



**Research and Workplace Innovation Program
"RWIP"**

Funding Occupational Training and Education and Innovative Workplace Solutions

2020 RWIP Grant Application Guide

Please submit to RWIP@wcb.mb.ca by
October 30, 2020, 4:00 p.m. CST



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1 Introduction to RWIP

1.1 Workers Compensation Board's Grant Program (RWIP)

The mission of the Workers Compensation Board of Manitoba ("WCB") is to insure and support safe and healthy work and workplaces. We put workers and employers at the center of all we do, and provide them with valued services for injury prevention, compensation, and return to health and work while maintaining system integrity.

The Research and Workplace Innovation Program ("RWIP") promotes and funds projects related to the prevention of occupational injuries and illnesses and the treatment and safe return to work (RTW) of injured and ill workers.

The RWIP makes available \$600,000 for 2020 through two core funding streams:

- **Training and Education** funding for instructional programs or activities related to workplace safety and health, injury prevention, safe RTW and occupational illness; and
- **Workplace Innovation** funding for projects that lead to improvements in health and safety and foster successful rehabilitation, and safe return to productive and meaningful work at a specific Manitoba workplace or workplaces.

In general, each project may be a maximum of two years in duration and may receive maximum funding of \$100,000 for each year.

1.2 WCB's RWIP Policy

[WCB Policy 52.10, Research and Workplace Innovation Program \(Policy\)](#) establishes the framework for the administration and management of the RWIP. The Policy outlines the WCB's approach to funding the RWIP and describes the program's mandate, qualifying criteria, and terms and conditions of funding. The Policy also enables the WCB to give priority to projects that:

- Address the priorities identified the RWIP annual Call for Applications;
- Identify problems and issues frequently encountered among workers and in workplaces;
- Demonstrate the support of key stakeholders such as labour, industry associations or industry-based safety programs and other workplace partners where appropriate;
- Have practical and concrete outcomes;
- Are concerned with topics and issues that have resulted in a significant number of WCB claims and have had an impact on a significant number of workers; and
- Do not duplicate existing programs or services offered by other organizations.

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1.3 2020 RWIP Funding Priorities

The WCB has established general priorities for all RWIP applications for 2020, which are aligned and in support of the key priorities in the WCB's Strategic Framework.

Applications should support one or both of these priorities:

Enable Successful Return to Work

Create a Safe Work Culture

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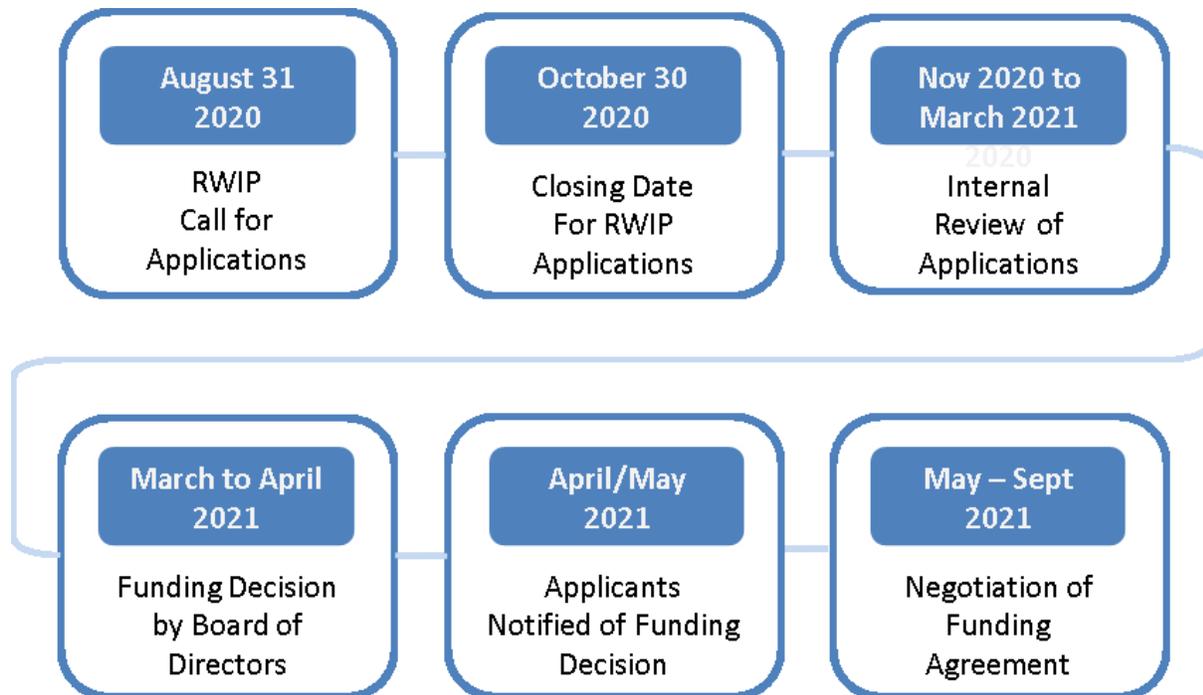
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2 Overview of RWIP Process

