Theme Fund Application Form

Submit only this form. Please do not submit the entire guide.

Please note that the application may not exceed 15 pages.

Part A: Covering Information and Financial Summary

Agency:	
Charitable number:	
National Office (if applicable): Address: Telephone: Fax: Email:	Name of contact person for this application: Address: Telephone: Fax: Email:

Project Title:	
Project Country:	Project's Primary Focus (eg: health, agriculture):
Overseas partner(s):	MCIC project start and completion dates for the year of funding you are applying for (not to exceed 12 months and start date must be in the current MCIC fiscal year – 04/01/2016 – 31/03/2017) (MM/DD/YYYY):
Please fill in this section only if you have **Global Affairs Canada (GAC) funding**: GAC RBM attached: ❏Yes ❏No ❏Not Applicable	Start and End dates of GAC funding (if applicable) (MM/DD/YYYY – MM/DD/YYYY):
Project summary: Provide a brief summary of the project (**no more than 50 words**). This description will be used by MCIC in its reports to the Government of Manitoba and to answer public requests for information.	
Amount requested from MGMGP: $_____	

Part B: Project Description
(8 points of 40, Sections I & II)

I.   Project Context

1. Describe the national, regional and local context of the project area.
2. Describe your organization's previous involvement in the project area (1 to 2 paragraphs).
3. Provide a brief introduction to the overseas partners you plan to work with on your project: their history, main focus areas and general capacity. Please note that a description of partners' role in the project implementation should *only* be included in Part C.
4. To what extent does this project cooperate with similar development work going on in the area of the country in which you are working?

II.   Project Overview

1. Provide a full description of the project you plan to undertake. This description must identify:
    - **The project's objectives**
    - **The planned outcomes:** Include specific indicators or criteria that will be measured either during or at the end of the project to show whether or not the project is meeting its outcomes. Including both quantitative and qualitative indicators is encouraged. Please indicate the timeframe of your monitoring plan.
    - **The project's activities**
    - **Beneficiaries:** Describe the direct and indirect beneficiaries of your planned project and how it will benefit them. Include gender segregated information on the number of beneficiaries where possible.

2. Describe the role of your Southern partner(s) in identifying, planning, implementing, monitoring and evaluating this project.
3. Describe how the Southern community participates in identifying, planning, implementing, monitoring and evaluating this project.

If you have created an RBM (including LM and PMF), please attach it as an appendix.

III.   Increased Organizational Impact
(3 points of 40)

Please describe what difference this funding is going to make to the work of your organization.

IV.   Relevance to the Current Theme

(5 points of 40)

Please describe how the project fits with the current theme.

V.   Sustainability in the Future

(3 points of 40)

1. Please detail how your project will be sustainable financially and programmatically into the future, and what steps will be taken to ensure this sustainability?

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

VI.   Innovation

(3 points of 40)

In what ways do you consider your project to be innovative?

VII.   Risk, Mitigation, and Viability

(3 points of 40)

What issues might arise that would put an aspect of your project at risk and how would you deal with that situation (risks could include financial, environment, partner, national, etc.)?

Part C: Budget

(2 points of 40)

Please provide a detailed budget for your project using the template provided (see separate excel MGMGP budgeting forms). Please use the Single Year project form. All budgets **must** meet the following criteria:

*   **Present your budget in Canadian Dollars.**
*   Please show your overall budget for the project, not just the portion supported by the MGMGP.
*   MGMGP funds can only be used to support the **overseas portion of the project.**
*   **The Total Expenses line and the Total Revenues line must balance.**

Narrative budget questions:

1. If MCIC is funding less than 10% of the project, please specify which aspects or components of the project the Theme Fund will be used for.

2. Please identify the non-cash contributions that will be made by the local communities.

The **Government of Canada** now requires charitable organizations to provide more detail about their political activities. To fulfill our own obligations under this requirement, we require our MGMGP applicants to share what amount of the project funding is related to political activities.

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A **political activity** is defined as any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

If you have questions about this requirement please contact MCIC staff or ask the person in your organization who completes the charitable tax returns (Registered Charity Information Return T3010).

