



# Manitoba Accessibility Fund Grant Application Guidelines for 2023/24

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

## 1. What is the MAF grant program?

The Manitoba Accessibility Fund (MAF) provides one-time grants to help Manitoba organizations and businesses remove barriers, create awareness and support compliance with [The Accessibility for Manitobans Act](#) (AMA) and its regulations, called standards.

The 2023/24 grant program targets the following three accessibility standards:

- [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 Communication](#) (2022) – which sets requirements for removing barriers to information and communications electronically, in print and in person

## Grant Objectives for 2023/24

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

In 2023/24, MAF **will not fund** capital projects, such as 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 (since January 30, 2022 or earlier) 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

Eligible activities include, but are not limited to:

- projects, programs and events 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 already in receipt of, or being delivered through provincial or federal funding
- private residential
- wage subsidies, placement programs or employee assistance programs

## Eligible project costs

Eligible project costs include all costs directly related to the completion of an eligible project incurred on or after the date of approval up to the date of project completion, excluding those identified under ineligible costs.

Project budgets may include administration costs that relate directly to a project, up to a maximum of 10 per cent of the total requested project budget from MAF.

Some examples of eligible costs are:

- salaries and/or fees 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

## Timeline

As much as possible, the MAF grant program will follow the government's fiscal year of April 1, 2023 to March 31, 2024.

Applications must be received by March 10, 2023.

All applicants will receive a letter of decision

Successful applicants will be notified in writing within eight weeks of the deadline.

Projects must be completed by March 31, 2024. 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.

Funding that is approved for grant recipients may be less than the amount requested. Applicants are encouraged to seek additional funding from other sources.

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

## 5. How to apply?

The Project Application Deadline is March 10, 2023.

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: [MAF@gov.mb.ca](mailto:MAF@gov.mb.ca)

## 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.

During the pre-screening period, the MAF team will reach out to the primary contact if there is any further information needed for the grant application.

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 decisions (approval or non-approval) within 8 - 10 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. If the application is submitted by an organization that received a grant award in 2022/23, the MAF team will assess whether the organization met/is meeting all terms of the existing project contribution agreement, prior to advancing the new project application to the selection committee.

All 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 2023/24 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 experiences and 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 Manitoba Accessibility Office 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 90 days of project completion or by the deadline identified in the project contribution agreement. The final report includes a narrative report and a final financial report 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.

December 2022