



**2024/25 Informational Webinar
January 18, 2024**

Intake closes: February 16, 2024

[AccessibilityMB.ca](https://www.accessibilitymb.ca)

**Manitoba
Accessibility
Office**



Overview

1. Background
2. Objectives & Eligibility
3. Examples of Ineligible & Eligible Project Activities
4. Funding & Costs
5. Selection Criteria

Overview

6. MAF 2024 Application
7. Project Budget Form
8. Payment Process & Reporting
9. Terms & Conditions of Agreement
10. Timelines & How to Apply
11. Reach Out to Us

Questions

If you have specific questions about your project or application, please email them to MAF@gov.mb.ca

AccessibilityMB.ca

**Manitoba
Accessibility
Office**

Manitoba 

Background

- One-time, project-based grants up to \$50K aimed at supporting municipalities, non-profits, and businesses in Manitoba in their efforts to **remove barriers, promote awareness, and comply** with The **Accessibility for Manitobans Act** and its **standards**.
- Managed by The Winnipeg Foundation
- Administered by the Department of Families
- Launched in 2021 with a \$20-million investment

[AccessibilityMB.ca](https://www.accessibilitymb.ca)

Manitoba
Accessibility
Office

Manitoba 

Background

In 2023-24:

- **163 organizations** applied during the last intake
- **155 projects** were assessed; 8 were ineligible
- **42 projects** were selected; total funding awarded: **\$890K**

2024/25 Objectives

- In 2024/25, 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 communication.

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

[AccessibilityMB.ca](https://www.accessibilitymb.ca)

Manitoba
Accessibility
Office

Manitoba 

Organizational Eligibility

Ineligible

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

NEW - 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)

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

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.

Examples of eligible activities

Objective 1: 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.

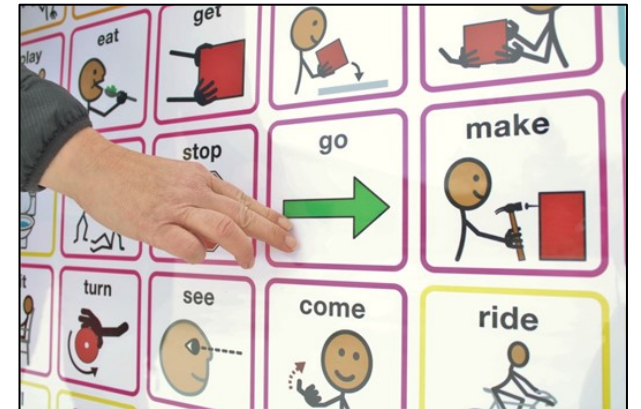


Image: Example of a communication board

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 & online 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.

Examples of eligible activities

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

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.

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.

Examples of eligible activities

Objective 3: Removing barriers to information and communication.

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.

Funding

- Maximum grant amount in 2024/25 is \$50,000
- No minimum amount
- 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 an excel sheet must be attached to the application form.

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, travel outside of Manitoba, accommodations and meals.

See MAF Guidelines for complete list.

AccessibilityMB.ca

**Manitoba
Accessibility
Office**

Manitoba 

Selection Criteria

- **Eligibility:** Applicant and project meet all eligibility criteria and have completed the application requirements by the deadline. The project must support the 2024/25 objectives.
 - *MAF grant recipients for projects underway since 2023 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?

Selection Criteria

- **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?

Selection Criteria

- **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.

MAF 2024 Application

- Application deadline February 16, 2024.
- The application form link is to an online form; 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 (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 2024/25 grant program invites applications for projects that target one or more accessibility standards: customer service, employment, and information and communication.

In 2024/25, MAF will not be funding any requests for capital projects.

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.

Application submissions will only be accepted between January 8, 2024 and February 16, 2024.

Date *

Did your organization receive MAF grant funding in 2023? *

- 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.

Applicant Information

MAF 2024 Application

- **Applicant Information:**
 - Full legal organization/business name
 - Contact name
 - Organization/business telephone, email, website
 - Year of operation - on or before January 30, 2023
 - Registered Charity # / Business Inc. #
 - Proposed timeline of project (must be completed by March 31, 2025)
 - Organizational description
 - Project Name & Project Summary

MAF 2024 Application

- **Detailed project work plan**
 - 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).

MAF 2024 Application

- **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?

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.

MAF 2024-25 APPLICATION PROJECT BUDGET FORM		
Instructions:		
Table One: Identify each estimated project cost using the categories below.		
Total estimated costs to complete the project are to be identified in the first column. Use the second column to identify all costs where funding is being requested from the Manitoba Accessibility Fund.		
Table Two: Identify all the funding sources contributing to this project. Provide a description of the type of costs the funding will support. Identify the total amount provided by each source, including the requested amount from MAF.		
- If there are no costs for a specific category or item then leave the cell blank OR delete the rows of information that are not pertinent for the proposed project.		
- When the budget form has been completed, please save the worksheet put the name of your organization in the title of the file.		
- Attach this budget excel sheet to the MAF application form when it asks you to upload a file.		
TABLE ONE: ESTIMATED PROJECT COSTS		
ELIGIBLE COST DETAILS	TOTAL ESTIMATED PROJECT COSTS	FUNDING REQUEST FROM MAF
Resource Production		
Writing/Editing	\$ -	\$ -
Design	\$ -	\$ -
Digital production	\$ -	\$ -
Print and alternate format	\$ -	\$ -
Photography/Film	\$ -	\$ -
Project supplies/materials	\$ -	\$ -
Events		
Facility rental	\$ -	\$ -
Equipment rental	\$ -	\$ -
Webinar platform	\$ -	\$ -
Technical fees	\$ -	\$ -
Speaker / trainer fees	\$ -	\$ -
Information & Communications		
Promotion	\$ -	\$ -
Translation	\$ -	\$ -
Software / license fees	\$ -	\$ -
Web accessibility upgrades	\$ -	\$ -
Equipment to enhance access	\$ -	\$ -
Project Operations / Capacity		
Project staff or consultants	\$ -	\$ -
Consultation with people with disabilities / experts	\$ -	\$ -

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 MAO.

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

Timelines

- The MAF grant program is aligned as much as possible with Manitoba government's fiscal year: **April 1, 2024 to March 31, 2025.**
- Application Intake closes on **February 16, 2024.**
- All applicants will be notified of approval or rejection in **May 2024.**
- Projects must be completed by **March 31, 2025.**

How To Apply

- Visit the AccessibilityMB.ca
- Download MAF guidelines
- Consult with stakeholders in developing your project.
- Collaborate to access expertise and expand the project impact.
- NEW – Re-application option available on the form

**Remember the deadline to apply is:
February 16, 2024**

AccessibilityMB.ca

**Manitoba
Accessibility
Office**

Manitoba 

Contact 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

Email: MAF@gov.mb.ca

AccessibilityMB.ca

**Manitoba
Accessibility
Office**

Manitoba 