



Manitoba Council for International Cooperation

Guide for Funding Applications

for the

Manitoba Government Matching Grant Program

2009 - 2010

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Table of Contents

Glossary	1
Acronyms	1
Summary of Changes for 2008 - 2009.....	2
CALENDAR OF IMPORTANT DATES	2
I. INTRODUCTION.....	3
1. MCIC Mission Statement	3
2. MCIC’s Guiding Principles – Directory	3
II. TYPES OF PROJECTS AND ALLOCATIONS.....	4
III. PREPARING YOUR APPLICATION.....	5
a) Eligibility	5
b) Levies	5
c) Submission Deadlines.....	5
d) Matching Requirements	6
e) CIDA Approval.....	6
f) Multi-Year Projects/Programs	6
g) Reporting	7
h) Duration of Funding from MCIC.....	7
i) Project Start and Completion dates.....	7
IV. SELECTION PROCESS.....	8
1. Preliminary Assessment.....	8
2. Decision-making Levels and Deadlines	8
3. Types of Decisions.....	8
4. Re-application within a Funding Year.....	8
5. Appeals	8
V. BACKGROUND INFORMATION TO APPLICATION FORM.....	9
PART A: COVERING INFORMATION AND BUDGET SUMMARY	9
PART B: PROJECT DESCRIPTIONs.....	9
1. Relief and Rehabilitation Fund.....	9
2. Theme Fund.....	9
3. Community Solidarity Fund.....	10
PART C: BUDGET	10
PART D: APPLYING MCIC’S PRINCIPLES	10
1. Partnership and Local Control.....	10
2. Popular Participation and Self Reliance.....	11
3. Respect for All Persons	11
4. Sustainable Development and the Environment.....	11
PART E: PUBLIC ENGAGEMENT	11
1. Monitoring.....	12
2. Evaluation.....	12
APPENDIX 1: 2009-2010 AGENCY ALLOCATIONS.....	13

Explanation of Allocation Calculation:.....	13
APPENDIX 2: REPORTING GUIDELINES.....	14
APPENDIX 3: APPLICATION FORM	15
PART A - COVERING INFORMATION.....	15
PART B: PROJECT DESCRIPTION.....	16
7.1 Relief & Rehabilitation Fund.....	16
7.2 Theme Fund.....	16
7.3 Community Solidarity Fund	17
PART C: BUDGET	17
1. Revenue from All Sources:.....	17
2. Expenditures for all Project Costs:.....	17
3. Financial Sustainability	18
PART D: APPLYING MCIC'S PRINCIPLES	18
1. Partnership and Local Control.....	18
2. Popular Participation and Self Reliance.....	18
3. Respect for All Persons	18
4. Sustainable Development & Environment.....	19
PART E: PUBLIC ENGAGEMENT	19
PART F: MONITORING AND EVALUATION.....	19
1. Monitoring.....	19
2. Evaluation	20
PART G: QUESTIONS TO CONSIDER BEFORE SUBMITTING YOUR PROPOSAL.....	20
1. Development Fund.....	20
2. Theme Fund.....	21
3. Relief and Rehabilitation Fund	22
4. Community Solidarity Fund	24

Glossary

Acronyms

CIDA	Canadian International Development Agency
CRA	Canada Revenue Agency
CSF	Community Solidarity Fund
EIA	Environmental Impact Assessment
MCIC	Manitoba Council for International Cooperation
MGMGP	Manitoba Government Matching Grant Program
NGO	Non Governmental Organization
R&R	Relief and Rehabilitation

Explanation of MCIC Terms

- MCIC Levy** For every project funded by MCIC, the successful agency must submit a cheque to MCIC for an amount equivalent to 10% of the funds they receive. This amount must come from the agency's own fundraising and not from the specific project funds. As all MGMGP funding that MCIC receives must be spent overseas, the levy helps to fund MCIC's operation in supporting agency's overseas work.
- Interim Report** MCIC does not award multi-year funding in advance. However, a long-term project can be continued on a year by year basis. Member organizations undertaking multi-year projects need to submit Interim Reports and this is often done at the same time as the new application is submitted. Without an Interim Report, MCIC cannot disburse funds to the member agency for the next year of that project.
- Final Report** This is the report submitted by member agencies after the final year of a project funded by the MGMGP. The report describes the progress of the project over the entire funding period (from 1 to 3 years) and focuses on changes in program and budget from application to completion and reasons for those.
- Development Fund** The portion of the MGMGP set aside to provide funding allocations to members for development projects. The amount that each member receives is based on its own fundraising in Manitoba. Application deadline is October 31st.
- Theme Fund** MCIC sets aside \$25,000 plus unused MGMGP funds each year for projects based on a theme. The theme for 2008-2009 and 2009-2010 is "Adaptation to Climate Change." Application deadline is January 31st.
- Community Solidarity Fund** This fiscal year, MCIC has set aside \$50,000 for the overseas work of non-member agencies, in grants of up to \$5000. Applicant groups must be charitable, non-profit, community organizations. A separate guide will be available for potential applicants – contact us at mgmgp@mcic.ca for more information.
- R & R Fund** MCIC allocates 10% of its MGMGP funding, that is \$100,000 in 09-10, per year to Relief & Rehabilitation. Applications are always welcome while funds last.

Summary of Changes

This Funding Guide contains updated information, done for the 08-09 intake. Please review it carefully before submitting your applications. Also, please discard old application forms and use the one at the end of this guide for submitting your proposals.

- The theme of the Theme Fund has been changed. See Section II.
- The description of partnership and local control has been clarified. See Section V, Part D, 1.
- Projects that are not CIDA approved may be eligible for funding if the request does not exceed \$30,000 (increased from \$20,000). See Section III, e.

