



Manitoba Council for International Cooperation

**Guide for Funding Applications
to the
Manitoba Government Matching Grant Program
Development Fund
2011 - 2012**

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Section I: Introduction

This guide has been designed to help your organization prepare a Development Fund application to MCIC. If you have any questions or comments about the application, please contact the MCIC Project Officer at mgmgp@mcic.ca or phone at 204-987-6420.

Electronic copies of the Funding Guide can be e-mailed to organizations, and the Guide will also be available in pdf format at MCIC's web site at www.mcic.ca. Hard copies of the Guide are available by request from mgmgp@mcic.ca.

Please note:

- **Project applications must be in the format described in this guide and must address all areas/questions.** Applications that are not in the prescribed format or which do not respond to all questions will be returned.
- **Project applications may not exceed 15 pages in length.** If project applications are longer than 15 pages in length they will be returned to the member organization by the project officer.
- Groups are encouraged to submit their applications through email in a PDF or Word format.
- **When your project submission is received by MCIC you will be contacted within 5 business days to confirm receipt and assigned a project number. Please use that number in any correspondence with us related to the project.**

Section II: The Development Fund

The Development Fund is a portion of the **Manitoba Government Matching Grant Program (MGMGP)**. The Government of Manitoba has generously supported international development through this fund since 1975.

MCIC defines development as a long term process promoting community involvement in designing strategies to correct and improve chronic and structural problems in all areas of individual and community life. The majority of the MGMGP funds are disbursed in this category. The fund is available to MCIC members only. The total Development budget for the current year's allocations can be found in Appendix 1.

Here are MCIC Guidelines to remember if you are considering making an application to the Development Fund:

- Applicants must match MGMGP funds with your organization's funds on at least a **1:1** ratio. Please see the allocation table in Appendix 1. Agencies can request any amount less than or equal to the amount allocated to their organization.

- **Applicant groups must use this Development Fund Application Guide.** All areas must be addressed.
- The process of approval for all project applications is by peer review via MCIC's Overseas Project Committee and ultimately by MCIC's Board of Directors.
- **The annual deadline for applications in October 31.** The project start date must be within MCIC's current fiscal year (April 1 – March 31).

To see successful projects from previous years, go to www.mcic.ca and click International Projects.

Section III: Information on MCIC

MCIC's Mission Statement

Our vision: Manitobans - Working Together as Global Citizens

MCIC is a coalition of organizations involved in international development who are committed to:

- Respect, empowerment and self-determination for all peoples;
- Development that protects the world's environment; and
- Global understanding, co-operation and social justice.

MCIC's mission as a co-ordinating structure is to promote public awareness of international issues, to foster member interaction, and to administer funds for international development.

MCIC's Guiding Principles

All funding applications must respect MCIC's Guiding Principles:

1. Accountability

MCIC values accountability on all levels. Working in partnership with government, members, affiliates and local and global partners requires a high level of accountability. We expect that our partners in Canada are abiding by ethical and legal rules, following Canada Revenue Agency guidelines and providing proper monitoring and reporting information to all involved parties. Organizations should be providing accurate and complete financial information to MCIC. We apply these same standards to our own organization through accountability through our staffing model, proper reporting to our funding bodies, and through prudent and accurate financial management.

2. Partnership and Local Control

MCIC supports partnership between member organizations and southern non-governmental organizations (NGOs), local governments and private sector partners.

Partnership is a sharing of power, resources, information and experience, based on equitable arrangements of trust, accountability and exchange. MCIC expects partnerships that promote local control and self-reliance. In all cases, local organizations should have demonstrated links to their local partners and the social groups they represent.

3. Popular Participation and Self Reliance

MCIC supports popular participation as a cornerstone of sustainable development. All funding applications should clearly identify the degree of participation by the community in the proposed activities. Moreover, MCIC supports initiatives that strengthen the ability of NGOs to engage policy makers, either in the Global South or Canada, in democratization and popular participation.

