



*Manitoba Council for International Cooperation*

**Guide for Funding Applications  
to the  
Manitoba Government Matching Grant Program  
Community Solidarity Fund  
2009 - 2010**

**302 - 280 Smith St.  
Winnipeg, MB R3C 1K2**

**(204) 987-6420 (Phone)  
(204) 956-0031 (Fax)**

**mgmgp@mcic.ca  
[www.mcic.ca](http://www.mcic.ca)**

## Section I: Introduction

This guide has been designed to help your organization prepare a Community Solidarity Fund application to MCIC. If you have any questions or comments about the application, please contact the MCIC Program Coordinator at [program@mcic.ca](mailto:program@mcic.ca) or phone at 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](http://www.mcic.ca). Hard copies of the Guide are available by request from [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca).

Please note:

- **Project applications must be in 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, it will be assigned a project number. Please use that number in any correspondence with us related to the project.**

## Section II: The Community Solidarity Fund

The Community Solidarity Fund (CSF) is a portion of the Manitoba Government Matching Grants Program (MGMGP) which is designed to make small amounts of money - up to \$5,000 per project - available to **Manitoba not-for-profit community-based organizations involved in development projects overseas**. The fund is available to organizations who are affiliate or non-members of MCIC and provides another way to help Manitobans work together with partners around the world. The total CSF budget for 2009-10 is \$50,000.

Here are some MCIC Guidelines to remember if you are considering making an application to the CSF:

- We encourage groups to show their commitment and sustainability by contributing to the cost of any project.
- **Groups cannot apply to the CSF two years in a row.**
- **Applicant groups must use this Community Solidarity Fund Application Guide for 2009– 2010.** While applications can be brief (5 to 10 pages), all areas must be addressed.

- The process of approval for all project applications is by peer review, by MCIC’s Community Solidarity Fund Review Committee and ultimately by MCIC’s Board of Directors.
- A representative of the group making the application **must attend an orientation and training session** about the grant application and reporting process (please see dates listed below).

To see successful projects from previous years, go to [www.mcic.ca](http://www.mcic.ca) and click International Projects.

Funds for the CSF come from the Manitoba Government and its generous commitment toward overseas development.

### Important Dates for CSF 2009 - 2010

April 1, 2009	MCIC Fiscal Year begins
October 20, 2009 (1:00 – 3:00 pm)	CFS Information session
October 21, 2009 (7:00 – 9:00 pm)	CSF Information session
November 13, 2009	First CSF Fund deadline for 2009 -2010
January 6, 2010 (7:00 – 9:00 pm)	CSF Information session
January 7, 2010 (10:00 am – Noon)	CSF Information session
January 22, 2010	Second CSF deadline for 2009-2010

## 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 local 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, local 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 supports the consideration of the needs of people with disabilities as an important component of international development.

## **6. 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 application.

## **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, such as drip irrigation or micro hydro installations, that meet the needs and fit the cultures of Southern partners.

## **Section IV: Eligibility for Funding**

In order to be eligible for the CSF:

- Applicants to the CSF must be CRA registered charities or have special status under CRA to received funding

- Projects must be consistent with MCIC’s development philosophy, as outlined in our Guiding Principles
- All CSF funds must be expended overseas and cannot fund Canadian based projects or components
- CSF funds must be used within one year of receipt (including preparation and delivery of the final report)
- CSF funds are only available to charitable organizations, and not for individuals
- CSF funds may not be used to cover items such travel expenses, academic research, or pre-travel preparations (immunizations, passport fees, etc.)

### **Use of Sponsoring Organizations**

In the case of an organization that is not a CRA registered charity or doesn’t have special status under CRA to receive funding, the organization may partner with a sponsor charitable organization. Certain requirements must be met for MCIC to accept a proposal using a sponsoring organization:

- The applicant organization and the partnering organization must have a formalized commitment to the project
- The governing board of the sponsoring organization must pass a motion agreeing to support the project and fulfill any necessary CRA obligations
- The applicant organization must include a letter from the sponsoring organization with their application indicating their formal support of the project

### **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 amount must come from the organization’s own fundraising and not from the specific project funds. For the CSF, this levy must be received before funds are presented to the applicant.

### **Submission Deadlines**

There are two deadlines for the CSF in the 2009 – 2010 year: **November 13, 2009** and **January 22, 2010**.