3. Are any of the funds requested from the MGMGP for this project intended for political activities, as defined above?
4. If yes, then please enter the amount: $ _____

Part D: Applying MCIC's Principles
(8 points of 40)

MCIC's requirements for meeting its principles in respect to principles numbers 3, 6, 7 and 8 (each principle carries 2 points) are addressed in other sections of the application form. Please address the remaining MCIC principles through these questions.

1. **Respect and Promote Human Rights (2 points of 40)**
   a. Please highlight how this project will implement strategies, activities and practices that promote individual and collective human rights (please see MCIC principle 1 for more description of how we define these rights).
   b. How will people with disabilities be involved in identifying, planning, implementing, and evaluating this project? How will the program ensure equitable access to services for people with disabilities?

2. **Embody gender equality and equity while promoting women and girls' rights (2 points of 40)**
   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.

3. **Promote Environmental Sustainability (2 points of 40)**
    a. How will the planned activities promote positive change(s) to the natural and or built environment? Have these changes been discussed with and approved by the community concerned?
    b. Outline any negative effects to the environment that may occur as a result of this project. How will these effects be mitigated?
    c. To assess their contribution to the protection of local environments, some projects may be required to undertake an environmental impact assessment (EIA) by a funder other than MCIC. If an EIA has been undertaken for your project, please include the results with your application.

4. **Practice Transparency and Accountability (2 points of 40)**
    a. Have you signed a Memorandum of Understanding (MoU) with you overseas partners or communities? If yes, please briefly highlight some key components of your MoU.
    b. How do you demonstrate your mechanism for transparency and accountability to your local partners?
    c. How do you address potential concerns of the local beneficiaries? Or what mechanism do you have to follow up a project throughout its project cycle? How do you exercise these issues in this project?

Part E: Public Engagement
(4 points of 40)

Describe how you will promote public engagement (awareness and educational programming) with your own Manitoba constituency 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. Please provide examples of how you intend to carry out the public engagement activities during this project.

Part F: Sustainable Development Goals

Please check all of the Sustainable Development Goals (SDGs) your project will address:
- ☐ SDG 1 End poverty in all its forms everywhere
- ☐ SDG 2 End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- ☐ SDG 3 Ensure healthy lives and promote well-being for all at all ages
- ☐ SDG 4 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
- ☐ SDG 5 Achieve gender equality and empower all women and girls

- ☐ SDG 6 Ensure availability and sustainable management of water and sanitation for all
- ☐ SDG 7 Ensure access to affordable, reliable, sustainable and modern energy for all
- ☐ SDG 8 Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- ☐ SDG 9 Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
- ☐ SDG 10 Reduce inequality within and among countries
- ☐ SDG 11 Make cities and human settlements inclusive, safe, resilient and sustainable
- ☐ SDG 12 Ensure sustainable consumption and production patterns
- ☐ SDG 13 Take urgent action to combat climate change and its impacts
- ☐ SDG 14 Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- ☐ SDG 15 Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- ☐ SDG 16 Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- ☐ SDG 17 Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

Part G: Application Final Check-list

Question	Applicant	MCIC
Are you using the Application Form 2016-17?	☐	☐
Are you a member of MCIC in good standing?	☐	☐
Does your application address sections A – F clearly?	☐	☐
Is the application saved as a Word or PDF document?	☐	☐
Is the project fiscal year start date between April 1, 2015 and March 31, 2016?	☐	☐
Does the project have DFATD funding OR is the project country on the approved DFATD list	☐	☐
If there is more than one funder, have you specified which aspects or components of the project the Theme Fund will be used for?	☐	☐
Are all MCIC funds budgeted for overseas project work?	☐	☐

In your budget does your total revenue equal your total expenses?	❑	❑
Is your budget in Canadian dollars?	❑	❑
Did you identify whether any of the MGMGP funding will be used for political activities?	❑	❑
Have you provided specific indicators for measuring project success?	❑	❑
Do you agree to provide MCIC with a 10% levy if your project is approved?	❑	❑
Have you filled in and attached the excel budget template?	❑	❑