This guide is a “living” document. If you have suggestions for improvement of the funding guide, please let us know.

CALENDAR OF IMPORTANT DATES

April 1, 2009	MCIC 2009-2010 Fiscal Year begins
June 1, 2009	First date for submission of Community Solidarity Fund applications
October 31, 2009	Last date for submission of Development Fund applications
December 31, 2009	Deadline for notification of CIDA approval, where appropriate, for Development Fund applications
January 31, 2010	Last date for submission of Theme Fund applications Last date for submission of Community Solidarity Fund applications
February 15, 2010	Due date for either an interim or final report to be submitted for projects funded in the 2008-2009 fiscal year
February 28, 2010	Last date to re-apply for the Development Fund if original application was rejected
March 28, 2010	Last date to submit an appeal of a funding decision to the Board of Directors*
March 31, 2010	MCIC 2008-2009 Fiscal Year ends

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- ***Note that all appeals must be received in writing within 30 days of receipt of notice of rejection, or by March 28, 2010, whichever is earlier.***

I. INTRODUCTION

This guide has been designed to help your organisation prepare funding applications to MCIC. If you have any questions or comments about the application, please contact the MCIC office.

Sections I, II, III and IV provide general information; Section V provides background information and explanatory notes for the Application Form which is found in Appendix 3.

Project applications must be in the format described in the MCIC Funding Guide and must address all areas/questions. Please use Appendix 3 and follow that format when preparing an application. Applications which are not in the prescribed format or which do not respond to all questions will be returned. Electronic copies of the funding guide will be e-mailed to agencies in July; the Guide will also be available at MCIC's web site at www.mcic.ca. Hard copies of the guide are available by request from mgmgs@mcic.ca. Agencies are encouraged to submit their applications via e-mail. PDF, Word Perfect or Word formats are preferred. Proposals are to be submitted in one format only, either electronic or hard copy. **It is not necessary to follow up an emailed proposal with a hard copy.**

1. MCIC Mission Statement

Our vision: Manitobans - Working Together as Global Citizens

MCIC is a coalition of organisations involved in international development who are committed to:

- ***Respect, empowerment and self-determination for all peoples;***
- ***Development that protects the world's environment; and***
- ***Global understanding, co-operation and social justice.***

MCIC's mission as a co-ordinating structure is to promote public awareness of international issues, to foster member interaction, and to administer funds for international development.

2. MCIC's Guiding Principles – Directory

All funding proposals must respect MCIC's Guiding Principles:

- | | |
|---|------------|
| • Accountability | Throughout |
| • Partnership and Local Control | Page 19 |
| • Popular Participation and Self Reliance | Page 19 |
| • Respect for All Persons - Gender and Development | Page 19 |
| • Respect for All Persons - Persons with Disabilities | Page 19 |
| • Sustainable Development and the Environment | Page 20 |
| • Addressing the Causes of Poverty Rather Than the Symptoms | Throughout |
| • Appropriate Technology | Throughout |

II. TYPES OF PROJECTS AND ALLOCATIONS

Please indicate in Part A of your application the category under which you are applying for funds – Relief & Rehabilitation Fund, Development Fund, Theme Fund, or Community Solidarity Fund. **Your agency's current-year Development Fund allocation is listed in Appendix 1 of this guide.** Agencies may apply for Development project funding up to the limit of their allocation. However, it is not mandatory to apply for the full amount.

Relief & Rehabilitation Fund - The \$100,000 Relief & Rehabilitation (R & R) Fund, which is 10% of our total fund, responds to situations following natural or human caused disasters in which basic life support requirements of food, water, shelter, clothing and medical supplies have been disrupted and life or health is threatened. This fund also responds to situations immediately following a disaster to aid in the rehabilitation of community capacities to restore provision of basic needs to levels existing prior to the disaster.

Development Fund - MCIC defines development as a long term process promoting community involvement in designing strategies to correct and improve chronic and structural problems in all areas of individual and community life. The majority of the MGMGP funds are disbursed in this category.

Theme Fund – This fund combines a base figure of \$25,000 with funds unexpended in our other categories (Development, R&R, and CSF) at the end of our fiscal year. The goal of this fund is to bring a thematic approach to the MGMGP as well as to increase accessibility of funding to all MCIC members. The fund is also designed to encourage co-operation among agencies. The theme is determined on a biennial basis. MCIC members will normally be notified late in the calendar year of the probable amount available in the Theme fund. The Theme for the years 2008-2009 and 2009-2010 is **Adaptation to Climate Change**.

The impacts of a changing climate brought about by a warming world—more frequent droughts, more intense storms and greater incidence of floods—are increasingly putting at risk the lives and livelihoods of people in developing countries. To address this situation, MCIC will support projects that help developing countries address current climate risks and prepare for long-term climate change.

Projects could provide climate information directly to farmers and fishers, strengthen disaster reduction and preparedness efforts, improve watershed management and build capacity to engage in agriculture in increasingly arid areas.

Community Solidarity Fund (CSF) – This fund has \$50,000 available in grants of up to \$5000. The goal of the CSF is to make funding available to Manitoba charitable, not-for-profit, community-based groups (not regular MCIC members) involved in development projects overseas. (CRA regulations restrict MCIC to funding only Registered Charities and qualified donees. Please consult the CRA to see if you qualify.)

