

Grant Reporting Guidelines

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

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.

Final reports must be submitted within 90 days of the project's completion or by the deadline identified in the project contribution agreement.

The final report includes two parts:

- a narrative report as described below; and
- a financial report of revenue and expenses based on the grant amounts identified in the contribution agreement. This is a separate document that the MAF team will prepare and send to each recipient to complete.

Final payment will not be issued until the final report and project financial report form have been reviewed and approved by the Manitoba Government.

Cover Sheet

Application Number: [This is the number in the header of the contribution agreement]

Organization Name: [Name of organization]

Project Name: [Title of your project]

Contact: [Main contact for the project]

Project Objective: [The MAF grant objective(s) your project is addressing]

Date: [Date you are submitting the final report]

Executive Summary

(This may be used by the Manitoba government as a means of creating a record and sharing information on outcomes of the Manitoba Accessibility Fund.)

Describe the approved activity, event, tools or resources. How was this grant significant to your organization in enhancing accessibility? What are the outcomes?

Project Report

- 1) How did this project improve awareness and/or compliance with The Accessibility for Manitobans Act and its standards, and/or remove barriers to information and communications?
- 2) Were the Performance Deliverables achieved?
- 3) How did you work with, integrate expertise and involve Manitobans with disabilities and collaborate with other organizations in carrying out this project?
- 4) How did you evaluate the results of the Project, including by incorporating quantifiable measures, ex: number of participants or distribution of new tools?
- 5) What were the outcomes of the project, ex: new knowledge, policies, practices?
- 6) Describe who benefited from the project. How many people participated? Do any of the beneficiaries face additional barriers? For example, based on Indigeneity, newcomer status, race, age or region of Manitoba?
- 7) Did you encounter any challenges in carrying out this Project, or did you learn any lessons you will apply to future initiatives to enhance accessibility?
- 8) Describe the opportunities you had to promote the Project and to share knowledge and outcomes. What media did you use, ex: a website, social media, organizational networks, public communications?

Financial Report

Complete the project financial report form sent to each organization as a separate document, as the final statement of revenue and expenses as related to the Project's approved budget.

Please note, organizations may be subject to a project audit.

Additional Comments (optional)

1. Do you have a success story that you would like to share about your project's impact on your organization, the participants or on the community? We would love to hear it!
2. Do you have any feedback, or advice to improve the process or impact of the Manitoba Accessibility Fund grant in future years?