



***Manitoba Council for International Cooperation***

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

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## 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 MGMGP Coordinator at [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca) or phone us 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 to the organization by the project officer.
- **Project applications may not exceed 15 pages in length, including any supporting documentation.** If project applications are longer than 15 pages in length they will be returned to the 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 Community Solidarity Fund

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

The fund 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 estimated total CSF budget for 2011-12 is \$50,000 (confirmed mid-April when provincial budgets are released).

Here are some very important 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 2011-2012.** While applications can be brief (5 to 15 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).
- MCIC must receive a proof of receipt of the wire transfer overseas or other proof that the money was used overseas.
- MCIC can only fund organizations that are registered charities. Please see *Section IV: Eligibility for Funding* for more details.

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

### Important Dates for CSF 2011 - 2012

April 1, 2011	MCIC Fiscal Year begins
April 12, 2011 6:30-8:00 pm	CFS Information session
April 13, 2011 10:00 – 11:30 am	CSF Information session
Friday, May 27, 2011	First CSF Fund deadline for 2011 - 2012
October 12, 2011, 6:30 – 8:00 pm	CSF Information session
Oct. 13, 2011, 10:00 – 11:30 am	CSF Information session
Friday, November 25, 2011	Second CSF deadline for 2011 - 2012

Please note that the **start date** of all Community Solidarity Projects must be before March 31, 2012.

## 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 and 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 Canada Revenue Agency 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 exchange. 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 Global 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 CSF:

- Applicants to the CSF must be CRA registered charities or have special status under CRA to received funding
- CSF funds are only available to charitable organizations, and not for individuals
- 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 may not be used to cover items such travel expenses, academic research, or pre-travel preparations (immunizations, passport fees, etc.)
- CSF funds must be used within one year of receipt (including preparation and delivery of the final report)

### ***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:

1. The sponsor CANNOT be a current MCIC organization
2. The applicant organization and the partnering organization must have a formalized commitment to the project

3. The governing board of the sponsoring organization must pass a motion agreeing to support the project and fulfill any necessary CRA obligations
4. The applicant organization must include a letter from the sponsoring organization with their application indicating their formal support of the project

**Please be aware that in the case of sponsorship, a sponsoring organization becomes the primary applicant and would be unable to apply to the MCIC Community Solidarity Fund the current year or the next year.** We suggest that the sponsors and applications write and sign a memorandum of understanding so that each party understands its obligations to MCIC and the Canada Revenue Agency.

### ***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. It should not appear in the project budget that is submitted with an organization's application. For the CSF, this levy must be received before funds are presented to the applicant. As all of the money received from the Manitoba Government is used for development projects, this levy allows MCIC to cover its own costs related to administering our granting programs.

### ***Submission Deadlines***

There are two deadlines for the CSF in the 2011 - 2012 year: **Friday, May 27, 2011** and **Friday, November 25, 2011**.

**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: 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. Prior to the deadline, 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 receives many applications for the CSF and often cannot fund all of them. MCIC may also not grant an applicant to amount requested. 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 to determine why their application was not funded. Some reasons for projects not receiving approval include: there are more applications than funds available, the project does not meet MCIC criteria, or the application is not filled out correctly.

## Section VI: Reporting Requirements

### *Final Report*

MCIC expects you to submit your final report within three months after your CSF project ends. Your Final Report should describe what has been accomplished during the funded period. As well, we would like to hear about changes you have made from your original application, in both program and budget. Please tell us the reasons for those changes.

**Using the Template** (below) – MCIC would like to know what activities you carried out and what results were obtained from these activities. Please let us know how your project was different, in activities and results, from what you originally said that you would do (and what caused the project to change). Also, in your budget, let us know how you spent your money, and how that is different from original estimates, as well. What were the variances and what are the reasons for those variances.

## ***Final Report Templates***

	<b>As listed in proposal</b>	<b>As occurred</b>	<b>Variance (if any)</b>	<b>Reason</b>
<b>Activities</b>	Add lines as needed			
<b>End Results</b>				

	<b>As listed in proposal</b>	<b>Actual</b>	<b>Variance (if any)</b>	<b>Reason</b>
<b>Budget Lines</b>	Add lines as needed			

*It is not necessary to submit receipts with the report, however it is expected that receipts will be available if requested.*

### **Additional questions for final report**

1. In our Funding Guide, we describe MCIC’s guiding development principles. How does your project address these?
2. How will your partner Southern community or organization maintain the sustainability of your project into the future, when our funding is used up?

MCIC staff are available to answer questions you may have about the final reporting process.

## **Section VII: Monitoring and Evaluation**

### ***Monitoring***

MCIC defines monitoring as systematically observing, recording and analyzing your project activities in order to assess whether proper implementation is taking place and planned results are being achieved. Monitoring the project allows you to make changes when necessary to improve project activities and results.

MCIC favours participatory approaches to planning and implementation of projects so that all participants will have the opportunity to be involved in all stages of the process. To measure the results of the project, information on activities and achievements is collected and compared to indicators of success. You can determine an “indicator of success” by asking: What does this project need to do or accomplish in order to meet its goals?

If you find that your project requires or undergoes changes to your original project proposal or budget plan in order to be more effective, please share the details with MCIC so that we can offer advice on project management and continued funding.

## ***Evaluation***

The evaluation process should examine the level of success your project has achieved in relation to its stated goals and objectives. Evaluation uses the information collected during monitoring to make judgments on your project's effectiveness.

MCIC requires a Final Report that evaluates the work done during the project period. Your project proposal must address how you will undertake the evaluation process, and who will be responsible for it. Evaluation is a tool that helps you learn from your efforts and improve your programs for the future.