III. PREPARING YOUR APPLICATION

All applications must follow the format outlined in this document. Proposals need not be lengthy and should be clear and succinct. Electronic applications are encouraged; originals or excellent quality hard copies are acceptable. Please send either electronic or hard copy proposals, not both.

a) Eligibility

- MCIC accepts funding proposals from members in good standing (non-members may be eligible for the Community Solidarity Fund).
- Projects must be consistent with MCIC's development philosophy, as outlined in our Guiding Principles.
- Regular members of MCIC may apply for funds in one of three categories: the Development Fund, the Theme Fund, or the Relief & Rehabilitation Fund. Agency matching requirements vary for each of these funds. (See Matching Requirements, Section III, d)
- All MGMGP funds must be expended overseas. MGMGP cannot fund Canadian based projects or components. However, matched funds contributed by your agency can be applied to Canadian expenses.
- In projects where MGMGP's funding is less than 10 per cent of the project budget, the specific use of MGMGP funds must be identified.
- MGMGP funding must be applied to a project fiscal year beginning between April 1, 2009 and March 31, 2010.
- **Levies must be paid on funding received (see next section).**

b) Levies

Levies are applicable to all Relief & Rehabilitation Fund, Development Fund, Theme Fund and Community Solidarity Fund projects. The levy is a fee paid by all members and others groups receiving MGMGP funds and is 10% of the amount received from MCIC. The non-refundable levy is payable to MCIC upon receipt of MGMGP funds. **As 100% of MGMGP funds must be used overseas for project implementation, funds used to pay the levy may not be drawn from the MGMGP funds disbursed to the agency and should not appear in the project budget.**

c) Submission Deadlines

- **Development Fund** - The deadline for applications is **October 31, 2009**. Project applications must be received by MCIC at least five months prior to the completion of the project. This means the project must start no later than March 31, 2009.
- **Relief & Rehabilitation Fund** - Applications will be accepted **at any time** during the year until the total funds available have been disbursed.
- **Theme Fund** - Applications will be accepted after agencies have been notified of the total funds available (late in the calendar year). The deadline for applications is **January 31, 2010**.
- **Community Solidarity Fund** – For more information on our CSF, which has \$50,000 available to non-member agencies, up to a maximum of \$5,000 per application, please contact us at mgmgp@mcic.ca.

- **When your project submission is received by MCIC, it will be assigned a project number.** Please use that number in any correspondence with us related to the project.

d) Matching Requirements

Matching funds must be raised within Manitoba.

- **Development Fund** - Applicants must match MGMGP funds with their organization's funds on at least a 1:1 ratio. Agencies can request any amount less than or equal to the amount allocated to their organization as indicated in Appendix I.
- **Relief & Rehabilitation Fund** - Applicants must match MGMGP funds on at least a 1:3 Agency to MGMGP ratio.
- **Theme Fund** - Applicants are not required to match MGMGP funds.
- **Community Solidarity Fund** – Applicants need not include matching funds for CSF projects. However, we encourage applicant groups to show their commitment and sustainability by making a financial contribution to the project.

e) CIDA Approval

Projects applied for under the Development Fund normally have CIDA approval. Exceptions may be applied if all the following circumstances are met:

- The project country is on the approved CIDA list, available on CIDA's website: www.acdi-cida.gc.ca
- The amount of funds being requested from the MGMGP for any one project does not exceed \$30,000.

Notification of CIDA approval (when applicable) should be included with the project proposal or should be received by **31 December 2009**. **Note:** CIDA approval **does not** guarantee project approval for MGMGP funds.

f) Multi-Year Projects/Programs

Applications for multi-year projects funded in the previous year may be made using an abbreviated format. Such applications **must include**:

Part A	Cover Information
Part B	Answers to all six questions in Part B.
Part C	A detailed current year budget
Part F	Monitoring and Evaluation

Also:

Appendix 2	An Interim Report (narrative and financial) for the past year is required before funds can be released. (Please refer to Appendix 2 for reporting guidelines.)
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The abbreviated method of application may be used in years two and three of a project. For a fourth year, the MCIC cycle begins again and a full-length version of the proposal must be completed and a Final Report covering the previous three years of the project is required. In cases where the project will continue for the fourth/first year, if a Final Report following three years of MGMGP funding is not available at the time of project re-submission, an

Interim Report will be sufficient to allow for funding to be continued. A Final Report will, however, still be required. Proposal budgets each year should focus on just the year at hand.

g) Reporting

The questions you are required to answer in your interim and final reports are detailed in Appendix 2. Reports for single year projects are due within six months of the end of the project. Projects that are not submitted to MCIC for continued funding are considered completed for MCIC reporting purposes, even if the project is continuing with other funding.

Interim Reports for multi-year projects must be provided before any funding can be released for the second or third year of a project. We acknowledge that preparing reports is time and energy intensive. Therefore, we permit the use of data collected for other reports (CIDA reports, for example) for preparing reports for MCIC but the following parameters apply:

- 1) Where possible, Interim Reports should accompany the project submission for the subsequent year;
- 2) The Interim Report must cover a period of at least six months of MCIC supported activity. Data collected in an earlier period may be used, but an update will be required;
- 3) If the end of the Interim Report reporting period is more than five months before the submission of the subsequent proposal, an update will be required;
- 4) Interim Reports ensure that the next year's version of the project can receive its allocated funds;
- 5) A satisfactory report will be submitted in the MCIC format and answer all MCIC questions (see Appendix 2 for the list of questions that must be answered in an interim or final report).

h) Duration of Funding from MCIC

MCIC may provide funding for the same project for several years. MCIC's development philosophy is based on promoting projects which address causes rather than symptoms and which support local control and self-reliance. It is hoped that all MCIC funded projects will be sustainable and eventually operate without outside assistance.

i) Project Start and Completion dates

As stated earlier, project applications apply to a single year of funding only. The project start date can be any date that falls within the MCIC's 2009-2010 fiscal year. This means that a project can start on any date between April 1, 2009, and March 31, 2010.

