



## 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***

Name of your agency:	
Charitable number:	
National Office (if applicable):	Name of contact person for this application:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
<b>Project Title:</b>	
Project Country:	Project's Primary Focus (e.g.: 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 – 04/01/2019 – 31/03/2020) (MM/DD/YYYY):
Please fill in this section only if you have <b>Global Affairs Canada (GAC) funding:</b>	Start and End dates of GAC funding (if applicable) (MM/DD/YYYY – MM/DD/YYYY):
Global Affairs Canada RBM attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
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 and/or communities.	

<u><b>Number of direct beneficiaries planned for the current (one) year only</b></u> Female: Male: Non-conforming gender (if any/not mandatory question): Total:	<u><b>Demography of planned direct beneficiaries for the current (one) year only</b></u> Number of girls, under age 18 (if any): Number of boys, under age 18 (if any): Number of people with a disability (if any): Number others, describe _____:
<u><b>Total number of indirect beneficiaries</b></u> Female: Male:	
<b>Amount requested from MGMGP: \$ _____</b>	

**Part B: Project Description**

(8 points of 40, Sections I & II)

**I. Project Context**

1. Describe the relevant national, regional and local context of the project area (1-2 paragraphs).
2. Describe your organization’s previous involvement in the project area (1-2 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 (1-2 paragraphs). 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 (1-2 paragraphs)?

**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 targets and 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 were possible and applicable: male, female, others, undefined.
  - The project’s activities
  - Beneficiaries:

- Describe who you are targeting (direct beneficiaries) and who will also benefit (indirect beneficiaries) from your planned project.
  - Describe how you recruit beneficiaries, what criteria you use to select them, and how the project will benefit them.
  - Include gender disaggregated information on the number of beneficiaries where possible.
  - The project's work plan or schedule of activities.
2. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring and evaluation of this project.
    - If you have a signed memorandum of understanding (MOU) between you and your partner organization in the Global South then provide a brief summary of it here.
  3. Describe how the local community (or the project beneficiaries) participates in identifying, planning, implementing, monitoring and evaluation of 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 how this funding is going to make a significant difference in supporting the work of your organization especially in terms of programming and achieving the long-term development goals of the organization.

### **IV. Relevance to the Current Theme**

*(5 points of 40)*

1. Please describe how the project fits with the current theme (please see the Theme description in the Funding Guide).

### **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)*

1. In what ways do you consider your project to be innovative? Or how do you know whether this project is innovative?

## **VII. Risk, Mitigation, and Viability**

*(3 points of 40)*

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, 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** 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: Public Engagement**

*(4 points of 40)*

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 1 of the Guide for information on public engagement for MGMGP supported projects..

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

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.

#### **Principle 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?

#### **Principle 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.

**Principle 4: 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.

**Principle 5: 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 ensure you have outlined the main points of MoU in the Project Overview section above.
- 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 F: 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	

Once you select the top four SDGs most relevant to your project, please do following for the top 1 ranked Goal:

1. Select the most relevant target (or targets) from the [list of SDG Targets and Indicators](#). Note that mostly these targets and corresponding indicators are at the macro level, which appear to match for larger country level government projects. You need to downscale and make an appropriately sized project targets (and indicators) that contribute to achieve the corresponding SDG.
2. Once you choose and adapt the target, look at the indicators that you have already developed in Part C Section I of this proposal, and select the most appropriate indicator for the corresponding target that you intend to meet in the project.
3. Please keep in mind that you do not have to develop additional targets and indicators to show your contribution to SDGs, but rather you need to find your project targets and indicators that are relevant for SDG reporting. Apart from the targets and indicators that are relevant to contribute towards achieving the SDGs, you may still have project targets and indicators that are not in line with the SDG ones.

The following table will provide you a guide:

<b>Rank 1 Goal</b>			
<i>The relevant SDG target(s)</i>	<i>Project target(s)</i>	<i>The relevant SDG indicator(s)</i>	<i>Project indicator(s)</i>

1.	1. 2.	1.	1. 2.
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### **Part G: Application Final Checklist**

<b>Question</b>	<b>Applicant</b>	<b>MCIC</b>
Are you using the Application Form 2019-20?	<input type="checkbox"/>	<input type="checkbox"/>
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, 2019 and March 31, 2020?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project have Global Affairs Canada (GAC) funding OR is the project country on the approved GAC 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 Theme 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"/>
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"/>
Do you agree to provide MCIC with a 10% levy if your project is approved?	<input type="checkbox"/>	<input type="checkbox"/>
Have you filled in and attached the excel budget template?	<input type="checkbox"/>	<input type="checkbox"/>