

Community Solidarity Fund Application Form

Submit only this form. Please do not submit the entire guide.
Please note that the application may not exceed 15 pages.

Part A: Covering Information and Financial Summary

Organization Name:	
CRA Charitable number:	
Contact person: Address: Telephone: Fax: Email:	If applicable, Sponsoring Organization*: Contact person: Address: Telephone: Fax: Email: CRA Charitable #:
Project Title:	
Project Country:	Overseas partner:
Project's Primary Focus (eg: health, agriculture):	Project start and completion dates (DD/MM/YYYY):
Project summary: Provide a brief summary of the project (no more than 50 words). This description will be used by MCIC in its reports to the Manitoba Government and to answer public requests for information.	
Amount requested from MGMGP: \$_____	

*A sponsoring organization may be used when the primary applicant does not have charitable status. Please see requirements earlier in the guide for use of sponsoring organizations.

How did you hear about the Community Solidarity Fund?

Part B: Project Context

1. Describe the national, regional and local context of the project area.
2. Describe any previous involvement your organization has had in the project area (1 to 2 paragraphs, if applicable).

3. Provide a brief introduction to the overseas partners you plan to work with on your project: their history, main focus areas and general capacity. Please note that a description of partners' role in project implementation should *only* be included in Part C.
4. Describe the connections between your group, Manitobans in general and your partners overseas. How will funds from the CSF strengthen these connections?

Part C: Project Description

1. Identify the projects outcomes, activities and context:
 - a. What do you want to accomplish in this project (outcomes)? How will you accomplish these objectives (activities)?
 - b. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring and evaluating this project.
 - c. Describe how the overseas community participates in identifying, planning, implementing, monitoring and evaluating this project.
 - d. Describe the direct and indirect beneficiaries and how this project will benefit them.
 - e. Is your project sustainable into the future or does it address a one-time need?
 - f. In what ways would you consider your project to be innovative or urgent?

Part D: Applying MCIC's Principles

MCIC's requirements for meeting its principles in respect to *Accountability, Partnership and Local Control*, and *Popular Participation and Self Reliance* are addressed in other sections of the application form. Please address the remaining MCIC principles through these questions.

1. Respect for All Persons – Gender

- a. How will both women and men be involved in identifying, planning, implementing, and evaluating this project?
- b. How will the program ensure equitable access to services for both women and men? If the program will not, please explain the reason.

2. Respect for all Persons – People with Disabilities

- a. How will people with disabilities be involved in identifying, planning, implementing, and evaluating this project?
- b. How will the program ensure equitable access to services for people with disabilities? If the program will not, please explain the reason.

3. Sustainable Development and Environment

- a. How will the planned activities promote positive change(s) to physical, cultural, and /or social environments? Have these changes been discussed with and approved by the community concerned?
 - b. Outline any negative effects to the environment that may occur as a result of this project. How will these effects be mitigated?
 - c. To assess their contribution to the protection of local environments, some projects may be required to undertake an environmental impact assessment (EIA) by a funder other than MCIC. If an EIA has been undertaken for your project, please include the results with your application.
- 4. Addressing the Causes of Poverty Rather than the Symptoms**
- a. Describe how this project will seek to address the root causes of poverty.
- 5. Appropriate Technology**
- a. How will this project use technology appropriate to local resources?

Part E: Public Engagement

Describe how you will promote public engagement with your own community and the broader Manitoba community during and/or after the project. It is expected that the Public Engagement strategy will be more than inclusion of the project in a press release or newsletter. Examples of public engagement activities include learning sessions and presentations, sharing formally and informally with peers, engaging the media, etc.

Part F: Monitoring and Evaluation

MCIC believes that monitoring and evaluating a project contribute to the success of the initiative and help Canadian and overseas partners to gain valuable skills and lessons learned for future work. Please include your responses to the questions below:

1. Monitoring
 - a. What methods will you and your overseas partner use to monitor the activities of the project?
 - b. If scheduled activities are not taking place or goals are not being reached, who will be responsible for making changes to the project plan?
2. Evaluation
 - a. At the end of your project, how will you identify goals achieved and not achieved, and lessons learned?
 - b. Who will be responsible for completing and presenting the final evaluation to MCIC?

Part G: Budget

Please provide a detailed budget for your project using the template provided on our website (see separate excel MGMGP budgeting forms). All budgets **must** meet the following criteria:

- Present your budget in Canadian Dollars
- Please show your whole budget for the project, not just the portion supported by the CSF
- CSF funds can only be used to support the **overseas portion of the project**
- Please add extra lines or categories where necessary
- **The Total Expenses line and the Total Revenues line must balance**
- MCIC supports offering honouraria to local personnel where appropriate

Part H: Application Final Check-list

Is your organization a registered charity or qualified donee?	<input type="checkbox"/>
Does your application address sections A – G clearly?	<input type="checkbox"/>
Is the application saved as a Word or PDF document?	<input type="checkbox"/>
Is the amount you requested equal to or less than \$5,000?	<input type="checkbox"/>
Are all funds budgeted for overseas project work?	<input type="checkbox"/>
In your budget does your total revenue equal your total expenses?	<input type="checkbox"/>
Is your budget in Canadian dollars?	<input type="checkbox"/>
Have you provided specific indicators for measuring project success?	<input type="checkbox"/>
Have you raised the necessary 10% levy of the MCIC grant?	<input type="checkbox"/>