IV. SELECTION PROCESS

1. Preliminary Assessment

Upon receipt of an application, MCIC staff will review it to determine if it meets basic eligibility requirements and if all required sections of the application have been completed. Incomplete applications and applications not in the MCIC format will be returned to the agency.

2. Decision-making Levels and Deadlines

All project applications are reviewed by MCIC's Overseas Projects Committee consisting of agency peers. This committee is responsible for making recommendations to the MCIC Board of Directors on the disposition of an application. The final decision for each application is made by the Board of Directors.

3. Types of Decisions

- **Approved** - No further information required.
- **Approved with Recommendations** - The project is approved with suggestions for consideration by the member agency. In some cases, MCIC may request a six-month follow-up report where this type of approval is given.
- **Conditionally Approved** - Additional information is required. If the agency responds adequately to the questions and/or concerns, the project is normally approved. MCIC's project officer will assess whether the response is satisfactory.
- **Deferred** - Review of the project is deferred until specific information or a complete application has been received.
- **Rejected** - The proposal is not acceptable under MGMGP guidelines and principles and requires substantial re-working. Such proposals may be re-submitted once.

4. Re-application within a Funding Year

In the case of a rejected project, the agency may:

- appeal the decision (Section IV.5) **or**
- re-apply with a different proposal within **30 days**, but in no case later than **February 28th**.

5. Appeals

Agencies may appeal a decision only once. Appeals must be received in writing within **30 days** of receipt of notice of rejection or by **March 28, 2010**, whichever is earlier. All appeals will be reviewed by the Board of Directors.

V. BACKGROUND INFORMATION TO APPLICATION FORM

This section provides explanation and background information with respect to the various questions which need to be addressed in the application. The form itself, without explanations, is in **Appendix 3**.

PART A: COVERING INFORMATION AND BUDGET SUMMARY

These two forms itemize basic agency information required for each project application, and provide an overview of the financial arrangements. **In all budget information, please ensure that your figures add up correctly.**

PART B: PROJECT DESCRIPTIONS

A concise, clear project description facilitates processing. Please specify who “Other Sources” of funding are. Regarding question #2, MGMGP can fund a component of a larger program provided the proposal clearly identifies the objectives of that component, the budget and the evaluation criteria. Other information regarding the larger program need not be included. **Non-specific contributions to programs in which MGMGP funds are less than 10% of the total budget will not be considered.**

B.1 Supplementary Information for MCIC R & R, Theme & Community Solidarity Funds

1. Relief and Rehabilitation Fund

If your proposal is for the Relief & Rehabilitation (R&R) fund, please complete the special questions in **Part B – R & R Fund** as well as all the questions in **Parts A through F**. R & R requests to MCIC are usually in the \$10,000 - \$20,000 range. Projects where the primary objective is long-term development will not be considered for Relief & Rehabilitation funding. Eligible projects must be in response to a specific disaster. Money will be assigned on a “first approved, first served” basis until the fund is exhausted.

The primary purpose of Relief & Rehabilitation funding is to bridge the gap between the disaster and the continuation of long-term development. **Relief** is defined as provision of basic life support systems (food, water, shelter, clothing and medical supplies) in the period of time immediately following the occurrence of a disaster when these systems have been disrupted and life or health are threatened. **Rehabilitation** is defined as the transition period after basic life support systems have been restored and when rehabilitation of damaged infrastructure to pre-disaster levels is undertaken.

2. Theme Fund

If your proposal is for the Theme Fund, please complete the special questions in **Part B – Theme Fund** as well as all the questions in **Parts A through F**. Theme Fund requests to MCIC are usually in the \$10,000 - \$20,000 range. Theme Fund proposals for a second year will be accepted provided that the MCIC theme is not changing in that year. Proposals that are the continuation of a previous year’s project will be considered on the same basis as new projects. Please note:

- (a) first year funding does not guarantee continued funding into year two;
- (b) an Interim Report will be required before second-year funding is released;
- (c) a complete application is required — there is no abbreviated application for the Theme Fund;
- (d) the Final Report will cover both years of the project.

The general purpose of the Theme Fund is to encourage member agencies to take a broader view of development projects by responding to current issues of international concern reflected in the theme. The Theme Fund encourages maximum participation by including MCIC member agencies who may have little or no capacity to raise funds, but do have an overseas partner with whom they could develop a worthwhile project. The requirement for matching funds is waived, thus giving all member agencies access to the fund. **Please note that the usual levies apply.**

Theme Fund applications will be evaluated according to the following criteria:

- extent to which the current theme is integral to the project.
- contribution, of any amount, from the Manitoba agency.
- overall viability and sustainability;
- degree of innovation
- projected impact (quality and quantity) within the community.
- degree of collaboration with Manitoba agencies, including organizations outside MCIC
- inclusion of a strong public engagement component in Manitoba.

The current theme is: Adaptation to Climate Change.

3. Community Solidarity Fund

If your proposal is for the Community Solidarity Fund (CSF), please contact us at mgmcp@mcic.ca to receive a specialized funding guide.

PART C: BUDGET

Present your detailed budget in **Canadian Dollars**, clearly identifying the fiscal period. Attach explanatory notes where required.