MCIC is supportive of initiatives which address the issues of self reliance and financial sustainability through revenue generating activities such as micro-enterprise development, co-operative development, entrepreneurship development and other forms of financial participation by the project community.

4. Respect for All Persons - Gender

MCIC supports programs which address women's relative position in society in response to both their practical (or immediate) needs and their strategic (or long-term) interests. Practical needs usually relate to unsatisfactory living conditions and lack of resources. Strategic interests include full consultation, involvement as planners and managers, education and training, long-term access to resources and participation in democratic political processes.

5. Respect for All Persons - Persons with Disabilities

MCIC, in relation to its support for the overseas project activities of its member agencies, understands that disability relates to both physical and mental challenges. This may be blindness, loss of limb or intellectual challenges face by people in an organization or community involved in a development assistance project. MCIC understands disease and the effect of ill health, such as malaria, HIV/AIDS, etc. to belong to another category of development challenge that our member agencies may be working to eradicate.

MCIC encourages its project applicants to see people with disabilities as more than beneficiaries of any project that is delivered, and encourages its member agencies and project applicants to include people with disabilities in their project work as equal partners from the planning through the delivery to the evaluation stages of these projects.

6. Sustainable Development and the Environment

Sustainable development meets the needs of people today without compromising future generations. It aims to protect and enhance the total environment (physical,

biological and human). This involves a focus on the wise use of natural resources and includes the protection and management of the air, water and soil that supports these resources. It also fosters justice and equity, alleviating poverty and preserving cultural integrity.

Environmental sustainability integrates the conservation of ecological systems and enhanced social well-being with the need to improve economic opportunities and living standards.

To match human and environmental needs, Southern and Canadian NGOs need to work together, drawing upon traditional knowledge as well as new technologies.

7. Addressing the Causes of Poverty Rather Than the Symptoms

MCIC supports projects that go beyond treating the symptoms of poverty and seek solutions to the root causes. MCIC welcomes project applicants who are undertaking practical, positive action through programs that create sustainable wealth, health, education and other improvements to daily life in the Global South.

Addressing the root causes of poverty requires a fine balance between meeting the immediate needs of a community and exploring ways to support sustainable solutions that will result in long term positive change. MCIC encourages its members and partners to move beyond a "charity model" of providing basic needs to a justice model of partnership and sustainability that addresses the root causes of why the condition exists.

8. Appropriate Technology

While technology is often part of the solution in development work, MCIC supports small-scale or "appropriate" technology that meets the needs and fit the cultures of Southern partners. MCIC expects the operation and maintenance of technology introduced by MGMGP projects to be sustainable over the long-term by the users of the technology.

Section IV: Eligibility for Funding

In order to be eligible for the Development Fund:

- Applicants must be MCIC members in good standing.
- Projects must be consistent with MCIC's development philosophy, as outlined in our Guiding Principles.
- All MGMGP funds must be expended overseas and cannot fund Canadian based projects or components. However, matched funds contributed by your agency may be applied to Canadian expenses related to the project in question.

- If MCIC is funding less than 10% of the project, please specify which aspects or components of the project the Development Fund will be used for.
- Funding must begin to be applied to a project within the fiscal year you are applying (MCIC's fiscal year is April 1 – March 31).
- Levies must be paid on funding received (see next section for information on levies).

Projects applied for under the Development Fund must have CIDA approval unless they meet both of the following criteria:

- The project is being undertaken in a country on the list of CIDA approved countries (please see www.acdi-cida.gc.ca) , **AND**
- The amount of the funds being requested from the MGMGP for any one project does not exceed \$30,000. Members can apply for more than one project if their allocation is more than \$30,000.

Notification of CIDA approval (when applicable) should be included with the project proposal or should be received by December 31 of the application year. CIDA approval **does not** guarantee acceptance of a project by MCIC.