The RWIP is a competitive, merit-based grants program. Applications are subject to rigorous and transparent independent evaluation at several levels.

For 2020, the following illustrates the timing of the RWIP grant process:



2.1 Submission of Applications

Applications must be submitted via email to RWIP@wcb.mb.ca by **4:00pm CST, October 30, 2020**.

- 2020 RWIP Grant Applications can be found at www.wcb.mb.ca or www.safemanitoba.mb.ca.
- Ensure the application is signed and that all relevant documents are included (refer to the Application Checklist in the application).

Applications must be complete and should consider the parameters established for each funding stream. The WCB will not request clarification about any submitted applications.

Applications sent by fax or via regular mail will not be accepted.

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2.2 Preliminary Review of Applications

The WCB will conduct a preliminary review of all submitted applications.

Applications may be screened out if they are incomplete, or the principal applicant(s) / co-applicant(s) have a history of default with RWIP funding.

Applications that pass the WCB's preliminary review will then be evaluated by the RWIP Evaluation Panel.

If the application does not pass the preliminary review, the principal applicant(s) will be advised in writing that the application will not be up for consideration in the current year's grants competition.

2.3 Evaluation of Applications

All applications that pass the preliminary review will be evaluated by the RWIP Evaluation Panel using the evaluation criteria established for each funding stream.

The RWIP Evaluation Panel includes WCB Directors, senior staff from Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and Manitoba's Chief Occupational Medical Officer.

The RWIP Evaluation Panel review and evaluate applications received under both funding streams based on established criteria.

The WCB Board of Directors makes the final decision regarding which applications are awarded funding.

2.4 Meritorious Projects

The WCB has the discretion to fund meritorious projects which may not exactly fit within the two funding streams, but which still fit within the mandate of the Program.

2.5 Resources

2.5.1 Links to WCB Websites

Browse the WCB's website (www.wcb.mb.ca) for information related to RWIP as well as injury statistics.

There are also many resources available on the SAFE Work Manitoba website (www.safemanitoba.com) related to injury prevention and industry/occupational specific topics.

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2.5.2 Access to WCB Data

Should data be required from the from the WCB's database in order to complete an RWIP application, or in the course of working on a funded project, it may be released subject to the provisions in WCB Policy 21.50.50, [Release of Statistical Data](#).

To request access to WCB data, contact RWIP at RWIP@wcb.mb.ca and specify what data is needed and what the data will be used for.

The WCB cannot guarantee the availability of all data requested.

Funded projects requiring data from the WCB will need to sign a Data Sharing Agreement.

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3 RWIP Application Instructions

3.1 Project Information

Complete this section of the 2020 RWIP Application by providing the information requested, where applicable.