MCIC requires a complete analysis of project personnel costs. This must include the number of staff, salary levels for each position, and any amounts of subsidiary grants (eg. travel or education). **MCIC supports the hiring of local personnel and requests identification of the number of local personnel employed by the project. Where expatriates are to be employed please specify the number and provide justification.** MCIC supports more equitable division of financial resources between local and expatriate personnel and does not support great disparity in salaries and benefits between these groups. Where there is a large difference in salary levels please provide justification.

PART D: APPLYING MCIC'S PRINCIPLES

1. Partnership and Local Control

MCIC supports partnership between member agencies and Southern non-governmental organizations (NGOs), local governments and private sector partners. Partnership is a sharing of power, resources, information and experience, based on equitable arrangements of trust, accountability and exchanges. MCIC expects partnerships that promote local control and self-reliance. In all cases, MCIC member agencies should have demonstrated links to their local partners and the social groups they represent.

2. Popular Participation and Self Reliance

For MCIC, popular participation is a cornerstone of sustainable development. All funding applications should clearly identify the degree of participation by the community in the proposed activities. Moreover, MCIC supports initiatives that strengthen the ability of NGOs to engage policy makers, either in the South or Canada, in democratization and popular participation.

MCIC is supportive of initiatives which address the issues of self reliance and financial sustainability through revenue generating activities such as micro-enterprise development, co-operative development, entrepreneurship development and other forms of financial participation by the project community.

3. Respect for All Persons

A. Gender and Development

MCIC supports programs which address women's relative position in society in response to both their practical* (or immediate) needs and their strategic** (or long-term) interests. In addition to answering the specific questions in Appendix 3, **please attach your policy on Gender and Development (if available).**

* Practical needs can be readily identified and usually relate to unsatisfactory living conditions and lack of resources.

** Strategic interests include full consultation, involvement as planners and managers, education and training, long-term access to resources and participation in democratic political processes.

B. Persons with Disabilities

Traditionally, people with mental and/or physical disabilities have been excluded from development projects. MCIC believes that consideration of the needs of people with disabilities is an important component of international development. The World Health Organization has estimated that 10 percent of the world's population has a disability and 80 percent of the world's people with disabilities live in the developing regions of Africa, Asia, Latin America and the Caribbean. It is therefore assumed that at least 10 percent of the participants in projects are likely to be people with disabilities. **Appendix 3 includes questions about the role of – and benefits to – disabled persons in projects being submitted to MCIC. Please also attach your policy on integrating people with disabilities (if available).**

4. Sustainable Development and the Environment

Sustainable development meets the needs of people today without compromising future generations. Sustainable development focuses on the wise use of natural resources and protects and manages the environment that supports these resources - air, water and soil. It fosters justice and equity, alleviating poverty and preserving cultural integrity. Sustainable development aims to protect and enhance the total environment (physical, biological, and human).

Environmental sustainability integrates the preservation of fragile ecological systems with the need to improve economic opportunities and living standards. Such strategies involve local populations and encourage community control of the initiative. To match human and environmental needs, Southern and Canadian NGOs need to work together, drawing upon traditional knowledge as well as new technologies. **If an environmental impact assessment (EIA) has been undertaken, please include the results with the proposal.**

PART E: PUBLIC ENGAGEMENT

Public Engagement is a process that informs member agency donors and Manitobans in general about international

development issues, encourages analysis of the situation, and links people, issues and conditions between Canada and the rest of the world. Public Engagement promotes movement along the continuum from basic awareness of international co-operation through understanding to informed action and personal involvement.

PART F: MONITORING AND EVALUATION

1. Monitoring

MCIC defines monitoring as the systematic observation of activities to assess whether implementation occurs and results are being obtained as planned. Monitoring helps groups to produce and analyze information so that they can make necessary changes to their program.

MCIC promotes a participatory approach to planning and implementation that encourages all participants to be involved in all stages of the process, including monitoring. Information is collected during the regular monitoring process, according to selected indicators, and forms the basis for measuring results. Special attention should be given to the involvement of women and people with disabilities in the decision making process. Agencies must include specific indicators broken down by gender and disability (e.g. training activities: how many male trainees/how many female trainees, how many trainees with disabilities?).

2. Evaluation

Evaluation examines the success or lack of success of a program relative to the stated goals and objectives. It uses the information collected by the monitoring process to make value judgements regarding the effectiveness of the project.

Each proposal submitted to MCIC requires an evaluation component (internal or external) that the NGO partners are expected to plan and manage. Evaluation, like monitoring, is a management tool enabling groups to adjust their programs.

APPENDIX 1: 2009-2010 AGENCY ALLOCATIONS

MEMBER AGENCY	ALLOCATION	MEMBER AGENCY	ALLOCATION
Accountable Development Works	9,414	Sub Total, Column One	\$ 522,299
Canada World Youth	16,966	Primate's World Relief & Development Fund	20,488
Canadian Crossroads International	2,983	Save the Children Canada	12,749
CHF	8,304	SIM Canada	13,361
Canadian Lutheran World Relief	27,498	UNICEF	54,876
Canadian Multicultural Disability Centre Inc.	6,857	United Church of Canada	28,879
Canadian Physicians for Aid and Relief	10,357	USC Canada	9,534
Christian Reformed World Relief Committee	12,765	World Relief Canada	15,661
CODE	8,408	World Vision Canada	120,000
Co-operative Development Foundation	16,602	WUSC	16,810
CUSO-VSO	11,368	YMCA-YWCA of Winnipeg	10,343
Engineers Without Borders	8,168		
Emmanuel International Canada	11,839		
HOPE International	13,482		
International Child Care	9,494		
International Development Enterprises	23,848		
Marquis Project	7,907		
MATCH International	5,820		
Mennonite Central Committee	120,000	Development Fund	\$825,000
Mennonite Economic Development Associates	50,368	Relief & Rehabilitation Fund	\$100,000
Nicaraguan Children's Fund	7,979	Theme Fund Base	\$25,000
Osu Children's Library Fund	9,859	Community Solidarity Fund	\$50,000
People to People	2,013		
PLAN Canada	120,000		
Sub Total this column	\$522,299	Total MGMGP Fund	\$1,000,000

