

Manitoba Accessibility Fund Grant Application 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).

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 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

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

Applicants are encouraged to visit 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.

Exclusions to Grant Funding

- MAF **will not fund** capital projects, such as renovations or new builds to enhance physical accessibility (exception is accessible transportation projects as identified above). Please visit [Manitoba Grants Online](#) for provincial grant information. For **federal** funding, visit the [Enabling Accessibility Fund](#).

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

Previous recipients of a MAF grant

Organizations that have received a MAF project grant will need to wait one intake period before submitting a new grant application, if they meet one of the following conditions:

- an organization that has been allocated two MAF grant awards in a row
- an organization that has received a maximum of \$100K (or two projects receiving the maximum award of \$50K each)

For organizations where this situation applies, you will receive correspondence from the MAF team informing your organization that the MAF application has been paused for one intake period during the pre-screening process. This communication will inform you of the date which your organization can submit a new application to the MAF grant program.

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](#), [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 homes
- wage subsidies, job 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.

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 (as part of an accessible resource production)
- registration costs to attend a conference or learning event

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, including accommodation and meals

Timeline

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

All applicants will receive a letter of decision indicating whether their request was approved or not approved for funding.

Successful applicants will be notified in writing no later than 8 weeks after the closing of the intake.

All projects must be completed by March 31 of the following fiscal year, and final project reports and statements of financial expenditures must be submitted within 90 days of that date.

4. How much we fund?

MAF will fund individual projects up to \$50,000, including up to 10 per cent for administration (or a maximum amount of \$5,000).

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?

To submit a new project application, please access the online form at:

<https://accessibilitymb.ca/grants-and-awards/manitoba-accessibility-fund.html>

You may also request an alternate format of the application by emailing MAF@gov.mb.ca or calling the Manitoba Accessibility Office at 204-945-7613 (in Winnipeg) or toll-free at 1-800-282-8069 (extension 7613) (outside Winnipeg).

If you wish to submit a hard copy of the application form, please send to:

Manitoba Accessibility Office (MAO)

630 - 240 Graham Avenue

Winnipeg MB R3C 0J7

Email: 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 or approval or non-approval.

Re-application

If your application is determined to be eligible but not selected, you have the option to allow us to retain your application on file for consideration during the next intake period. More information will be provided when you choose this option before the next intake period.

6. How are decisions 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, 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:

- a. **Eligibility:** Applicant and project meet all eligibility criteria and have completed the application requirements by the deadline. The project supports the MAF's objectives. See Purposes and objectives above.
- b. **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?
- c. **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?
- d. **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?

- e. **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?
- f. **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 Contribution Agreement will be signed between the applicant organization and the Province of Manitoba. 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 after 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.

A final project payment of 10 per cent will be issued after 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 for all MAF projects by the date indicated in the project contribution agreement. The final report includes a narrative report and a final financial report of revenue and expenses, that identifies all the actual costs spent to complete the approved MAF project.

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