Refer to the following for more information about RWIP's two funding streams:

- **Training and Education** funding for instructional programs or activities related to workplace safety and health, injury prevention, safe RTW and occupational illness. (Please refer to [Appendix "A" - Training and Education Funding Stream](#) for more details).
- **Workplace Innovation** funding for projects that lead to improvements in health and safety and foster successful rehabilitation, and safe return to productive and meaningful work at a specific Manitoba workplace or workplaces. (Please refer to [Appendix "B" - Workplace Innovation Funding Stream](#) for more details).

3.2 Project Support

Successful projects are supported by the key stakeholders involved or affected. An application that includes support from all affected parties is looked upon favorably.

Depending on the nature of the project, this may include:

- Industry (a safety association, Industry-Based Safety Program or industry association)
- Employer (or group of employers)
- Labour organizations (union, professional group, etc.)
- Workplace Safety & Health Committee(s)
- Other supporters

In addition to providing the reasons for their support of the project, ensure the letter of support also includes:

- Name of organization
- Name and title of representative/contact
- Business mailing address
- Telephone number
- Email address
- Representative's signature with date

Signed letters confirming the support of this project should be provided to the WCB with the application.

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3.3 Project Details

3.3.1 Project Description

Provide a comprehensive description of the project, including:

- The objectives, goals and target group(s) for the project
- The expected results and outcomes
- The expected benefit to Manitoba workers, employers, workplaces, industry sectors or occupational groups
- The project's relevance to the strategic priorities of the WCB and SAFE Work Manitoba
- Depending on the funding stream, also include within the description:

For Training and Education grant applications:	For Workplace Innovation grant applications:
<ul style="list-style-type: none"> • the core content, structure, design and mode(s) of delivery • the target group or audience and rationale for selecting the group or audience • how current training and education gaps will be addressed • how the project meets or exceeds the current training or education standards in Manitoba 	<ul style="list-style-type: none"> • the workplace safety and health issues to be addressed • how the project will change and improve occupational health and safety of specific workplace(s) and/or foster rehabilitation and RTW of injured workers

3.3.2 Project Impact Measures

Outline how the completed project will impact the WCB's stakeholders:

- Who will be impacted?
 - Workers in a specific industry, occupation, employer, etc.
 - All employers, a specific employer or employers in a specific industry,
 - An industry or group of industries
 - Etc.
- How will they be impacted?
 - Fewer injuries
 - Less severe injuries
 - Less time missed

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- Lower costs
- Etc.
- How could this impact be measured? (be as specific as possible)

Examples of project impact measures could be:

"It is anticipated that this employer will see a reduction of 50% in the number of these types of injuries annually."

"We believe the injured workers in this occupation will return to work 3 days earlier (on average) after experiencing this specific injury type."

"We project that there will be 5% fewer time-loss injuries to workers in these industries."

3.3.3 Knowledge Transfer and Exchange ("KTE")

An ongoing objective of the RWIP is to ensure the resources developed and learning gained from RWIP projects are broadly shared and used by WCB leadership and staff, Manitoba employers, workers and policy makers.

Please refer to [Appendix "C" - Knowledge Transfer and Exchange \("KTE"\) Plan](#) for more details.

3.4 Project Management

3.4.1 Schedule of Project Milestones

Complete the table of Key Milestone Activities to develop a timetable and work plan that will:

- Identify and describe project activities
- Specify key milestones
- Identify start and finish dates
- Relate costs to project activities

Activities should be listed in sequence, indicating related activities and dependencies for successful completion.

3.4.2 Project Risk Assessment Matrix

Complete the Risk Assessment Matrix in the RWIP Grant Application and identify the potential risks to successful completion of the project. Where possible, provide potential solutions to mitigate these risks.

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Examples of potential risks may include lack of cooperation from workplace parties, resource changes or availability, etc.

3.4.3 Project Budget

The Project Budget portion of the 2020 RWIP Grant Application should contain the anticipated direct costs required to undertake the project by category (Staffing and Resources, Materials and Supplies, Equipment, KTE Expenses, Travel and Accommodation, etc.).

There should be a clear link between the project's objectives, deliverables and work plan and the budget expenditure items.