Explanation of Allocation Calculation:

Allocations are based on the amount of money agencies raise in Manitoba for their international development and relief work. Agencies whose fundraising amounts are under \$6,000 receive allocations equal to the amount they raised; agencies whose fundraising amounts are over \$6,000 are allocated a \$6,000 base, and an additional proportionate amount of the remaining funds. (The additional amount is based on a comparative calculation of each agency's fundraising compared to other agencies.) Allocations are limited to a \$120,000 maximum.

APPENDIX 2: REPORTING GUIDELINES

Agencies receiving funds through the MGMGP are required to submit reports on projects funded. Both Interim and Final Reports must include narrative and financial sections addressing the same period of time; please indicate clearly in the report the period to which your report refers. Reports must be in the following format:

A. Narrative

1. List the objectives and activities from your original proposal.
2. Explain any major changes in implementation.
3. Summarize the project's achievements for the reporting period.
4. Describe the difficulties faced by the project and how these difficulties were addressed.
5. Identify objectives and activities that were not achieved and explain why they were not.
6. Show how your program has addressed MCIC principles. (Part D on Application Form.)

B. Financial

1. Prepare a financial statement that includes the originally budgeted income and expenses and the actual income and expenses for the period covered by the report.
2. Provide explanatory notes for any unanticipated income and expenses and significant variances from the proposed budget.
3. It is not necessary to submit receipts with the report, as members are required to submit audited financial statements with their membership application each year. However, it is expected that receipts will be available if requested.

APPENDIX 3: APPLICATION FORM

PART A - COVERING INFORMATION

Agency:	
National Office Address Telephone Fax E-mail	Name of contact person for this application Address Telephone Fax E-mail
Fund being applied for (place an X beside correct one): ___ Development Fund ___ Theme Fund ___ Relief and Rehabilitation Fund ___ Community Solidarity Fund	Project's Primary Focus (ex. Health, Agriculture)
Project Title:	Project Country:
Overseas Implementing Agency:	Project Start and Completion Dates:
What year did MCIC first fund this project:	Year of current MCIC Funding Cycle: (First, Second or Third)
<i>Office use only</i> MCIC Fiscal Year :	Date of CIDA Funding Approval:

Financial Summary for Current Fiscal Year (Must be in Canadian \$)

Income	Can \$	Expense	Can \$
Request to MGMGP		Personnel	
Request to CIDA		Materials	
Other Provincial Government Contribution		Operating Expenses	
Cash Contribution from Southern Partner		Capital Items	
Other Sources:		Local Administration (Southern Partner)	
Your Agency's Contribution		Canadian Administration	
Total Income		Total Expense	

PART B: PROJECT DESCRIPTION

1. Provide a brief summary (**no more than 50 words**) of the project. This description will be used by MCIC in its reports to the Manitoba Government and to answer public requests for information.
2. If MGMGP funds constitute less than 10% of the total budget, identify the specific use of MGMGP funds within the project. This is required for purposes of accountability.
3. Identify national, regional and local contexts of the project area.
4. Identify Project Goals and Objectives.
 - i. What do you want to accomplish in this project?
 - ii. How will you accomplish these objectives?
 - iii. List each of the local partners that you are working with. Provide some background information about each partner. Be sure to explain any acronyms used.
5. Identify how this project will increase production for local consumption, process raw materials locally and utilize technology appropriate to local resources?
6. Identify the non-cash contributions that will be made by the local communities.

7. Make sure to consider and answer the questions below for each fund as appropriate.

7.1 Relief & Rehabilitation Fund

If your proposal is for the Relief & Rehabilitation fund, please complete the questions in sections A through F as well as the questions in this section.

- 7.1.1 Identify the specific disaster being responded to by this project.
- 7.1.2 Clearly explain how the project will address either relief or rehabilitation needs.

7.2 Theme Fund

Note: If your proposal is for the Theme Fund please complete Parts A through F as well as the following questions.

- 7.2.1 How does your project relate to the current theme?
- 7.2.2 Which aspects of the project are new and innovative?
- 7.2.3 Which aspects of the project could not be attempted without this grant support?

7.3 Community Solidarity Fund

If you are applying for the Community Solidarity funding, please answer A through F plus the following questions:

- 7.3.1 Describe the connections between your group, Manitobans in general and your partners overseas. How will funds from the CSF strengthen these connections?
- 7.3.2 Is your project sustainable into the future or does it address a one-time need?
- 7.3.3 In what ways would you consider your project to be innovative or urgent?

CSF applicant groups can learn more about MCIC by consulting www.mcic.ca. Applications can be brief, 5 to 10 pages, but should follow the format above. Staff are available to support a group's application efforts.

PART C: BUDGET

1. Revenue from All Sources:

- i. Amount requested from MGMGP
- ii. CIDA Contribution
- iii. Other Provincial Funding
- iv. Cash Contributions from Southern Partners
- v. Other income (please specify sources)
- vi. Your Agency's Contribution
- vii. Total Revenue from all Sources

2. Expenditures for all Project Costs:

- i. Personnel (include details of number of staff, salary levels, etc.)
- ii. Materials (cost of items required for project implementation which are to be used during the funding period being applied for only. Provide details).
- iii. Operating Expenses (costs related to the general running of the project. Provide details).
- iv. Capital Expenses (costs of items which are to be used both during the funding period being applied for as well as in future years. Provide details of vehicles, land, buildings and equipment).
- v. Local Administration (Southern Partner).
- vi. Canadian Administration. (Please note that this is for MCIC's information MGMGP funds may not be applied to Canadian Administration.)
- vii. Total Project Expenses.

