



Manitoba Accessibility Fund Application Guidelines Pilot Year 2022/23

For alternate formats, please contact the Manitoba Accessibility Office at MAO@gov.mb.ca, or call 204-945-7613 or toll free at 1-800-282-8069 (ext. 7613).

1. Purpose and objectives

The Manitoba Accessibility Fund (MAF) provides one-time grants to help Manitoba organizations and businesses create awareness and compliance with [The Accessibility for Manitobans Act](#) (AMA) and its regulations, called standards. The 2022/23 pilot year targets the first three accessibility standards affecting:

- [Customer Service](#) (2015) – which prevents and removes barriers to accessing goods or services
- [Employment](#) (2019) – which requires barrier-free practices related to employee recruitment, hiring and retention
- Information and Communications (anticipated in 2022) – which sets requirements for removing barriers to information and communications electronically, in print and in person

During the 2022/23 pilot year, MAF applications must fulfill at least one of the following objectives in support of the AMA and the standards listed above:

- raise awareness about the prevention and removal of barriers
- develop tools, resources and training to support compliance with AMA standards
- remove barriers to information and communications electronically, in print and in person

During the 2022/23 pilot year, the MAF will not fund renovations or new builds to enhance physical accessibility. Please visit [Manitoba Grants Online](#) for provincial grant information. For federal funding, visit the [Enabling Accessibility Fund](#).

Applicants are encouraged to visit [AccessibilityMB.ca](https://www.accessibilitymb.ca), to access free tools, templates and online training to enhance public understanding and awareness of Manitoba's accessibility law. The website provides helpful resources for accessibility project development and implementation.

2. Who can apply

Eligible applicants

Eligible applicants must have been in operation for one year prior to application and include:

- non-profit organizations
 - registered charities
 - non-profit organizations incorporated and registered with the Companies Office
 - non-profit organizations that have a bank account and can verify activity for at least one year
- local businesses or corporations based in Manitoba providing services to Manitobans that are registered with the Companies Office
- municipalities and local authorities, such as planning districts and Northern Affairs Community Councils
- on-reserve businesses and organizations
- universities, colleges and school divisions

Ineligible applicants

- organizations not located and operating in Manitoba
- franchises not locally owned
- residential rental properties
- businesses considered closed to the public
- Crown corporations
- individuals

3. What we fund

Eligible Activities

During the 2022/23 pilot year, eligible activities include, but are not limited to:

- projects or programs that help raise awareness about barriers faced by Manitobans with disabilities and how to prevent and remove these barriers, guided by the AMA's principles and standards

- tools, resources and training events or webinars to support compliance with AMA standards affecting [customer service](#), [employment](#) and information and communications
- activities to integrate the requirements of these AMA standards into the policies, processes and initiatives of an organizational sector, professional association, geographic region or demographic group
- tools and technology to remove barriers to information and communications, with digital enhancements consistent with the Worldwide Web Consortium's Web Content Accessibility Guidelines 2.1 Level AA or above

Ineligible activities

Activities that are not eligible for the fund include:

- projects, programs or services outside of Manitoba
- retrofits and renovations affecting buildings, as specified in the Manitoba Building Code
- on-going operational costs or programs
- core or essential municipal, provincial, federal projects or programs and services that are the responsibility of the municipal, provincial or federal body
- projects linked to the delivery of core education, health and social services programs delivered through provincial or federal funding
- private residential
- wage subsidies, placement programs or employee assistance programs

Eligible project costs

During the 2022/23 pilot year, eligible project costs include all costs directly related to the completion of an eligible project incurred on or after the date of approval, excluding those identified under ineligible costs. Budgets may include administration costs that relate directly to a project, up to a maximum of 10 per cent of the total project budget.

