



Manitoba Council for International Cooperation

**Guide for Funding Applications
to the
Manitoba Government Matching Grant Program
Theme Fund
2016 - 2017**

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

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

**mgmgrp@mcic.ca
www.mcic.ca**

Table of Contents

Section I: Introduction	3
Section II: The Theme Fund.....	3
Overview	3
Theme Fund Evaluation and Guidelines	4
Theme for 2016–17 and 2017–18 Reducing Vulnerabilities and Creating Opportunities for Migrant Populations	6
Section III: Information on MCIC.....	6
MCIC’s Mission Statement.....	6
MCIC’s Guiding Principles and Sustainable Development Goals	6
Section IV: Eligibility for Funding	10
Levies.....	10
Submission Deadline.....	11
Matching Funds.....	11
Two Year Projects	11
Section V: Selection Process and Evaluation	11
Section VI: Reporting Requirements.....	12
Final Report.....	12
Section VII: Monitoring and Evaluation	13
Monitoring	13
Evaluation	13

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 and Word formats on 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 will be 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 address and improve chronic and structural problems in all areas of individual and community life. The Theme fund is available to MCIC member organizations 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 amount of \$50,000 with funds unexpended in our other categories (Development, Relief and Rehabilitation, and Community Solidarity). A new theme is determined every two years with the approval of

MCIC's Board of Directors. MCIC members will normally be notified late in the calendar year of the expected amount in 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. We also welcome member groups wanting to collaborate on a project.

This is a competitive process and all projects will be reviewed through a peer review process by the Overseas Project Committee (the OPC) at the same time. The points outlined in the matrix below allow you to see how each proposal will be assessed.

Theme Fund Evaluation Criteria and Guidelines

Theme Fund applications will be evaluated using a matrix of 40 points with the following 10 criteria:

1. Project Description (8 points): This assesses Part B (Sections I & II) of the Application Form. This criterion considers the following indicators to evaluate a project:

- A solid understanding of the country and community in which your organization will be working.
- A strong, established Southern Partner.
- Consideration of how to cooperate with other organizations and/or national/local government(s) working in the same community (if applicable).
- A solid description of strength and logic of the objectives, outcomes and activities.
- A clear understanding of how the Southern partner and the Southern community will participate in all levels of the project.

2. Increased Organizational Impact (3 points): This assesses a component of Part B (Section III) of the Application Form. A clear description of how the funding is going to make a significant difference in supporting the work of the applicant organization especially in terms of programming and achieving the long-term development goals of the organization.

3. Relevance to the Current Theme (5 points): This assesses Part B (Section IV) of the Application Form. Please ensure the project aligns with the current theme. If the project does not align with the theme, the committee will not consider the project for funding.

4. Sustainability into the future (3 points): This assesses Part B (Section V) of the Application Form. Please consider how the project will be sustainable, both in terms of continuing the proposed activities and of financially supporting the proposed program once MGMGP funding has ended. Also, consider how the program's success will positively affect the community's

financial and social viability into the future. Please note that environmental sustainability will be assessed based on the descriptions in the MCIC Principles section.

5. Innovation (3 points): This assesses Part B (Section VI) of the Application Form. Please describe how the project is innovative. Innovation has always been a key factor in the theme fund mandate.

6. Risk, Mitigation, and Viability (3 points): This assesses Part B (Section VII) of the Application Form. Please ensure your organization has assessed possible risks (risks could include financial, environmental, partner, security, etc.). Do the risks identified mean that the project is not viable? How will you address the risks?

7. Budget (2 points): This assesses the Budget, Part C of the Application Form. The budget must be correct, accurate and precisely done.

8. Member agency contribution (1 point): This criterion is also assessed through Part C, Budget. Is your organization contributing any funds to the project? This is not required, but strengthens the application.

9. Applying MCIC Principles (8 points – 2 points per section addressed): This assesses Part D of the Application Form. Please ensure each section listed below is well considered and addresses the regional context: (1) Respect and Promote Human Rights, (2) Embody Gender Equality and Equity while Promoting Women and Girls' Rights, (3) Promote Environmental Sustainability, and (4) Practice Transparency and Accountability.

10. Extent of Manitoba Public Engagement (4 points): This assesses Part E of the Application Form. Does your organization have a plan for how to engage your Manitoba constituents and the broader Manitoba public on the project or the issues addressed by the project?