Note: Please make sure that figures in the budget, both revenues and expenditures, add up correctly and balance.

3. Financial Sustainability

- i. Describe your strategy for ensuring the financial sustainability of the project.
- ii. Will the community involved be able to continue activities after external funding has been withdrawn?
- iii. How will the project/program continue if/when the Canadian partner withdraws?

PART D: APPLYING MCIC'S PRINCIPLES

1. Partnership and Local Control

- i. Describe the respective roles of the Canadian and implementing NGO partners – and any public or private (government or business) concerns - in identifying, planning, decision-making, implementing, monitoring and evaluation of this project.
- ii. Briefly describe the background of the implementing partners including structure, membership, composition by gender, general program objectives and recent experiences in similar programs.
- iii. To what extent does this project co-operate with – or is this project co-ordinated with - similar development work going on in that country?
- iv. If you do not have a local partner, please explain why.

2. Popular Participation and Self Reliance

- i. How will the population and community concerned participate in the identification, planning, implementation, monitoring and evaluation of this initiative?
- ii. Describe the anticipated benefits for participants. What mechanisms will ensure that these benefits are controlled and distributed in an equitable way?
- iii. If learning/training materials are produced with MCIC funds, please send us an electronic version (or hard copy, if necessary) with your Interim or Final Report.

3. Respect for All Persons

A. Gender and Development – MCIC believes that women and men should have equal access to development programs.

- i. How are women involved in the consultation, problem identification and program design processes, both at the community and NGO levels?
- ii. How will the program ensure equitable access to all inputs and activities for both men and women?
- iii. How will these activities meet the practical needs of women?
- iv. How will these activities meet the strategic interests of women?

B. Integration of People with Disabilities – MCIC asks its member agencies to intentionally involve people with disabilities in their projects.

- i. How will people with disabilities be involved in the consultation, identification, planning and implementation of this project?
- ii. How will the project or program ensure equitable access by persons with disabilities and remove barriers to their participation?
- iii. How will these activities meet the practical needs of people with disabilities?
- iv. How will the involvement of people with disabilities be monitored and evaluated?
- v. How will these activities meet the strategic interests of people with disabilities?

4. Sustainable Development & Environment

MCIC believes that all projects have impact in this area:

- i. Describe how the implementing organizations plan to apply sustainable development principles in this initiative.
- ii. How will the planned activities promote positive change(s) to the physical, cultural, and/or social environments? Have these changes been discussed with and approved by the population concerned?
- iii. Outline any negative changes that may occur in any or all of these environments. How will these effects be mitigated? Have these changes been discussed with and approved by the population concerned?

PART E: PUBLIC ENGAGEMENT

1. How will you promote Public Engagement in Manitoba? Public Engagement is more than a notice in a Newsletter or Press Release. It is involving your constituency (donors and members) and the public in learning about development issues and Canadians' place in the world.
2. How will you use this project in your Public Engagement work in Manitoba?
3. How will you make your Manitoba constituency aware of your organization's involvement in this project?

PART F: MONITORING AND EVALUATION

1. Monitoring

1. How will you and your partners monitor the project?
2. What timelines will you use?
3. Include specific indicators or criteria that will show whether or not the project is meeting stated objectives.

2. Evaluation

1. When will the evaluation take place?
2. What methods will be employed?
3. Describe the roles of each partner and the population concerned in the evaluation process.
4. How will the impact of the project be measured?
5. What will be done with the results of the evaluation?

Please go through the appropriate checklist prior to submitting your application to ensure you qualify for funding.
Note that some items apply only to certain funds.

PART G: QUESTIONS TO CONSIDER BEFORE SUBMITTING YOUR PROPOSAL

1. Development Fund

Item	Page(s) number where requirement is explained
Are you a member of the MCIC in good standing?	5
Does your application follow the format provided in Appendix 3?	5,15
Is the application saved as either a Word document, a WordPerfect document, or a PDF file?	3
Have you indicated in Part A of the application which type of fund is being applied for?	4
Is the project fiscal year start date between April 1, 2009 and March 31, 2010?	7
Have you answered all of the questions in sections A, B, C and F of the application form?	9,15-17
For first or fourth year applications, have you answered all of the questions in sections D, and E of the application form?	10,18
For a second year or third year of a project, has an interim report on the project been provided to the MCIC?	6,14
(For a fourth year of a project, has a final report on the first three years been provided to the MCIC? If not, has an interim report been provided?)	6,14
Does the project have CIDA approval, or if not does it meet these conditions: <ul style="list-style-type: none"> • The project country is on the approved CIDA list • The amount of funds being requested is less than \$30,000 	6
Is the amount requested equal to or less than the amount allotted to your agency in Appendix 1?	6,13
Is your agency contributing at least an equal amount of money that is being requested from the Development fund?	6
Are all MGMGP funds being applied to costs incurred overseas?	5
Have you indicated the specific use of MGMGP funds if they constitute less than 10% of the project budget?	5,5
Do all figures in the budget add up correctly?	17