Please refer to [Appendix "D" - Project Budget Information](#) for more details.

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4 Terms and Conditions of Funding

Successful applicants are required to enter into a formal funding agreement with the WCB. The funding agreement sets out the terms and conditions of funding including the objectives of the project, the maximum amount of the grant, duration of the grant, expenditure controls, reporting requirements and deliverables.

4.1 Duration of Grant

A project should be time limited generally up to a maximum of two years in duration. The WCB may consider extending the period of the funding agreement when there are extenuating circumstances.

4.2 Conditions Regarding the Use of Funding

Grant recipients are required to hold project funding in trust and to return all project funding not required or expended upon completion of the project.

The funds awarded to each grant recipient are for use exclusively against expenditure items specified in the funding agreement. Some flexibility may be permitted for reallocation from one budget category to another within the approved budget. The movement of expenditure items within an approved budget requires prior authorization by the WCB.

4.3 Disbursements of Project Funds

Project payments are distributed over the term of the project, typically every four to five months, and are issued upon the WCB's satisfactory receipt of project deliverables. This includes progress and financial reports provided in a format satisfactory to the WCB.

Grant recipients are required to notify the WCB immediately of any unforeseen delays affecting the timing of the project.

4.4 Mileage and Meal Rates

Please also take note that there will be no adjustment to the WCB's mileage rate or the WCB's meal rates from the rates shown in section 11 of this document. These rates are to be used in the development of the project's budget.

4.5 Grant Termination

The WCB may terminate a grant where:

- The grant recipient has failed to meet the obligations set out in the funding agreement;
- There is evidence of misuse of funds; or
- The grant recipient is no longer able to complete the project to the WCB's satisfaction.

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4.6 Intellectual Property, Ownership and Use of Information

All information, data, research, documents and materials developed or produced in connection with a project, including software applications (the Information) will be the exclusive property of the grant recipient. However, the WCB retains an irrevocable, perpetual and un-exclusive right to access and use the Information and to copy and/or distribute the Information to other parties for use without payment of any fees, charges or royalties of any type.

4.7 Liability

The WCB has no liability or duty in connection with the project other than its commitment to provide the funds pursuant to the conditions outlined in the funding agreement.

4.8 Accessibility Format for Final Reports

The WCB, in order to comply with its obligations under The Accessibility for Manitobans Act, must maintain its website in accordance with the Web Content Accessibility Guidelines (WCAG). To meet the WCAG, all PDFs uploaded to the WCB's website must comply with the WCAG. Both Microsoft Word and Adobe InDesign contain tools for creating accessible PDFs. The Final Report will be reviewed for accessibility and must comply with the WCAG before being accepted.

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Appendix "A" - Training and Education RWIP Funding Stream

Funding Priorities of the Training and Education Stream

The WCB has established general priorities for all RWIP applications for 2020, which are aligned and in support of the key priorities in the WCB's Strategic Framework. Applications should support one or both of these priorities:

- Enable Successful Return to Work***
- Create a Safe Work Culture***

The primary goal of the Training and Education funding stream is to support projects in occupational health and safety that are consistent with the strategic priorities outlined in the Workers Compensation Board of Manitoba's 2018-2022 Five Year Plan (Five Year Plan).

The RWIP will look to fund Training and Education projects that:

- Develop or expand capacity for training that will benefit Manitoba workplaces, industry sectors or occupations;
- Address gaps in the delivery of training and education;
- Promote cultural and language sensitive training to immigrant workers and workers at risk;
- Improve training in workplace risk assessment and hazard identification related to health and safety, injury prevention and safe return to work;
- Apply new information, technology, work processes or other factors to address injury prevention, safe return to work and occupational illness.

Eligibility for Funding under the Training and Education Stream

Applicants must be engaged in occupational health and safety in Manitoba and demonstrate knowledge, expertise and proficiency in the development and delivery of Training and Education programs. Eligible applicants include qualified educators, trainers, health and safety professionals, healthcare professionals, labour organizations, unions, employers, employer associations, safety groups, industry associations and research organizations.

