

# Community Solidarity Fund (CSF) Application Form

Please note that the application may not exceed 15 pages (including application and the budget forms).

## *Part A: Covering Information*

<b>Name of Applicant Organization:</b>	
<b>Canada Revenue Agency Registered Charity Number:</b>	
Contact person of Applicant Organization:	If applicable, name of Sponsoring Organization*:
Address:	Contact person of Sponsoring Organization:
Telephone:	Address:
Email:	Telephone:
	Email:
Project Title:	
Country where project will take place:	Overseas Partner:
Project's Primary Focus (eg: health, agriculture):	Project start date: (DD/MM/YYYY): completion date: (DD/MM/YYYY):
Have you received CSF grant before? Yes ___ No ___	If yes, which year(s)? _____
Project summary: Provide a brief summary of the project ( <b>no more than 50 words</b> ). <i>This description will be used by MCIC in its reports to the Government of Manitoba and to answer public requests for information.</i>	
Amount requested from MCIC/MGMGP: \$ _____	

\*A sponsoring organization may be used when the applicant organization does not have charitable status. Please see requirements in the guide for use of sponsoring organizations.

**How did you hear about the Community Solidarity Fund?**

**Have you attended a Community Solidarity Fund Orientation session?** Yes \_\_\_ No \_\_\_

File number:

Project title:

Project country:

## **Part B: Project Context**

*(This section addresses MCIC Principle #6)*

1. Describe the relevant national, regional and local context of the project area. What are the problems that you want to address through this project? (1-2 paragraphs)
2. Describe any previous involvement your organization has had in the project area (1-2 paragraphs, if applicable).
3. Provide a brief introduction to the overseas partner(s) you plan to work with on your project: their history, main focus areas and general capacity (1-2 paragraphs). Please note that a description of partners' role in project implementation should *only* be included in Part C.
4. Describe the connections between your group, Manitobans in general and your partner(s) overseas. How will funds from the CSF strengthen these connections?

## **Part C: Project Description**

*(This section addresses MCIC Principles #3 and #8)*

1. Identify the project's outcomes, activities and context:
  - a. What do you want to accomplish in this project (outputs/outcomes)? What are your main objectives? How will you accomplish these objectives (activities)?
  - b. What is the current situation of the problem you want to address (baseline information)? What indicators will you use to measure success of your project?
  - c. What is your plan to make sure that your project is on track to achieve the targeted outputs/outcomes (monitoring)?
  - d. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring and evaluating this project.
  - e. Describe how the overseas community participates in identifying, planning, implementing, monitoring and evaluating this project.
  - f. Describe the direct and indirect beneficiaries and how this project will benefit them.
  - g. Is your project sustainable into the future or does it address a one-time need? Describe how this project will seek to address the root causes of poverty.
  - h. If you have successfully received funding for a project in the past, how is it similar or different than the previous project?

You may use the following table as a guide to plan how you track your project outcomes against baseline information in the proposal. The table will help you align your project activities, indicators and outputs towards achieving the targeted outcomes. When you write the final report, you may consider reporting with information in the last column (Progress on Output) to

reflect on the final outcomes of your project. For specific template for preparing final report, please look at the Guide.

Targeted Results/outcomes	Project activities	How do you know the project is successful? Or how you will measure success? (indicators)	What is existing situation? (baseline data)	Progress on output (for final report)
Add lines as necessary				

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

MCIC's guiding 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**

- 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.

#### **Principle 5: Practice Transparency and Accountability**

- a. If you are not a charitable organization and applying through a sponsoring organization, please provide a signed Memorandum of Understanding (MOU) between your (applicant) organization and the sponsoring organization.
- b. It is good to provide an MOU between your organization and your overseas partner(s) or communities, but not mandatory.

**Part E: Public Engagement**

*(This section addresses MCIC Principle #7)*

Describe how you will share your work with other Manitobans during and/or after the project. 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 1 of the Guide for a tailored information on public engagement for MGMGP supported projects.

**Part F: Sustainable Development Goals**

*(This section addresses MCIC Principle #8)*

Please rank the following Sustainable Development Goals (SDGs) based on the way your project is going to address them. In the following table, please rank 1 in the third column for the main or primary Goal that your project addresses and you may rank up to three more Goals your project is likely to address with 2, 3, and 4.

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 G: Budget**

Please provide a detailed budget for your project using the template provided on our website (see separate excel MGMGP budget template). All budgets **must** meet the following criteria:

- Present your budget in Canadian Dollars
- Please show the whole budget for the project, not just the portion supported by the CSF
- CSF funds can only be used to support the **overseas portion of the project**
- Please add extra lines or categories where necessary
- **The Total Expenses line and the Total Revenues line must balance**

The **Government of Canada** now requires charitable organizations to provide detailed information about their political activities. To fulfill our own obligations under this requirement, we require our CSF 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 MCIC/MGMGP for this project intended for political activities, as defined above?
2. If yes, then please enter the amount: \$ \_\_\_\_\_

## ***Part H: Application Final Check-list***

Is your organization a registered charity or qualified one?	<input type="checkbox"/>
If your organization is not a registered charity, do you have a signed MOU or other formal documents with your sponsoring organization?	<input type="checkbox"/>
Have you used the Application Form 2017-18?	<input type="checkbox"/>
Does your application address sections A – G clearly?	<input type="checkbox"/>
Is the application saved as a Word document?	<input type="checkbox"/>
First time applicant: is the amount you requested equal to or less than \$6,000?	<input type="checkbox"/>
Returning applicant: is the amount you requested equal to or less than \$8,000?	<input type="checkbox"/>
Returning applicant: have you included a match in your budget, if that applies?	<input type="checkbox"/>
Are all funds budgeted for overseas project work?	<input type="checkbox"/>
In your budget, does your total revenue equal your total expenses?	<input type="checkbox"/>
Is your budget in Canadian dollars?	<input type="checkbox"/>
Did you identify whether any of the MCIC funding will be used for political activities?	<input type="checkbox"/>
Have you provided specific indicators for measuring project success?	<input type="checkbox"/>
Have you raised the necessary 10% levy of the MCIC grant?	<input type="checkbox"/>