In your budget, does your total revenue equal your total expenditures?	17
Have you specified who your other sources of funding are?	10,17
Is the budget in Canadian dollars?	10,17
Have you provided a complete analysis of project personnel costs, including number of staff, salary levels for each position, and any amounts of subsidiary grants (eg. travel or education)?	10,17
Where expatriates are employed, do you provide the number employed and justification?	10,17
If there is a large difference in salary levels, have you provided justification?	10,17
Have you provided specific indicators for measuring project success?	12,19

The following are optional but will improve acceptance of your application:

Have you attached your policy on Gender and Development?	11
Have you attached your policy on integrating people with disabilities?	11
Have you included the results of any environmental impact assessment performed in your project region?	11

2. Theme Fund

Item	Page number where requirement is explained
Are you a member of the MCIC in good standing?	5
Does your application follow the format provided in Appendix 3?	5,15
Is the application saved as either a Word document, a WordPerfect document, or a PDF file?	3
Have you indicated in Part A of the application which type of fund is being applied for?	4
Is the project fiscal year start date between April 1, 2009 and March 31, 2010?	7
Have you answered all of the questions in sections A, B, C and F of the application form?	9,15-17
Have you answered all of the questions in sections D, E, F, and G of the application form?	10-12,18-20
Is the amount requested in the range of \$10,000 to \$20,000? (Please contact the MCIC before requesting more than this amount)	10
Are all MGMGP funds being applied to costs incurred overseas?	5
Have you indicated the specific use of MGMGP funds if they constitute less than 10% of the project budget?	5
Do all figures in the budget add up correctly?	17
In your budget, does your total revenue equal your total expenditures?	17
Have you specified who your other sources of funding are?	10,17
Is the budget in Canadian dollars?	10,17
Have you provided a complete analysis of project personnel costs, including number of staff, salary levels for each position, and any amounts of subsidiary grants (eg. travel or education)?	10,17
Where expatriates are employed, do you provide the number employed and justification?	10,17
If there is a large difference in salary levels, have you provided justification?	10,17
Have you provided specific indicators for measuring project success?	12,19

The following are optional but will improve acceptance of your application:

Have you attached your policy on Gender and Development?	11
Have you attached your policy on integrating people with disabilities?	11
Have you included the results of any environmental impact assessment performed in your project region?	11

3. Relief and Rehabilitation Fund

Item	Page number where requirement is explained
Are you a member of the MCIC in good standing?	5
Does your application follow the format provided in Appendix 3?	5,15
Is the application saved as either a Word document, a WordPerfect document, or a PDF file?	3
Have you indicated in Part A of the application which type of fund is being applied for?	4
Is the project fiscal year start date between April 1, 2009 and March 31, 2010?	7
Have you answered all of the questions in sections A, B, C and F of the application form?	9,15-17
Have you answered all of the questions in sections D, E, F, and H of the application form?	10-9,18-20
Is the amount requested in the range of \$10,000 to \$20,000? (Please contact the MCIC before requesting more than this amount)	9
Is your agency contributing at least one quarter of the amount of money that is being requested from the R&R fund (1:3 match)?	6
Are all MGMGP funds being applied to costs incurred overseas?	5
Have you indicated the specific use of MGMGP funds if they constitute less than 10% of the project budget?	5
Do all figures in the budget add up correctly?	17
In your budget, does your total revenue equal your total expenditures?	17
Have you specified who your other sources of funding are?	10,17
Is the budget in Canadian dollars?	10,17
Have you provided a complete analysis of project personnel costs, including number of staff, salary levels for each position, and any amounts of subsidiary grants (eg. Travel or education)?	10,17
Where expatriates are employed, do you provide the number employed and justification?	10,17
If there is a large difference in salary levels, have you provided justification?	10,17
Have you provided specific indicators for measuring project success?	12,19

The following are optional but will improve acceptance of your application:

Have you attached your policy on Gender and Development?	11
Have you attached your policy on integrating people with disabilities?	11
Have you included the results of any environmental impact assessment performed in your project region?	11

project region?	
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4. Community Solidarity Fund

Item - *MCIC is producing a separate funding application guide for the Community Solidarity Fund. Please contact us for more details at mgmgp@mcic.ca .	Page number where requirement is explained
Are you a registered charity or qualified donee?	
Did you receive funds from the CSF last year? If so, you are not eligible to apply this year.	13
Does your application follow the format provided in Appendix 3?	5, 15
Is the application saved as either a Word document, a WordPerfect document, or a PDF file?	3
Have you indicated in Part A of the application which type of fund is being applied for?	4
Is the project fiscal year start date between April 1, 2009 and March 31, 2010?	7
Have you answered all of the questions in sections A, B, C and F of the application form?	9,15-17
Have you answered all of the questions in sections D, E, F, and J of the application form?	10, 19-20
Is the amount requested equal to or less than \$5,000?	11
Are all MGMGP funds being applied to costs incurred overseas?	5
Have you indicated the specific use of MGMGP funds if they constitute less than 10% of the project budget?	5
Do all figures in the budget add up correctly?	17
In your budget, does your total revenue equal your total expenditures?	17
Have you specified who your other sources of funding are?	10,17
Is the budget in Canadian dollars?	10,17
Have you provided a complete analysis of project personnel costs, including number of staff, salary levels for each position, and any amounts of subsidiary grants (eg. travel or education)?	10,17
Where expatriates are employed, do you provide the number employed and justification?	10,17
If there is a large difference in salary levels, have you provided justification?	10,17
Have you provided specific indicators for measuring project success?	12,19

The following are optional but will improve acceptance of your application:

Have you attached your policy on Gender and Development?	11
Have you attached your policy on integrating people with disabilities?	11
Have you included the results of any environmental impact assessment performed in your project region?	11