Scope of Training and Education Projects

The provision of high-quality occupational health and safety training and education is linked to improved occupational health and safety and injury prevention in the workplace. Training and Education projects for occupational health and safety may include instruction programs or activities that impart knowledge and skills related to occupational health and safety. Training

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projects may teach people how to use equipment, follow safe operating procedures or correctly handle hazardous materials.

Training is generally delivered in the context of an active workplace and has a practical connotation. Education programs are generally delivered by public education institutions or certification bodies and are designed to create the foundation of knowledge, principles and practices for occupational health and safety and the prevention of workplace injury and illness.

Support for Training and Education Application

When submitting an application under the RWIP's Training and Education funding stream, the applicant is encouraged to include letters of support from key stakeholders such as:

- Employer(s)
- Labour/union representatives
- Workplace Safety and Health Committee
- Industry partners
- Industry-Based Safety Programs
- Other stakeholders.

The WCB also encourages the applicant to obtain financial or in-kind investment from stakeholders who support the project.

(In obtaining support for the project, do **not** solicit support from WCB staff, departments, management or members of the Board of Directors, Workplace Safety and Health staff and departments or SAFE Work Manitoba staff and departments.)

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Appendix "B" - Workplace Innovation RWIP Funding Stream

Funding Priorities of the Workplace Innovation Stream

The WCB has established general priorities for all RWIP applications for 2020, which are aligned and in support of the key priorities in the WCB's Strategic Framework. Applications should support one or both of these priorities:

- Enable Successful Return to Work***
- Create a Safe Work Culture***

The primary goal of this funding stream is to support novel, creative, innovative projects that lead to positive change in the safety and health environment in Manitoba workplaces.

The RWIP will consider funding Workplace Innovation projects that:

- Provide direct benefits to the workplace health and safety of a specific workplace or workplaces, including injury prevention and safe return-to-work;
- Lead to innovative, practical, shop-floor solutions to improve workplace health and safety or foster successful rehabilitation and return-to-work of injured or ill workers;
- Apply new information and technology to address workplace safety and health issues;
- Use existing knowledge in new ways to solve problems in workplace safety and health;
- Transfer new knowledge to the workplace through the development or provision of education and training materials or programs in workers compensation issues or workplace safety and health.

Eligibility for Funding under the Workplace Innovation Stream

Manitoba employers or unions, labour organizations, industry associations, safety groups, researchers or consultants working with employers or workers may apply for funding under the Workplace Innovation stream. In addition, projects must be conducted within a specific Manitoba workplace/s.

Scope of Workplace Innovation Projects

Innovation is generally understood as the successful introduction of something new and useful. Innovation encompasses new ideas, processes, products and services and uses it to change and improve the environment in which the innovation is introduced. Innovation implies action that adds value and results in change.

In the context of this Program, an innovative project is expected to change and improve a specific workplace's safety and health environment leading to and resulting in reduced

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incidence and frequency of injuries and occupational illnesses and diseases. The intent is for the applicant to undertake the project within his or her own workplace. Applicants requesting funding under this stream are responsible for describing how their project meets this definition.

Workplace Innovation Projects and the Workplace Safety and Health Act

The RWIP may also fund innovation projects that involve activities to improve occupational health and safety of a workplace in compliance with *The Workplace Safety and Health Act*. Project funding may be provided to meet, in part, the cost of an employer's legislative requirements under *The Workplace Safety and Health Act*.

Commitment and Support for Workplace Innovation Projects

The success of Workplace Innovation projects depends on the commitment and support of key stakeholders. Therefore, applicants are encouraged to include letters of support from key stakeholders such as:

- Employer(s) (Business owner(s), Management)
- Labour/union representatives
- Workplace Safety and Health Committee
- Industry partners
- Industry-Based Safety Programs
- Other stakeholders.

Projects where there is financial or in-kind investment by the applicant and/or workplace parties are encouraged.