Levies

For every project funded by MCIC, the successful organization must submit a cheque to MCIC for an amount equivalent to 10% of the funds they receive. This is a non-refundable levy paid to MCIC upon receipt of MGMGP funds. This amount must come from the organization's own fundraising and not from the specific project funds. It should not appear in the project budget that is submitted with an organization's application.

Submission Deadline

The annual deadline for the Development Fund is **October 31** of each year. The project must start no later than March 31 of the application year.

When your project submission is received by MCIC, it will be assigned a project number. Please use that number in any correspondence with us related to the project.

Matching Funds

Applicants to the Development Fund must match MGMGP funds on at least a 1:1 ratio. Agencies can request any amount less than or equal to the amount allocated to their organizations (please see Appendix 1).

Multi Year Projects/Programs

MGMGP will accept project applications for projects that are up to three years in length, but still require an application **each year of the project**. In the first year of application, groups must

use the application for single year or 1st and single year projects. In subsequent years, groups must use the application for the 2nd and 3rd year projects.

Please note that:

- **Applying for a project two or three years in length does not guarantee the same level of funding for each year.**
- Members will still be required to submit their financial statements on an annual basis and will be subject to review for inclusion in the allocation process.
- The yearly allocation is **based on the organization's fundraising revenues relative to the other members AND on continued support from the Manitoba Government through the MGMGP.**
- The application should always focus on the activities and outcomes for the current year. Approval for funding for second and third year is also subject to assessment of the project's ongoing performance and planned outcomes and activities for the upcoming year.

For a project that continues into 4th year, the MCIC project cycle begins again and the Year 1 application must be completed. In addition, a Final Report covering the first 3 years is required.

Section V: Selection Process and Evaluation

- 1) **Preliminary assessment** – Upon receipt of an application, MCIC staff will review it to determine if it meets the basic eligibility requirements and if all sections of the application have been completed. Incomplete applications or applications not presented in the proper format will not be considered and will be returned to the applicant. Prior to the deadline, MCIC staff will be available to the applicant for consultation on the necessary changes.
- 2) **Decision making levels** – All projects are reviewed by MCIC's Overseas Project Committee, composed of agency peers. This committee will recommend projects for funding to the MCIC Board which makes all final funding decisions.
- 3) **Types of Decisions**
 - a) **Approved** – No further information required
 - b) **Approved with Recommendations** – The project is approved with suggestions for consideration by the member agency. In some cases, MCIC may request a six-month follow-up report when this type of approval is given.
 - c) **Conditionally Approved** – Additional information is required. If the agency responds adequately to the questions and/or concerns, the project is normally approved. MCIC's Project Officer will assess whether the response is satisfactory.
 - d) **Deferred** – Review of the project is deferred until specific information or a complete application has been received.

- e) **Rejected** – The proposal is not acceptable under MGMGP guidelines and principles and requires substantial reworking. Such applications may be re-submitted once. In the case of a rejected project. The agency may:
- i) Appeal the decision; or
 - ii) Re-apply with a new application within 30 days, but in any case no later than February 28th.

4) Appeals

Agencies may appeal a decision only once. Appeals must be received in writing within 30 days of receipt of notice of rejection or by **March 28, 2012**, whichever is earlier. All appeals will be reviewed by the Board of Directors whose decision is final.

Section VI: Reporting Requirements

Final Report

Part A: Narrative

Reports for single year projects and final year of multi-year projects are due within six months of the end of the project. Projects that are not submitted to MCIC for continued funding after a final report are considered completed for MCIC reporting purposes, even if the project is continuing with other funding.

Please describe the activities completed while implementing the project, 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 change that were made and the reason for those changes
- Include a report on indicators that compares planned and actual achievements
- Describe any public engagement work undertaken

Part B: Financial

1. Prepare a financial statement that includes
 - a) The original budget of income and expenses that was submitted with the proposal
 - b) The actual income and expenses for the period covered by the report
 - c) The variance between these numbers.
2. Provide explanatory notes for any unanticipated income and expenses and significant variances from the proposed budget.
3. It is not necessary to submit receipts with the report, however it is expected that receipts will be available if requested.

