

## Development Fund Application Form – Single Year or 1<sup>st</sup> Year Projects

Please read through the Funding Guide and Application Form prior to completing it. It will save your time and frustration in the long run.

**Please note that the application may not exceed 15 pages.**

### ***Part A: Covering Information and Financial Summary***

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of your agency:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                  |
| Charitable registration number of your agency:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                  |
| National Office (if applicable):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Name of contact person for this application:                                                                                                                                                                                                                     |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Address:                                                                                                                                                                                                                                                         |
| Telephone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Telephone:                                                                                                                                                                                                                                                       |
| Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Email:                                                                                                                                                                                                                                                           |
| Your 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 (start date must be in the current MCIC fiscal year – April 1, 2017 – March 31, 2018), and must not exceed 12 months.<br>Start date (DD/MM/YYYY):<br>End date (DD/MM/YYYY): |
| Please fill in this section only if you have <b>Global Affairs Canada funding</b> :<br><br>Global Affairs RBM attached:<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable                                                                                                                                                                                                                                                                                                                                                                         | Start and End dates of Global Affairs Canada funding (if applicable)<br>Start date (DD/MM/YYYY):<br>End date (DD/MM/YYYY):                                                                                                                                       |
| Please indicate what year of the <b>MCIC project cycle*</b> this project is in:<br><input type="checkbox"/> First year (single year project)<br><input type="checkbox"/> First year (2 year project)<br><input type="checkbox"/> First year (3 year project)<br>*Please note that the MCIC project cycle, as described on page 11 of the MGMGP guide, may differ from your internal project cycle or your Global Affairs Canada project cycle. If you are unsure of what year of the MCIC cycle you are applying for check your records or please contact MCIC's International Program Coordinator. |                                                                                                                                                                                                                                                                  |
| If this is an MCIC multi-year project, please show the planned start and end dates of the full project (DD/MM/YYYY):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                  |
| Project summary: Provide a brief summary of the project ( <b>no more than 50 words</b> ). This description will be used by MCIC in its reports to the Government of Manitoba and to answer public requests for information. Please include the number of beneficiaries or communities.                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                  |
| <b>Amount requested from MGMGP: \$ _____</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                  |

## ***Part B: 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 project implementation should *only* be included in Part C.
4. To what extent does this project connect with similar development work going on in that country?

## ***Part C: Project Description***

### **I. 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.
    - Include both quantitative and qualitative indicators.
    - Please indicate the timeframe of your monitoring plan.
    - Provide gender disaggregated information where possible and applicable: male, female, others, undefined.
  - The project's activities.
2. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring and evaluating this project.
  - Please provide main points (summary) of the memorandum of understanding (MOU) between yours and your partner organization in the Global South, if you have signed one.
3. Describe how the overseas community participates in identifying, planning, implementing, monitoring and evaluating this project.

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

### **II. Annual Work Plan**

Please complete this section if:

- You are applying to MCIC for multiyear funding OR,
- You are applying to MCIC for single year funding, but the project is part of a multiyear program

1. Please describe the anticipated outcomes for this project for the year in which funding is being requested in this application.
2. Please describe the activities for this project for the year of funding being requested in this application.

### **III. Beneficiaries**

1. Describe who are you targeting (direct beneficiaries) and who will also benefit (indirect beneficiaries) from your planned project. Please provide numbers including gender disaggregated information: male, female, others, undefined.
2. Describe how you recruit beneficiaries, what criteria you use to select them, and how the project will benefit them.

### **IV. Sustainability**

1. Please detail how your project will be sustainable financially and socially 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.

### **V. Innovation**

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

### **VI. Risk**

1. 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, political, etc.?)

### ***Part D: Budget***

Please provide a detailed budget for your project using the template provided (see separate excel MGMGP budget forms). Please use the Single Year project or Multiple Year Project forms accordingly. 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.
- Clearly identify which aspects of the project will be funded by the MGMGP (the Development Fund will be used for.)
- 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.**
- Matching funds must be cash contributions, in-kind contributions are not eligible.
- For applications for multi-year projects a three-year budget projection must be provided.

