



Development Fund Application Form – 2nd and 3rd 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 10 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):	Global Affairs Canada RBM attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Project start date (DD/MM/YYYY): End date (DD/MM/YYYY):	Date of Global Affairs Canada funding approval, if applicable (DD/MM/YYYY):
Please indicate what year of the MCIC project cycle* this project is in: <input type="checkbox"/> Second year of a 2 year project <input type="checkbox"/> Second year of a 3 year project <input type="checkbox"/> Third year of a 3 year project *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, please contact MCIC's International Program Coordinator.	
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 Manitoba Government and to answer public requests for information. Please include the number of beneficiaries or communities.	
Amount requested from MGMGP: \$ _____	

Part B: 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.
 - Including both quantitative and qualitative indicators is encouraged.
 - Please indicate the timeframe of your monitoring plan.
 - Provide gender disaggregated information where possible: 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 LM and PMF), please attach it as an appendix.

II. Annual Workplan

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. Progress Report

Please describe the activities completed in **your previous year**, including:

- The outputs and activities planned for the year 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

- Provide gender disaggregated information where possible: male, female, others, undefined.
- Describe any public engagement work undertaken. 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 C: Budget

Please provide a detailed budget for your project using the template provided (see separate excel MGMGP budgeting forms). Please use the Multiple 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.
- 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.
- Please provide a full three-year budget, showing actuals and projections as is appropriate.

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.

Part D: 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](#).

SDG #	Goal Description	Rank
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 E: Application Final Checklist

Question	Applicant	MCIC
	Yes	Yes
Are you a member of MCIC in good standing?	<input type="checkbox"/>	<input type="checkbox"/>
Does your application address sections A-D clearly?	<input type="checkbox"/>	<input type="checkbox"/>
Is your application 10 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"/>
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"/> Yes <input type="checkbox"/> No	<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? OR	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed your situation with the MCIC Program Coordinator? (As referred to on page 10 of the funding guide.)	<input type="checkbox"/>	<input type="checkbox"/>