(In obtaining support for the project, do **not** solicit support from WCB staff, departments, management or members of the Board of Directors, Workplace Safety and Health staff and departments or SAFE Work Manitoba staff and departments.)

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Appendix "C" - Knowledge Transfer and Exchange ("KTE") Plan

Definition of KTE

Knowledge Transfer and Exchange (KTE) is an integrated process within a project that is used to engage stakeholders, decision-makers and knowledge users. KTE activities promote successful project outcomes, consider best practices, turning research into practical solutions that can be used to prevent occupational injury, illness and disease and to foster successful rehabilitation and productive RTW of injured or ill workers.

KTE involves working together with stakeholders, decision-makers and knowledge users to shape the process of the project, identify priorities, clarify definitions, determine the final project methodology, interpret project results and promote project outcomes.

Each application should provide a description of the KTE planned for the project.

Project Advisory Committee

The WCB is giving increasing importance to engaging external audiences and stakeholders in developing research questions, and identifying knowledge gaps or barriers in specific study areas. The mechanism of the Project Advisory Committee (PAC) has been used to support this approach to KTE. This has the dual benefit of creating a pool of ambassadors committed to dissemination of results and findings, as well as having knowledge experts on the project team who would ensure that findings would be relevant and useful to communities of practitioners and stakeholders.

The PAC must include a WCB RWIP representative, who will assist and guide the project team through key activities from project start to project completion. The project may request other WCB staff members be included in the PAC as well, if their subject matter expertise is required.

Developing a KTE Plan

A KTE Plan will include the following key dimensions:

KTE Goals

The KTE Plan should identify the KTE goals of the proposed project.

Examples of KTE goals could include:

- Creating awareness
- Generating change in policy or practice
- Sharing knowledge
- Influencing changes in behavior

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- Etc.

KTE Target Audiences

The KTE Plan should outline who the target audiences are, including potential end-users who should hear the project's messages.

Depending on the project, target audiences could include:

- Decision-makers
- Stakeholders
- Practitioners
- Educators
- Workers in specific industry sectors, occupation, age group, ethnic or language groups,
- Newcomers to the workforce
- The general public
- Etc.

The KTE Plan should demonstrate knowledge and understanding of the target audience(s) by identifying:

- The culture of the audience(s)
- The audience(s) readiness for change
- The leaders of the audience(s)
- Potential champions for the project within the audience(s)
- Etc.

KTE Stakeholder Engagement

The KTE Plan should identify all of the key stakeholders for the project and outline the various ways they would be engaged during the life cycle of the project.

Stakeholders may be engaged through regular meetings, written updates of project developments; seminars etc.

It is expected that any stakeholder activities will be formalized and properly documented for the duration of the project and at completion. The timing of these activities will vary depending on the scope of the project. Different stakeholders may need to be engaged at different times during the life cycle of the project, depending on their roles.

KTE Project Messages

The KTE Plan should indicate how and when the project's key messages would be developed.

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These messages should align with the overall goals and final results of the project. The messages should be tailored to meet the preferences and context of the target audience(s) and could include follow-up actions which are prompted by the project's findings.

KTE Information Sharing Strategies

The KTE Plan should identify how information would be shared, disseminated or promoted during the project and at project completion. The application should identify the barriers and risks to KTE and how those risks would be mitigated.

KTE Resources

The KTE Plan should include a description of the resources required to undertake and implement the plan.

The total financial requirements should be shown in the budget in the Project Budget table in the 2020 RWIP Grant Application.

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Appendix "D" - Project Budget Information

Project Funding Amount Available

Each project may be funded up to a maximum of \$200,000. The funding amount should not exceed \$100,000 annually.

Administrative Costs/Overhead

Project costs may include reasonable administrative costs levied by participating institutions and organizations, but should not include blanket surcharges for institutional overhead expressed as a fixed percentage of the funding requested.