**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**

Groups applying for the CSF 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.

## Section V: Reporting Requirements

### Final Report

This is the report submitted by the organization after the completion of a project funded through the CSF. The report describes the progress of the project over the entire funding period and includes changes in program and budget from application to completion and reasons for those variances. This report must be received within 3 months of the completion of the project.

### Part A: Narrative

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

### Part B: Financial

1. Prepare a financial statement that includes
  - a) The originally budgeted income and expenses
  - 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 VI: Selection Process

1. **Preliminary assessment** – Upon receipt of the 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. MCIC staff will be available to the applicant for consultation on the necessary changes.
2. **Decision making levels** – All projects are reviewed by the Community Solidarity Fund Review Committee, which is composed of MCIC staff, Board Members and staff from organizations who have previously received CSF funding. 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 Conditions or Recommendations** – Applicants must work with MCIC to provide additional information or adjust the application before final approval is granted
- c. **Not Approved** – MCIC often receives many applications for the CSF, and often we cannot fund all of them or other issues may stand in the way of funding. If the applicant wants to re-apply for the next intake, we encourage them to first consult with MCIC staff.

# CSF Application Form

## Part A: Covering Information and Financial Summary

<b>Organization Name:</b>	
Contact person: Address:  Telephone: Fax: Email:	If applicable, Sponsoring Organization*: Contact person: Address:  Telephone: Fax: Email:
<b>Project Title:</b>	
Project Country:	Overseas partner:
Project's Primary Focus (eg: health, agriculture):	Project start and completion dates (DD/MM/YYYY):

\*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.

## Part B: Project Description

1. 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.
2. Identify the projects outcomes, activities and context:
  - a. What do you want to accomplish in this project (outcomes)?
  - b. How will you accomplish these objectives (activities)?
  - c. Describe the direct and indirect beneficiaries and how this project will benefit them.
  - d. List all of the local and overseas partners you will be working with. Provide some background information about each partner.
  - e. Describe the connections between your group, Manitobans in general and your partners overseas. How will funds from the CSF strengthen these connections?
  - f. Is your project sustainable into the future or does it address a one-time need?
  - g. In what ways would you consider your project to be innovative or urgent?

## Part C: Budget

- 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

### Expenses

Category	Item	Projected Cost
Staffing or Honouraria – includes any staffing cost, honouraria for program leaders or overseas personnel		
Program Delivery – includes supplies and equipment, local transport, etc.		
Operating – includes any local and Canadian administration, travel, etc.		
Other expenses – detail under <b>Item</b>		
<b>Total Expenses</b>		

### Revenue Sources

Contributor	Project or Realized Revenue
CSF	
Applicant's contribution	
Other funders/sources (add lines as necessary)	
<b>Total Revenue</b>	

## **Part D: Applying MCIC's Principles**

### **1. Accountability**

- a. Describe your strategy for being accountable to MCIC, your overseas partner and your own internal stakeholders.

### **2. Partnership and Local Control**

- a. Describe the role of your organization and your overseas partner in identifying, planning, implementing, and evaluating this project.
- b. To what extent does this project co-operate with similar development work going on in that country?

### **3. Popular Participation and Self Reliance**

- a. How will the overseas community participate in identifying, planning, implementing, and evaluating this project?

### **4. Respect for All Persons**

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

### **5. Sustainable Development and Environment**

- a. Describe how your organization and your overseas partner plan to apply sustainable development principles in their initiative.
- b. 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?
- c. Outline any negative effects to the environment that may occur as a result of this project. How will these effects be mitigated?

### **6. Addressing the Causes of Poverty Rather than the Symptoms**

- a. Describe how this project will seek to address the root causes of poverty.

### **7. 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

1. Monitoring
  - a. How will you and the overseas partner monitor the project?
  - b. Include specific indicators or criteria that will show whether or not the project is meeting its Outcomes.
  
2. Evaluation
  - a. Describe the roles of your organization and your overseas partner in the evaluation process.
  - b. How will the impact of the project be measured?
  - c. What will be done with the results of the evaluation?
  - d. Who will be responsible for completing and presenting the final evaluation?

## Part G: Application Final Check-list

Is your organization a registered charity or qualified donee?	<input type="checkbox"/>
Does your application address sections A – F 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"/>
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"/>