Narrative budget questions:

1. Please specify which aspects or components of the project the Development Fund will be used for.
2. Please identify any 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 E: Public Engagement***

Describe how you will promote public engagement within your constituency and the broader Manitoba community during and/or after the project. It is expected that your Public Engagement strategy will be more than inclusion of the project in a media release or newsletter. Examples of public engagement activities include learning sessions and presentations, sharing formally and informally with peers, engaging the media, etc. Please visit our [website](#) for details about public engagement activities for projects and also look at the Appendix 2 of the Guide for a tailored information on public engagement for MGMGP supported projects.

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

MCIC's requirements for meeting its principles in respect to Principles 3, 5, 6, 7 and 8 are addressed in other sections of the application form. Please address the remaining MCIC principles through these questions.

### **Principle 1: Respect and Promote Human Rights**

- 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?

### **Principle 2: Embody gender equality and equity while promoting women and girls' rights**

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

### **Principle 4: Promote Environmental Sustainability**

- 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.

## ***Part G: Sustainable Development Goals***

Please rank the following Sustainable Development Goals (SDGs) your project is going to address. In the following table, please rank 1 in the third column for the main or primary goal that your project will address and rank up to three more Goals your project is likely to address with 2, 3, and 4. You do not need to check off all the goals, only the top 4 goals that your project is going to significantly contribute to. Here is a link to the [SDGs targets and indicators](#).

| <b>SDG #</b> | <b>Goal Description</b>                                                                                                                                                                      | <b>Rank</b> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 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 H: Application Final Checklist***

| <b>Question</b>                                                                                                                                                                                                                                                                               | <b>Applicant</b>                                                          | <b>MCIC</b>                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------|
|                                                                                                                                                                                                                                                                                               | <b>Yes</b>                                                                | <b>Yes</b>                                               |
| Are you a member of MCIC in good standing?                                                                                                                                                                                                                                                    | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Does your application address sections A- G clearly?                                                                                                                                                                                                                                          | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Is your application 15 pages OR LESS?                                                                                                                                                                                                                                                         | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Is the application saved as a Word or PDF document?                                                                                                                                                                                                                                           | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Is the project start date between April 1 and March 31 of this fiscal year?                                                                                                                                                                                                                   | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Have you included your Charitable Registration Number on the form?                                                                                                                                                                                                                            | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Have you included your Project Title on the form?                                                                                                                                                                                                                                             | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Is the amount requested equal or less than the amount allocated to your agency in Appendix 1?                                                                                                                                                                                                 | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Is your agency contributing at least an equal amount of money as that being requested from the Development Fund?                                                                                                                                                                              | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Are all MGMGP funds targeted for overseas project work?                                                                                                                                                                                                                                       | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| In your budget does your total revenue equal your total expenses?                                                                                                                                                                                                                             | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Did you identify whether any of the MGMGP funding will be used for political activities?                                                                                                                                                                                                      | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Have you provided specific indicators for measuring project success?                                                                                                                                                                                                                          | <input type="checkbox"/>                                                  | <input type="checkbox"/>                                 |
| Does the project have Global Affairs Canada funding?                                                                                                                                                                                                                                          | <input type="checkbox"/> <b>Yes</b><br><input type="checkbox"/> <b>NO</b> | <input type="checkbox"/>                                 |
| If yes, is the amount of funds being requested per project \$30,000 or less AND is the project in an ODA eligible country on OECD DAC list?<br><br>OR<br>Have you discussed your situation with the MCIC International Program Coordinator? (As referred to on page 10 of the funding guide.) | <input type="checkbox"/><br><br><input type="checkbox"/>                  | <input type="checkbox"/><br><br><input type="checkbox"/> |