



# Manitoba Accessibility Fund



**2023/24**

**Overview for Applicants**

**Deadline: March 10, 2023**

**Manitoba  
Accessibility  
Office**



# Slide 1 - Overview of Presentation

## Part 1. MAF GRANT PROGRAM 2023/24

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- Reach Out to Us

# Slide 2 - Part One

## MAF GRANT PROGRAM 2023/24

# Slide 3 – Background

- **116 organizations applied during the first intake (2022)**  
(15 businesses; 60 non-profits; 5 municipalities; 5 post-secondary institutions; 5 school divisions and 1 RHA)
- **93 projects were assessed; 23 were ineligible**  
(Eligible applications: 75 were Winnipeg-based; 3 from online businesses; 15 were from rural/northern.)
- **30 projects were selected; total funding awarded – \$756K**  
(Focus of project: training (8); accessible events (5); website upgrades (4); tools & technology (3); signage & navigation (3); audits & policies (3); ASL & interpretation (1); media campaign (1); online notification system (1))

# Slide 4 – 2023/24 Objectives

- In 2023/24, MAF will continue to focus on the first three accessibility standards: **accessible customer service** (2015) **accessible employment** (2019), and **accessible information and communication** (2022)
- Projects must support Manitoba's accessibility law by addressing **one or more** of the following objectives:
  - ✓ Raising awareness about the prevention and removal of barriers.
  - ✓ Developing tools, resources, events, and/or training to support compliance with AMA standards.
  - ✓ Removing barriers to information and communications.

# Slide 5 - Organizational Eligibility

## Eligible

- Businesses
- Non-profit organizations, including unions
- Charitable organizations
- Municipalities, local authorities, planning districts
- Northern Affairs Community Councils
- Businesses and organizations located on reserve
- School divisions, universities, and colleges

## Ineligible

- Individuals
- Organizations not located in Manitoba
- Organizations not open to the public (private clubs)
- Private residences
- Crown Corporations

# Slide 6 - Ineligible activities

- projects occurring outside of Manitoba
- retrofits and renovations affecting buildings, as specified in the Manitoba Building Code
- on-going operational costs or programs
- core or essential 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

# Slide 7 - Examples of eligible activities

**Objective 1:** Raising awareness about the prevention and removal of barriers.

A construction company plans to hire employees with disabilities, including people who are Deaf and hard of hearing. It consults with employment agencies and disability organizations about accommodations in the sector, and does research about best practices. It will expand the project's impact by sharing best practices with Manitoba's construction sector.



# Slide 8 - Examples of eligible activities

**Objective 1 (continued):** Raising awareness about the prevention and removal of barriers.

A Manitoba employment agency wishes to promote the Accessibility Standard for Employment by participating in Disability Employment Awareness Month, celebrated annually in Manitoba each October. It plans to use a social media campaign to promote accessible hiring practices throughout the month, including a free webinar in which the agency offers tips on accessible hiring. It will collaborate with business associations to reach specific sectors, e.g. retail.

# Slide 9 - Examples of eligible activities

**Objective 1 (cont'd):** Raising awareness about the prevention and removal of barriers.

A Manitoba school division would like to support children who use adaptive communication technologies to participate more freely during outdoor recreation breaks by installing communication boards on school playgrounds.

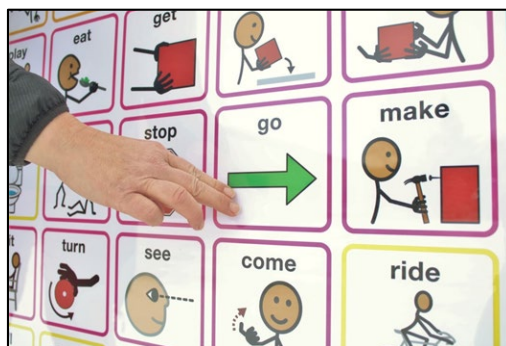


Image: Example of a communication board

# Slide 10 - Examples of eligible activities

**Objective 2:** Developing tools, resources, events and/or training to support compliance with AMA standards.

A non-profit organization in the arts sector wants to develop an online and printed access guide for a hybrid (in-person & event) showcasing artists and scholars who are Deaf and have other disabilities. The guide will ensure attendees are aware of accessibility features of the event, the agenda, and a glossary of terms and concepts. This guide will help ease the anxiety that participants may experience attending a new space.

A non-profit organization wants to create a set of standard visual aids and instructions for communication intermediaries (CIs) to use when assisting people with communication disabilities to access police, legal, corrections, and court services. The tools would be developed in consultation with Manitobans with communication disabilities.

# Slide 11 - Examples of eligible activities

**Objective 2 (cont'd):** Developing tools, resources, events and/or training to support compliance with AMA standards.

A post-secondary education institution plans to conduct a digital accessibility audit of their new website and provide training opportunities for staff to develop accessible educational content. They also plan to review and upgrade the main library database systems to improve accessibility and usage.