Interim Reporting

For projects entering the second or third year of a multi-year proposal, members are required to use the Development Fund Application Form – 2nd and 3rd Year Projects. Responding to the questions in this form fulfills the multi-year narrative reporting requirement.

A financial report as described above under **Final Report, Part B: Financial** is also required.

Section VII: Monitoring and Evaluation

Monitoring

MCIC defines monitoring as the systematic observation of activities to assess whether implementation occurs and results are being achieved as planned. Monitoring helps groups to produce and analyze information so that they can make necessary changes to their program.

MCIC promotes a participatory approach to planning and implementation that encourages all participants to be involved in all stages of the process, including monitoring. Information is collected during the regular monitoring process, according to selected indicators, and forms the basis for measuring results.

If your project requires changes to your original program or budget plan in order to be effective, please send in the details so that MCIC can work with you on continued funding and program advice.

Evaluation

Evaluation examines the success or lack of success of a project relative to its stated goals and objectives. It uses the information collected by the monitoring process to make value judgments regarding the effectiveness of the project.

Each application submitted to MCIC requires an evaluation component (internal or external) that the NGO partners are expected to plan and manage. Evaluation, like monitoring, is a management tool enabling groups to adjust their programs.

Appendix 1: 2011 – 2012 Agency Allocations

Member Agency	Allocation
Accountable Development Works	\$ 10,628
Canada World Youth	\$ 9,470
Canadian Crossroads International	\$ 2,125
Canadian Humanitarian	\$7,830
Canadian Lutheran World Relief	\$35,620
Canadian Multicultural Disability Centre Inc.	\$ 6,879
Canadian Physicians for Aid and Relief	\$12,277
CHF	\$ 7,631
Christian Reformed World Relief Committee	\$ 14,637
CODE	\$ 9,090
Co-operative Development Foundation	\$15,332
EMAS Canada	\$18,960
Emmanuel International Canada	\$ 11,917
Engineers Without Borders	\$7,096
HOPE International	\$ 11,129
International Child Care	\$ 8,817
IDE Canada	\$ 30,096
Marquis Project	\$ 7,463
MATCH International	\$ 6,442
Mennonite Central Committee	\$ 120,000
Mennonite Economic Development Associates	\$ 38,867
Nicaraguan Children's Fund	\$ 7,314

Member Agency	Allocation
Osu Children's Library Fund	\$ 8,268
People to People	\$ 2,643
PLAN Canada	\$ 120,000
Primate's World Relief & Development Fund	\$ 19,861
Save the Children Canada	\$ 23,107
SIM Canada	\$ 8,344
UNICEF	\$ 47,809
United Church of Canada	\$ 25,052
USC Canada	\$ 8,345
World Relief Canada	\$ 15,398
World University Services of Canada	\$ 16,743
World Vision Canada	\$ 120,000
YMCA-YWCA of Winnipeg	\$ 9,810
Development Fund Sub Total	\$ 825,000

MGMGP 2011-2012 Funds

Relief and Rehabilitation	\$ 100,000
Development Fund	\$ 825,000
Theme Fund Base	\$ 25,000
Community Solidarity Fund	\$ 50,000
Total	\$ 1,000,000

Explanation of Allocation Calculation:

Allocations are based on the amount of money agencies raise in Manitoba for their international development and relief work. Agencies whose fundraising amounts are under \$6,000 receive allocations equal to the amount they raised; agencies whose fundraising amounts are over \$6,000 are allocated a \$6,000 base, and an additional proportionate amount of the remaining funds. (The additional amount is based on a comparative calculation of each agency's fundraising compared to other agencies.) Allocations are limited to a \$120,000 maximum.