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

- **Applicant groups must use this Theme Fund Application Guide and Form for the current year.** 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 on International Projects.

Theme for 2016–17 and 2017–18 Reducing Vulnerabilities and Creating Opportunities for Migrant Populations

Reducing Vulnerabilities and Creating Opportunities for Migrant Populations

MCIC’s Theme Fund for the fiscal years 2016-17 and 2017-18 will focus on “Reducing Vulnerabilities and Creating Opportunities for Migrant Populations”. Poverty, environmental degradation, and conflict have led to the largest movement in history of internal and external migrants. Rural populations are migrating to urban and peri-urban areas in their own countries or globally in the hope of finding employment and a better life. The MCIC Theme Fund offers a chance to pilot highly innovative development projects in the Global South with a strong gender component that reduce vulnerabilities and create opportunities for migrants. Therefore, the MCIC Member Agencies are encouraged to work with their overseas partner organizations and communities to work towards this theme and help reduce vulnerabilities and create opportunities for migrant populations in the global south.

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 and the Sustainable Development Goals

MCIC has adopted a set of guiding principles as a framework for approaching development work. These principles are based on the Istanbul Principles, which were developed and agreed to by Civil Society Organizations (CSOs) from all over the world. The three pillars of sustainable development (social, economic and environmental) are also an integral part of our

development practice. We believe none of these areas can work in isolation from one another and each must be considered and integrated into the work of active CSOs in the Global South.

MCIC believes that sustainable development implies positive change. We encourage our members and partners to move beyond a “charity model” of helping to meet only basic needs to a justice model that incorporates a rights-based approach, respectful partnership and long term sustainable solutions. MCIC seeks to support projects that follow these guiding principles and will not fund projects that do not seek to change causes and models of oppression. All members and partners must address MCIC’s guiding principles in any applications to the Manitoba Government Matching Grant Program (MGMGP).

Please note that the italicized portions below represent the wording of the Istanbul Principles, while the regular text is additional notes that distill and clarify MCIC’s own development philosophy.

MCIC’s Guiding Principles:

1. Respect and promote human rights and justice

CSOs are effective as development actors when they...develop and implement strategies, activities and practices that promote individual and collective human rights, including the right to development, with dignity, decent work, social justice and equity for all people.

MCIC works from a rights based approach that includes rights for all, with particular consideration of inclusion of persons with disabilities. MCIC, in relation to its support for the overseas project activities of its member agencies, understands that disability can lead to exclusion from social and economic opportunities. All proposals to the MGMGP must respond to the questions that address inclusion of people with disabilities.

2. Embody gender equality and equity while promoting women and girls’ rights

CSOs are effective as development actors when they...promote and practice development cooperation embodying gender equity, reflecting women’s concerns and experience, while supporting women’s efforts to realize their individual and collective rights, participating as fully empowered actors in the development process.

MCIC supports proposals that involve women as planners and managers, ensure they have access to education, training and resources, and ensure their participation in the democratic political process. MCIC will not support projects that perpetuate current models of gender oppression.

3. Focus on people’s empowerment, democratic ownership and participation

CSOs are effective as development actors when they...support the empowerment and inclusive participation of people to expand their democratic ownership over policies and

development initiatives that affect their lives, with an emphasis on the poor and marginalized.

We view popular participation in decision-making and planning in all communities as a cornerstone of development. Proposals must identify how and to what extent community members are involved in planning, implementation, evaluation and follow-up to proposed projects.

MCIC supports initiatives that strengthen the ability of policy makers, either in the Global South or in Canada, to improve social or economic conditions or further human rights.

4. Promote Environmental Sustainability

CSOs are effective as development actors when they...develop and implement priorities and approaches that promote environmental sustainability for present and future generations, including urgent responses to climate crisis, with specific attention to the socio-economic, cultural and indigenous conditions for ecological integrity and justice.

MCIC values the wise use of natural resources including the protection and management of the air, water and soil. MCIC also recognizes that environmental sustainability is not isolated from other development principles of social and economic sustainability, and that through environmental stewardship we can foster justice and equality, help to alleviate poverty and preserve cultural integrity.