Restrictions on Program Funding

The RWIP will not fund or support the following:

- All or a portion of an organization's operational expenses
- Administrative surcharges or overhead percentage fees
- Compensation for time-off or gratuities for employees
- Salaries for employees (Workplace Innovation projects only); or
- Profit-driven research and development projects.

Generally, the RWIP does not fund projects with Capital expenditures that exceed 10% of the total grant amount being requested.

WCB Allowable Travel, Accommodation & Meal Rates

Utilize the following information to provide travel, accommodation and meal estimates in the Project Budget. Original receipts must accompany claims for accommodation and other travel expenses.

Mileage Rates

The mileage rate set by the WCB and are reviewed quarterly. For budgeting purposes, the mileage rate from July 1 to September 30, 2020 is \$0.32 cents per kilometer.

Air Travel

Where possible, take advantage of discount fares. The WCB will only cover the cost of Economy Class of air service.

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Accommodations

- A standard hotel room is to be used on business travel. Depending on availability, choose a hotel close to the site where business will be conducted to limit the need for a rental car or car fare.
- All bills for accommodation must be signed except if you stay with friends or relatives.
- Reimbursement made for gifts in the form of food, drink or related items, will not exceed 80% of the cost that otherwise would have been incurred.
- The WCB will not reimburse the cost of an accompanying spouse or second party.

Meals

The following table outlines the meal allowances provided by the WCB effective July 1, 2020:

Item	Within MB	Outside MB
Breakfast	\$11.00	\$14.55
Lunch	\$14.95	\$19.75
Dinner	\$29.20	\$38.90
Daily Total	\$55.15	\$73.20

Project Costs Met by the Employer or Sponsor

Please specify any project costs being met by the employer or sponsor(s) of the project "in-kind" on the Project Budget in the 2020 RWIP Grant Application.

Details of Budget Expenses

Provide details for all of the amounts provided in each budget category on the Table of Budgeted Expenses in the RWIP Application.

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Budget Category	Examples of Budget Details
Staff and Resource	<ul style="list-style-type: none"> • Title and brief description of roles/responsibilities all staffing positions • Estimated number of working hours and rate of pay for each position • Brief description of qualifications • Should <u>not</u> include costs of replacing staff involved in the project, buy-outs of teaching time or other responsibilities of the applicant(s) or partner(s).
Materials and Supplies	<ul style="list-style-type: none"> • Cost of office supplies, photocopying, printing, telephone, fax, conference calls, consumables, printer supplies • List items or supplies that exceed \$1,000.
Equipment	<ul style="list-style-type: none"> • Purchase, lease or rental of tools, machinery or vehicles • Computer hardware or software licenses and licensing fees • Fees to access databases or research material • Instruments for testing/experiments • Portable data collection equipment
Knowledge Transfer and Exchange	<ul style="list-style-type: none"> • Project Advisory Committee (PAC) costs (setting up, meetings, etc) • Costs of other stakeholder engagement • Costs for publication (if applicable) • Costs of materials for dissemination of project resources • Costs of travel, meals and accommodation for presentations • Other resources to promote KTE
Travel, Accommodation and Meals	<p>Provide details of the amounts in the Travel, Accommodation and Meals budget (if applicable), which may include:</p> <ul style="list-style-type: none"> • Transportation • Accommodation • Meals <p><i>(Please see WCB Allowable Travel, Accommodation & Meal Rates when budgeting travel, accommodation and meal budgets).</i></p>

Contact us at:

Email RWIP@wcb.mb.ca

Call 204-954-4650

(Toll Free 1 (855)-954-4321, ext. 4650)



Budget Category	Examples of Budget Details
Other Expenses	Provide details of the amounts in the Other Expenses budget (if applicable), which may include: <ul style="list-style-type: none"> • Payment of stipends • Payment of honoraria to participants • Other items not referenced in budget expenditure items above.

Ownership of Capital Expenditures

Upon successful conclusion of a project the WCB may allow the grant recipient to retain and have ownership of any equipment that was purchased for the project. If the project is not successfully completed the WCB may choose to take possession of the equipment from the grant recipient.

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