A large municipality is seeking funding to create a centralized website that displays information on disruptions in access to facilities, services and programs. It is a means to provide user-customized notifications when there are disruptions to services including managed properties. These efforts improve compliance with the accessible customer service standard and access to information.

# Slide 12 - Examples of eligible activities

## Objective 3: Removing barriers to information and communication.

A small municipality wishes to review its information and communication materials, as well as web content to determine best practices to be inclusive of their diverse community members. It plans to consult with community members, disability organizations and experts on web accessibility before updating its website. It will produce a project report to share with other small municipalities.

A non-profit organization serving businesses wants to create a series of ASL videos for its new business start-up training program “Build a Better Business.” This series of 10 modules and 15 supplemental educational videos would provide Manitobans who are Deaf with access to business education videos online.

# Slide 13 - Examples of eligible activities

**Objective 3 (cont'd):** Removing barriers to information and communication.

Designing/updating existing websites to improve accessibility (digital enhancements must be consistent with WCAG 2.1 Level AA). Consultant(s) may be hired to complete a functional audit, and provide training to increase capacity for the organization to create accessible documents and online content.

Creating a best practice guide for educators meeting students online, including speaking tips for diverse audiences, using technology of various platforms, applying closed captioning to images, and other accommodations.

# Slide 14 - Funding

- Maximum grant amount in 2023/24 is \$50,000
- No minimum amount
- MAF will fund up to 100% of requested costs
- Application may include up to 10% for administration
- An organization is limited to one application per year, but may collaborate with multiple applicants.
- Applicants must prepare and submit a proposed project budget which includes total project costs as well as the itemized amounts requested from the MAF grant. This is excel sheet must be attached to the application form.

# Slide 15 - Eligible & Ineligible Costs

## Eligible

- salaries for project staff and consultants
- project and resource promotion
- translation into American Sign language or other languages

## Ineligible

- general operating costs
- building renovations (such as ramps, and automatic door openers)
- furniture, including to accommodate employees

See MAF Guidelines for complete list.



# Slide 16 – Selection Criteria

**Eligibility:** Applicant and project meet all eligibility criteria and have completed the application requirements by the deadline. The project supports the 2023/24 objectives.

\*MAF grant recipients for projects underway since 2022 may apply if it is a new project request.