Some examples of eligible costs are:

- salaries for staff and consultants/contractors working on the project
- production of resources, including guide books, factsheets, toolkits and webinars
- space rental for events
- accessibility improvements to a website or other digital and print content
- technology to remove barriers to information and communication
- promotion and marketing of resources
- translation into French, American Sign Language and Manitoba's Indigenous languages

Ineligible project costs

Costs that are not eligible for the fund include:

- general operating costs of organizations related to ongoing activities not specifically related to the project
- building renovations (such as ramps, elevators, lifts and automatic door openers)
- fundraising and lobbying
- travel outside of Manitoba
- any projects, services or programs that do not align with the social gathering guidelines set out by Manitoba's chief medical officer and the public health authorities related to COVID-19

Timeline

As much as possible, the pilot year of the MAF will follow the government's fiscal year of April 1, 2022 to March 31, 2023.

Applications must be received by April 15, 2022. During the pilot year, successful applicants will be notified in writing within six weeks of the deadline.

Projects must be completed by March 31, 2023. Project reports must be filed within 60 days of the project end.

4. How much we fund

The MAF will fund projects up to \$50,000, including up to 10 per cent for administration.

During the pilot year, the MAF will fund up to 100 per cent of project costs. Projects can include matching funding from other sources, but this is not required.

Funding may be less than the amount requested. Applicants are encouraged to seek additional funding from other sources.

Applicants can submit only one application in 2022, but can be listed as partners in multiple projects.

5. How to apply

The Project Application Deadline is April 15, 2022.

To apply, submit a completed **application form** to:

Manitoba Accessibility Office (MAO)

630 - 240 Graham Avenue

Winnipeg MB R3C 0J7

Phone: 204-945-7613 (in Winnipeg)

Toll-Free: 1-800-282-8069 (ext. 7613) (outside Winnipeg)

Fax: 204-948-2896

Email: mao@gov.mb.ca

If you require an alternative format or have any accessibility accommodation requests, please contact the MAO.

Notification

When you submit your application, you will receive a confirmation email. If you have not received a confirmation email within three business days of your submission, please contact the MAO.

Following the selection period, the Manitoba government will notify the primary contact whether your application has been approved and next steps.

All projects will receive notification of approval or rejection within 6 weeks of the application submission deadline.

6. How decisions are made

The selection process begins with a preliminary review of MAF applications to ensure they meet eligibility criteria and have completed the application requirements by the deadline. Applications that meet the eligibility criteria will be forwarded to a selection committee with related expertise.

Applications will be assessed using the following criteria:

- **Eligibility:** Applicant and project meet all eligibility criteria and have completed the application requirements by the deadline. The project supports the MAF's 2022/23 objectives. See Purposes and objectives above.
- **Capacity:** Does the applicant have the ability to administer, manage and oversee the project with the available human and financial resources? Does the applicant show a commitment to accessibility?
- **Work plan, budget and results:** Does the project set out clear steps within a reasonable timeframe and budget? Does the project identify reasonable results and a means of evaluating these?

- **Inclusion:** Has the applicant integrated the expertise of Manitobans disabled by barriers in the development, delivery and/or evaluation of the project? Will the project engage a significant number of people and/or organizations?
- **Impact:** Will the proposed project enhance accessibility awareness and compliance with the AMA? Will the project benefit a significant number people or serve as a model for other organizations? Does the project target an underserved population or region?
- **Other considerations:** Depending upon demand, priority will be given to projects that demonstrate innovation, respond to identified needs and promote accessibility beyond the funding period.

7. Terms and conditions

Following approval, a Project Contribution Agreement will be signed between the applicant and the government. It will outline the terms, the acceptable use of funds, project start and end dates, payment schedule and reporting requirements. Once the agreement is signed by all parties, funds will be transferred.

8. Payment process

Ninety per cent of the approved funding will be provided upon signing the project contribution agreement.

Project funds may only be used for the purposes identified in the agreement. If changes are required to the size, scope or dates of the project, the applicant must seek approval from the MAO before implementing the changes. All surplus, ineligible or unexpended grant funds are to be returned to the government.

Final project payment of 10 per cent will be made upon receipt and acceptance of the final report and supporting documents by the MAO.

All projects may be subject to audit by the Manitoba government.

9. Reporting on outcomes and results

A final report is required within 60 days of project completion or by the deadline identified in the project contribution agreement. The final report includes a narrative report and a final statement of revenue and expenses, as related to the approved budget of the project.

Final payment will not be issued until both reporting forms have been approved by the government.

February 2022