



Manitoba Council for International Cooperation

**Guide for Funding Applications
to the
Manitoba Government Matching Grant Program
Relief and Rehabilitation Fund
2011 - 2012**

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Section I: Introduction

This guide has been designed to help your organization prepare a Relief and Rehabilitation Fund application to MCIC. If you have any questions or comments about the application, please contact the MCIC Project Officer at mgmgp@mcic.ca or phone 204-987-6420.

Electronic copies of the Funding Guide can be e-mailed to organizations, and the Guide will also be available in pdf format at MCIC's web site at www.mcic.ca. Hard copies of the Guide are available by request from mgmgp@mcic.ca.

Please note:

- **Project applications must follow the format described in this guide and must address all areas/questions.** Applications that are not in the prescribed format or which do not respond to all questions will be returned.
- **Project applications may not exceed 15 pages in length.** If project applications are longer than 15 pages in length they will be returned to the member organization by the project officer.
- Groups are encouraged to submit their applications through email in a PDF or Word format.
- **When your project submission is received by MCIC you will be contacted within 5 business days to confirm receipt and assigned a project number. Please use that number in any correspondence with us related to the project.**

Section II: The Relief and Rehabilitation Fund

The Relief and Rehabilitation (R&R) Fund is a portion of the **Manitoba Government Matching Grant Program (MGMGP)**. The Government of Manitoba has generously supported international development through this fund since 1975.

The R&R fund responds to relief situations following natural or human caused disasters in which basic 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. The primary purpose of R&R funding is to bridge the gap between the disaster and the continuation of long-term development. Currently \$100,000 of the MGMGP fund is set aside for the R&R budget (10% of the MGMGP fund). This fund is disbursed throughout the year until the fund runs out. Please note that in the past the Manitoba Government has responded to major natural disasters with additional relief funds. Please consult with MCIC to determine the current funding situation before you submit a proposal.

MCIC Guidelines to remember when considering making an application to the R&R Fund:

- *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
- Eligible projects must be in response to a specific disaster.
- Projects where the primary objective is long-term development will not be considered for R&R funding.
- Projects may be submitted at any time during the year and any approved project will receive funding until the fund is exhausted.
- Applicants must match MGMGP funds on at least a 1:3 organization to MGMGP ratio. For example, if the application to the fund is for 15,000, the member agency must contribute \$5,000.
- **Applicant groups must use this Relief and Rehabilitation Fund Application Guide.** All areas must be addressed.
- R&R requests to MCIC are usually in the range of \$10,000 to \$20,000.
- The process of approval for all project applications is a peer review, done by MCIC's Overseas Project Committee and ultimately by MCIC's Board of Directors.

To see successful projects from previous years, go to www.mcic.ca and click International Projects.

Section III: Information on MCIC

MCIC's Mission Statement

Our vision: Manitobans - Working Together as Global Citizens

MCIC is a coalition of organizations 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.

MCIC's Guiding Principles

All funding applications must respect MCIC's Guiding Principles:

1. Accountability

MCIC values accountability on all levels. Working in partnership with government, members, affiliates, as well as local and global partners requires a high level of accountability. We expect that our partners in Canada are abiding by ethical and legal rules, following CRA guidelines and providing proper monitoring and reporting information to all involved parties. Organizations should provide accurate and complete financial information to MCIC. We apply these same standards to our own organization through accountability through our staffing model, proper reporting to our funding bodies, and through prudent and accurate financial management.

2. Partnership and Local Control

MCIC supports partnership between member organizations 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, Canadian organizations should have demonstrated links to their local partners and the social groups they represent.

3. Popular Participation and Self Reliance

MCIC supports popular participation as 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.

4. Respect for All Persons - 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. Practical needs 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.

5. Respect for All Persons - Persons with Disabilities

MCIC, in relation to its support for the overseas project activities of its member agencies, understands that disability relates to both physical and mental challenges. This may be blindness, loss of limb or intellectual challenges face by people in an organization or community involved in a development assistance project. MCIC understands disease and the effect of ill health, such as malaria, HIV/AIDS, etc. to belong to another category of development challenge that our member agencies may be working to eradicate.

MCIC encourages its project applicants to see people with disabilities as more than beneficiaries of any project that is delivered, and encourages its member agencies and project applicants to include people with disabilities in their project work as equal partners from the planning through the delivery to the evaluation stages of these projects.

6. Sustainable Development and the Environment

Sustainable development meets the needs of people today without compromising future generations. It aims to protect and enhance the total environment (physical, biological and human). This involves a focus on the wise use of natural resources and includes the protection and management of the air, water and soil that supports these resources. It also fosters justice and equity, alleviating poverty and preserving cultural integrity.

Environmental sustainability integrates the conservation of ecological systems and enhanced social well-being with the need to improve economic opportunities and living standards.