**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?

# Slide 17 – Selection (cont'd)

**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.

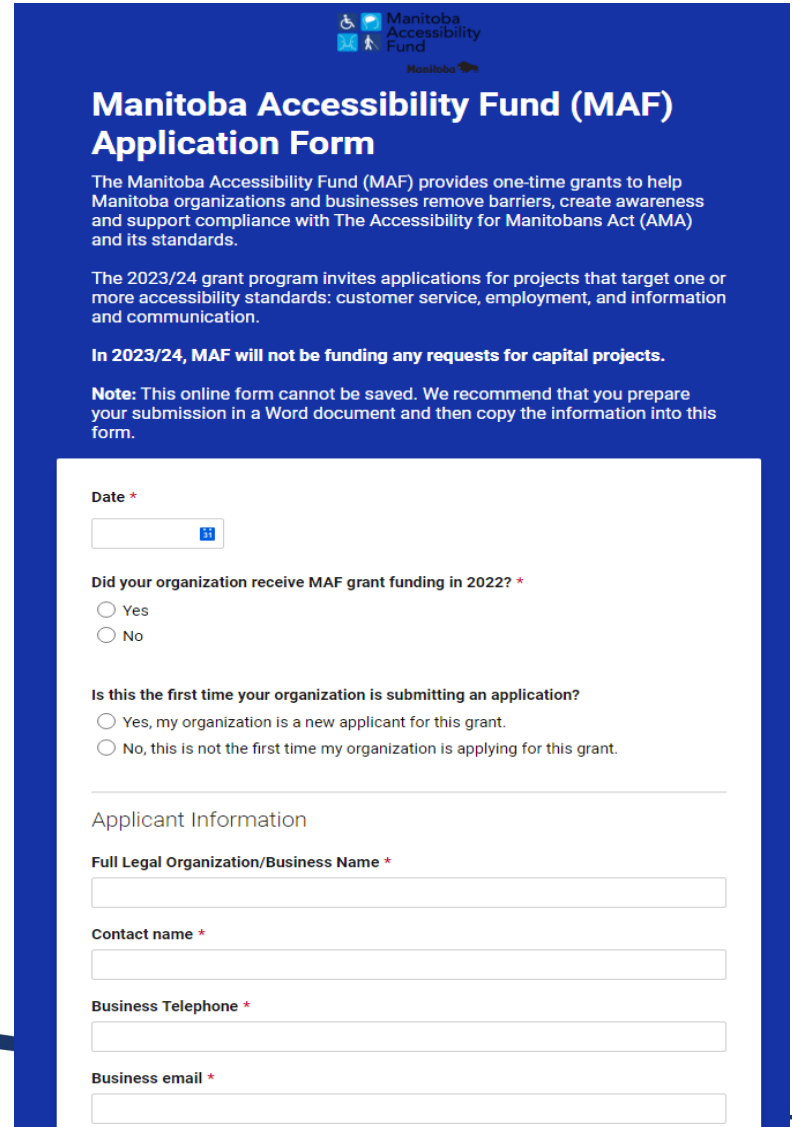
# Slide 18 - Part Two


## SUBMITTING YOUR MAF APPLICATION 2023/24

# Slide 19 - MAF 2023 Application

## AccessibilityMB.ca/fund/html

- Application deadline March 10<sup>th</sup>.
- Organizations may submit only one (1) application per intake, but may collaborate in multiple projects.
- The application form link is to a SmartSheet; there is no “save” button, so the entire application must be filled out.
- Prepare a Word version of your application, then add the content to the application and press submit.



 Manitoba Accessibility Fund

### Manitoba Accessibility Fund (MAF) Application Form

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 standards.

The 2023/24 grant program invites applications for projects that target one or more accessibility standards: customer service, employment, and information and communication.

**In 2023/24, MAF will not be funding any requests for capital projects.**

**Note:** This online form cannot be saved. We recommend that you prepare your submission in a Word document and then copy the information into this form.

Date \*

Did your organization receive MAF grant funding in 2022? \*

Yes

No

Is this the first time your organization is submitting an application?

Yes, my organization is a new applicant for this grant.

No, this is not the first time my organization is applying for this grant.

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Applicant Information

Full Legal Organization/Business Name \*

Contact name \*

Business Telephone \*

Business email \*

# Slide 20 – Things to Have Ready

- Full legal organization/business name
- Contact name
- Organization/business telephone, email, website
- Year of operation - on or before January 30, 2022
- Registered Charity # / Business Inc. #
- Proposed timeline of project (must be completed by March 31, 2024)
- Organizational description
- Project Name & Project Summary (link it to MAF objectives)

# Slide 21 – Things to Have Ready (cont'd)

- **Detailed project work plan** including key activities, timelines, expected results, evaluation and measurement.
- **Project partnerships and inclusion of persons with disabilities** = describe involvement of persons with disabilities in the project and at which project stage (development, planning, delivery and/or as participants of an activity or event.
- **Project Impact** = how will the project enhance awareness and/or compliance with the AMA and standards? Who will benefit from this project and how? Does the project affect a particular demographic that faces additional barriers?

# Slide 22 - Project Budget Form

- Provide in dollars, the estimated costs to complete the grant project.
- Use the budget template to list the total costs of the project as well as the costs being requested from the MAF grant program. Matching funds are not required.
- Use the budget form provided (excel sheet) and attach the file to the online application form.

# Slide 23 - Payment Process & Reporting

- 90% of the approved funding will be provided upon signing of the project Contribution Agreement.
- Projects may be subject to audit by the Manitoba government.
- The final report includes a narrative report and a final statement of revenue and expenses, as related to the project's approved budget.
- Final payment of 10% will be made upon receipt and acceptance of the final project and financial reports by the Manitoba Accessibility Office.



# Slide 24 - Terms and Conditions

Following approval, a project Contribution Agreement must be signed between the applicant and the Manitoba government.

The agreement will cover:

- acceptable use of funds
- project start and end date
- payment schedule
- reporting requirements
- communications protocol
- conflict of interest policy and guidelines

# Slide 25 - Timelines

- The MAF grant program is aligned as much as possible with Manitoba government's fiscal year: April 1, 2023 to March 31, 2024.
- Application Intake closes on March 10, 2023.
- All applicants will be notified of approval or rejection in May 2023.
- Projects must be completed by March 31, 2024.

# Slide 26 – How To Apply

- Download Adobe Reader.
- Visit the [AccessibilityMB.ca/fund/html](https://AccessibilityMB.ca/fund/html) webpage.
- Download MAF guidelines and application preview.
- Consult with stakeholders in developing your project.
- Collaborate to access expertise and expand the project impact.
- Create a draft version of your application in Word and use as your base when completing the online Application form.

**Remember the deadline to apply is:**

**March 10, 2023**

# Slide 27 – Reach Out to Us

Please contact us if you require an alternate format of the application form or if you have further questions.

Manitoba Accessibility Office

Phone: 204-945-7613 (in Winnipeg)

Toll Free: 1-800-282-8069, Ext. 7613

Fax: 204-948-2896, or post:

Room 630 - 240 Graham Avenue

Winnipeg MB R3C 0J7

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