5. Practice transparency and accountability

CSOs are effective as development actors when they... demonstrate a sustained organizational commitment to transparency, multiple accountability, and integrity in their internal operations.

We expect that our partners in Canada abide by ethical and legal rules, follow Canada Revenue Agency guidelines and provide proper monitoring and reporting information to all involved parties. MCIC also considers the same standards of accountability (being honest and truthful in our applications and reporting) throughout our own organization as we expect from our members and partners.

6. Pursue equitable partnerships and solidarity

CSOs are effective as development actors when they...commit to transparent relationships with CSOs and other development actors, freely and as equals, based on shared development goals and values, mutual respect, trust, organizational autonomy, long-term accompaniment, solidarity and global citizenship.

MCIC supports partnership between member organizations and southern CSOs, local governments (municipal/regional/national) and local/Southern private sector partners.

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.

7. Create and share knowledge and commit to mutual learning

CSOs are effective as development actors when they...enhance the ways they learn from their experience, from other CSOs and development actors, integrating evidence from development practice and results, including the knowledge and wisdom of local and indigenous communities, strengthening innovation and their vision for the future they would like to see.

MCIC is responsible for fostering communication and partnership amongst its members. We commit to sharing appropriate information in a transparent and helpful way in order to work within the community towards development effectiveness. We strive to create safe spaces for organizations to share their successes and challenges. We recognize development is a process that includes on-going learning and growing, often learning as much from our mistakes as from our successes.

MCIC members are encouraged to create and execute a plan that allows them to share the lessons learned from their overseas project work within their constituency. The work of public engagement leads to better understanding by our supporters of global concerns and global solutions. When we commit to sharing the knowledge and learning we gain from our overseas experience with Canadians we are all contributing to creating a more sustainable model of development.

8. Commit to realizing positive sustainable change

CSOs are effective as development actors when they...collaborate to realize sustainable outcomes and impacts of their development actions, focusing on results and conditions for lasting change for people, with special emphasis on poor and marginalized populations, ensuring an enduring legacy for present and future generations.

MCIC welcomes project applicants who are undertaking practical, positive action through programs that support sustainable development in the Global South. Within the area of economic improvement, we have traditionally supported projects which use a model of gaining self-reliance and financial sustainability through revenue generating activities such as micro-enterprise development, co-operative development, entrepreneurship and other forms of financial participation by the project community.

While MCIC understands that in the delivery of some projects CSOs must respond to immediate need, overall we favour a long-term approach to development which supports sustainable solutions that results in positive social, environmental and economic change in our world.

Sustainable Development Goals:

On 1 January 2016, the [17 Sustainable Development Goals \(SDGs\)](#) of the [2030 Agenda for Sustainable Development](#) — adopted by world leaders in September 2015 at an [historic UN Summit](#) — officially came into force. Over the next fifteen years, with these new Goals that universally apply to all, countries will mobilize efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

The SDGs build on the success of [the Millennium Development Goals \(MDGs\)](#) and aim to go further to end all forms of poverty. The new Goals are unique in that they call for action by all countries to promote prosperity while protecting the planet. They recognize that ending poverty must go hand-in-hand with strategies that build economic growth and addresses a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection.

MCIC would like to track how our MGMGP funding through our members' projects is working toward transforming our world and meeting the 2030 Agenda for Sustainable Development. This year we are asking you to check which of the Sustainable Development Goals your project is addressing.

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.
- Projects must begin prior to March 31, 2017.
- 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 should not appear in the project budget that is submitted with this application.

Submission Deadline

The 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

Theme Fund projects are funded 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. However, 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.

If you do apply for a second year of funding, we will require the final report from the first year before the second year application deadline.

MCIC's development philosophy is based on supporting 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 which projects should be funded and for how much. Please note that the committee may recommend that a project be approved at a different amount 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 following in your report:

- The activities **as outlined in your original proposal** for which funding was received
- Describe the **actual activities completed and outcomes achieved**, noting any variances in progress or funding
- Describe any changes that were made and the reason for those changes

- Include a report on indicators that compares planned and actual achievements
- Describe how this project addressed the root causes of poverty and how the benefits will be sustainable into the future
- Describe unanticipated results of the project (if any)
- Describe public engagement work undertaken in Manitoba

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 for the project
 - 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 submission 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 project 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.