

Relief and Rehabilitation 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

Name of the Agency:	
Charity number:	
National Office (if applicable):	Name of contact person for this application:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
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 and completion dates (DD/MM/YYYY):	Date of Global Affairs funding approval if applicable (DD/MM/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 Manitoba Government and to answer public requests for information.	
Amount requested from MGMGP: \$_____	

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. Clearly explain how the project will address either relief or rehabilitation needs.
4. 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.
5. To what extent is this project coordinated with similar relief work going on in that country?

Part C: Project Description

I. Project Overview

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
2. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring and evaluating this project.
 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.

We understand that this level of detail may be difficult to provide in a relief situation and that the needs of the affected community may change as the project progresses. It is still necessary to provide us with a project overview. If you find the situation changes over the course of the project, please contact us and let us know of these changes.

II. Beneficiaries

Describe the direct and indirect beneficiaries (including number and type of beneficiaries) of your planned project and how it will benefit them.

III. Sustainability

1. Please provide detail on whether your project in any way will reduce vulnerability and the way it contributes to reduce risk of repetition of the disaster in future.
2. Describe how this project will seek to address the root causes of poverty.

IV. Risks

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 D: Budget

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 Relief and Rehabilitation Fund will be used for.
2. Please identify the non-cash contributions that will be made by the local communities.

The **Government of Canada** requires charitable organizations to provide more detailed information 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).

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

Part E: Applying MCIC's Principles

MCIC's requirements for meeting its principles in respect to principles numbers 3, 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

- 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.

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.

Principle 5: Practice transparency and Accountability

- a. Have you signed a Memorandum of Understanding (MOU) with your overseas partners or communities?
- b. If yes, can you please provide a brief description of the main points of MOU?

Part F: Public Engagement

Describe how you will promote public engagement with your own community 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. Examples of public engagement activities include learning sessions and presentations, sharing formally and informally with peers, engaging the media, etc.

Part G: Application Final Check-list

Question	Applicant	MCIC
Are you a member of MCIC in good standing?	<input type="checkbox"/>	<input type="checkbox"/>
Does your application address sections A – F clearly?	<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 fiscal year start date between April 1, 2017 and March 31, 2018?	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed and made sure with the MCIC Projects Officer the amounts of R&R Fund available?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project have Global Affairs Canada funding OR is the project country on the approved Global Affairs list	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one funder, have you specified which aspects or components of the project the R & R Fund will be used for?	<input type="checkbox"/>	<input type="checkbox"/>
Are all MCIC funds budgeted 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"/>
Is your budget in Canadian dollars?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided specific indicators for measuring project success?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree to provide MCIC with a 10% levy if your project is approved?	<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 filled in and attached the excel budget template?	<input type="checkbox"/>	<input type="checkbox"/>