research about collaboration and more tools. You can explore the tools and resources [here](#).

Overview

On average, people with disabilities make up 16% of the population. This means there is a need to do inclusive budgeting for all types of projects,



advocacy and campaigns, not just topics that are directly linked to people with disabilities.

Some adaptations cost very little but make a big difference. And budgeting for inclusion always costs less than adding accessibility and inclusion measures later on. For example, making a website accessible from the start rather than trying to fix it later.

Not all inclusion measures are costly. Low-cost adaptations can greatly improve accessibility. For instance, choosing a venue that already meets accessibility requirements, using open spaces to hold meetings and events or using easy-to-read versions of key materials. Some adaptations may involve higher costs, such as buying adapted computers or specialised equipment to ensure accessible information, communication and services.

This checklist is in line with global guidelines from the United Nations Human Rights Council. These guidelines state that inclusive budgeting is needed to ensure that no one is left behind in the distribution of resources.

Intersectionality in budgeting

Inclusive budgeting needs to address overlapping inequalities which influence access and participation. (See the glossary in the main toolkit for more on intersectionality.)

At the planning stage, this means considering the needs of people with a range of impairments, as well as women, children and adolescents with disabilities. It also means accounting for language and cultural differences. Doing this will help you to allocate resources more effectively and fairly. Budgeting for these overlapping factors will help your programmes and activities be inclusive and responsive and reach as many people as possible.

This checklist covers the key inclusive budget considerations for different parts of a programme or activity, including:

- inclusive budget development
- project or activity considerations
- inclusive staffing.

Inclusive budget development: key guidance

Work with organisations of people with disabilities to estimate possible costs for your inclusive budget.

For example, there might be a lack of accessible venues in the area where you are working, which means you will need to use more expensive hotels or conference rooms.

Is there disability-related data to help you understand how many people with disabilities there are where you want to work and what kind of needs they might have? For example, are there are lots of women with disabilities, or are there lots of unemployed young people with disabilities? If public data does not exist, work with institutions that might have access to this data or can help you to get it.

Build as much flexibility as possible into funding proposals and budgets. Include a budget line for 'supporting access for all' and one for more individualised 'reasonable accommodations' in your plans. (See our guide on reasonable accommodations for more on this.)

Include the cost of accessible communications. For example, include costs for producing and sharing materials in a range of formats and mediums that are accessible to people with disabilities, such as Easy Read formats. (See our accessible communications guide for more on this.)

Project or activity considerations

Have you thought about including people with disabilities or their representative organisations in your project planning cycle? You will need to budget for their technical support to help you identify priorities, pre-test campaign materials and check that budgetary considerations are adequate.

There are lots of budgetary considerations you will need to think about to make your programmes, activities and campaigns inclusive. In addition to the choice of venue for activities, and the development of accessible communications materials, your budget will need to consider the costs of support, such as personal assistants, support workers, interpreters and childcare.

The use of digital tools can sometimes lower costs. But you may not be able to use them because many people with disabilities are digitally excluded. This is due to the cost of digital devices, and limited internet and bandwidth where some people live.

During the evaluation phase of your project or activity, there will be additional budget considerations to think about. For example, the costs associated with getting feedback from people with disabilities and supporting people with disabilities to share their experiences. You may also need local language translators. This is because many people with disabilities are denied educational opportunities so might speak fewer languages.

Inclusive staffing

Your staff members may need training in disability awareness. This is because some may hold common stigmatising attitudes towards people with disabilities.

When you employ workers with disabilities you should provide any reasonable accommodations they need so they can work without facing extra barriers. These needs may change over time.

Remember: Accessibility and inclusion should be planned for in advance so that changes can be made in time.



Budget considerations: costing tips



Low cost

Venue accessibility: Choose an already accessible venue that meets participants' needs.

See our inclusive and accessible activities checklist for the key questions to ask when choosing a venue.

Medium cost

Participants' needs: Consider how to fully meet participants' needs, which may come at a cost.

Questions to ask yourself:

- Does the participant need an assistant or interpreter? And how will the assistant's expenses be covered?
- Does the participant need support to access information?

Higher cost

You will need to make sure that the transport to and from the venue is accessible. This may require extra transport costs and flexible travel arrangements, depending on the venue and participants' needs.

Questions to ask yourself:

- Will participants' transport costs be reimbursed?
- Will the transport costs of participants' aides be reimbursed?
- Will participants with disabilities be picked up and taken to the venue? If not, how will they get to the venue? For participants who are coming from far away, will there be an extra transport facilitation cost for them?



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Activists and organisations are welcome to adapt the checklist to meet their needs. Please note that the checklist may need to be updated as time passes and circumstances and local contexts change.

Other sources include IASC's Guidelines on the Inclusion of Persons with Disabilities in Humanitarian Action, 2019. Available [here](#).

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