To match human and environmental needs, Southern and Canadian NGOs need to work together, drawing upon traditional knowledge as well as new technologies.

7. Addressing the Causes of Poverty Rather Than the Symptoms

MCIC supports projects that go beyond treating the symptoms of poverty and seek solutions to the root causes. MCIC welcomes project applicants who are undertaking practical, positive action through programs that create sustainable wealth, health, education and other improvements to daily life in the Global South.

Addressing the root causes of poverty requires a fine balance between meeting the immediate needs of a community and exploring ways to support sustainable solutions that will result in long term positive change. MCIC encourages its members and partners to move beyond a “charity model” of providing basic needs to a justice model of partnership and sustainability that addresses the root causes of why the condition exists.

8. Appropriate Technology

While technology is often part of the solution in development work, MCIC supports small-scale or "appropriate" technology that meets the needs and fit the cultures of Southern partners. MCIC expects the operation and maintenance of technology introduced by MGMGP projects to be sustainable over the long-term by the users of the technology.

Section IV: Eligibility for Funding

In order to be eligible for the Relief and Rehabilitation Fund:

- Applicants must be members in good standing.
- Projects must be consistent with MCIC's development philosophy, as outlined in our Guiding Principles.
- All R&R funds must be expended overseas and cannot fund Canadian based projects or components. However, matched funds contributed by your agency may be applied to Canadian expenses related to the project in question.
- If there is more than one funder, agencies must specify which components or aspects of the project MCIC will be funding.
- Funding must begin to be applied to a project within the fiscal year you are applying (MCIC's fiscal year is April 1 – March 31).
- Levies must be paid on funding received (see next section for information on levies).

Levies

For every project funded by MCIC, the successful organization must submit a cheque to MCIC for an amount equivalent to 10% of the funds they receive. This is a non-refundable levy paid to MCIC upon receipt of MGMGP funds. This amount must come from the organization's own fundraising and not from the specific project funds. It should not appear in the project budget that is submitted with this application.

Submission Deadline

There is no specific deadline for Relief and Rehabilitation projects. Funds will be distributed starting at the beginning of MCIC's fiscal year (April 1) and MCIC will continue to review applications until the fund has been exhausted.

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.

Matching Funds

Applicants to the Relief and Rehabilitation Fund must match MGMGP funds on at least a 1:3 ratio. For example, if the application to the fund is for 15,000, the member agency must contribute \$5,000.

Multi Year Projects/Programs

Because the R&R Fund addresses immediate needs, **multi-year funding proposals are not accepted**. To fund longer term projects, please consult with MCIC's Project Officer about the projects of the Development Fund.

Section V: Selection Process and Evaluation

- 1) **Preliminary assessment** – Upon receipt of an application, MCIC staff will review it to determine if it meets the basic eligibility requirements and if all sections of the application have been completed. Incomplete applications or applications not presented in the proper format will not be considered and will be returned to the applicant. Unfortunately once R&R funds have been exhausted for the year, no further proposals will be funded.
- 2) **Decision making levels** – All projects are reviewed by MCIC's Overseas Project Committee, composed of agency peers. This committee will recommend projects for funding to the MCIC Board who make all final funding decisions.
- 3) **Types of Decisions**
 - a) **Approved** – No further information required
 - b) **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 when this type of approval is given.
 - c) **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.
 - d) **Deferred** – Review of the project is deferred until specific information or a complete application has been received.
 - e) **Rejected** – The proposal is not acceptable under MGMGP guidelines and principles and requires substantial reworking. Such applications may be re-submitted once within 30 days, but in any case no later than February 28th.

Please note that if the project is deferred or rejected, it will be received as a new project upon resubmission. If other projects are submitted by other groups in the interim, they will take priority over the deferred or rejected project and if the funds are exhausted the project will not receive funding.

4) Appeals

There are no appeals for the R&R fund.

Section VI: Reporting Requirements

Final Report

Part A: Narrative

Reports for single year projects are due within six months of the end of the project.

Please describe the activities completed while implementing the project, including:

- The outputs and activities planned for the project for which funding was received
- Describe the actual activities completed and outcomes achieved, noting any variances in progress or funding
- Describe any change that were made and the reason for those changes
- Include a report on indicators that compares planned and actual achievements
- Describe any public engagement work undertaken

Part B: Financial

1. Prepare a financial statement that includes
 - a) The original budget of income and expenses that was submitted with the proposal
 - b) The actual income and expenses for the period covered by the report
 - c) The variance between these numbers.
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, however it is expected that receipts will be available if requested.

Section VII: Monitoring and Evaluation

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.

Relief and Rehabilitation efforts often face unanticipated roadblocks and challenges due to the volatile nature of the situations being addressed. If your project requires changes to your original program or budget plan in order to be effective, please send in the details so that MCIC can work with you on continued funding and program advice.

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 judgments regarding the effectiveness of the project.

Each application 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.