



Manitoba Council for International Cooperation

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

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Section I: Introduction

This guide has been designed to help your organization prepare a Theme 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.
- 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 Theme Fund

Overview

The Theme Fund is a portion of the **Manitoba Government Matching Grant Program (MGMGP)**. The Government of Manitoba has generously supported international development through the MGMGP since 1975.

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 Theme fund is available to MCIC members only.

The goal of this fund is bring a thematic approach to the MGMGP, as well as to increase accessibility of funding to all MCIC members. This fund combines a base figure of \$25,000 with funds unexpended in our other categories (Development, Relief and Rehabilitation, and Community Solidarity) at the end of our fiscal year. A new theme is determined every two

years. MCIC members will normally be notified late in the calendar year of the amount of the fund.

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 from 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.

Theme Fund Criteria and Guidelines

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

- Overall impression and relevance of the project to the current theme (5 points)
- Overall viability and sustainability (5 points)
- Degree of innovation (5 points)
- Projected impact (quality and quantity) within the community (5 points)
- Inclusion of a strong public engagement component in Manitoba (3 points)
- Member agency's contribution (1 point)
- Member has other groups supporting the project (1 point)

MCIC Guidelines to remember if you are considering making an application to the Theme Fund:

- **Applicant groups must use this Theme Fund Application Guide.** All areas must be addressed.
- The process of approval for all project applications is by peer review, by MCIC's Overseas Project Committee and ultimately by MCIC's Board of Directors.
- The annual deadline for applications is, without exception, on January 31. The project start date must be no later than March 31 of the same year.

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

Theme for 2010 – 2012 – Capacity Building with our Southern Partners

MCIC's Theme Fund for the fiscal years 2010-11 and 2011-12 will focus on "Capacity Building with our Southern Partners". This is an opportunity for MCIC Member Agencies to work with their overseas partner organizations and communities to develop their expertise and to increase their capability in delivering their projects and programs, or in managing, documenting and reporting their efforts. Capacity building can include areas such as program or financial management, gender sensitivity, environmental impact and capital expenditures.

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 be providing 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 faced 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. may be debilitating, however we do see it as part of another category of development challenge.

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 Theme Fund:

- Applicants must be members in good standing.
- Projects must be consistent with MCIC’s development philosophy, as outlined in our Guiding Principles.
- All Theme Funds must be expended overseas and cannot fund Canadian based projects or components. However, any funds your agency chooses to contribute 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 be applied to a project fiscal year beginning between April 1, 2011 and March 31, 2012.

- Levies must be paid when funding is 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

The annual deadline for the Theme Fund is January 31 of each fiscal year. The project must start no later than March 31 of the same year.

When your project submission is received by MCIC you will be contacted within 5 business days to confirm receipt and will be assigned a project number. Please use that number in any correspondence with us related to the project.

Matching Funds

Groups applying for the Theme Fund are not required to provide matching funds. However, we encourage applicant groups to show their commitment and sustainability by making a financial contribution to the project. This may also strengthen the proposal.

Two Year Projects

MCIC funds the Theme Fund projects on a year to year basis. Because of how the Theme Fund is calculated, we cannot anticipate from year to year how large the fund will be. However, in the first year of the theme, a two year project can be submitted and it may strengthen the application because it demonstrates a commitment to sustainability. Applications for the continuation of a previous year's project will be considered on the same basis as new projects. **First year funding does not guarantee continued funding into Year 2.**

Applications for a second year project must follow the same application process as a single year project.

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.

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.
- 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) **Project assessment process:**
 - a) Each proposal is reviewed by all committee members
 - b) Projects are reviewed using an evaluation matrix with a point system (please see the Overview section for details on the point system).
 - c) After discussion of all proposals, recommendations are made regarding the funding of the submissions. Please note that the committee may award less than requested depending on the availability of funds.
 - d) This decision is sent to the Board for final approval.
- 4) **Types of Decisions** – Theme Fund proposals are ranked via the point matrix system. Based on available funding and questions that may arise about the individual projects, submissions may be:
 - 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) **Not Funded** – Not ranked high enough to receive available funds.

Section VI: Reporting Requirements

Final Report

Part A: Narrative

Reports 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 year 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 achieved 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.

If your project requires changes to your original program or budget plan in order to be effective, please contact MCIC so that we 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.