![MCIC - Manitoba Council for International Cooperation]

Development Fund Application Form – Single Year or 1st Year Projects

Please read through the Funding Guide and Application Form prior to completing it. It will save you time and frustration in the long run.

Please note that your application may not exceed 15 pages.

Part A: Covering Information and Financial Summary

Name of your agency:	
Charitable registration number of your agency:	
National Office (if applicable): Address: Telephone: Email:	Name of contact person for this application: Address: Telephone: Email:
Your Project Title:	
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 (start date must be in the current MCIC fiscal year – April 1, 2023 – March 31, 2024), and must not exceed 12 months. **Start date** (DD/ Month /YYYY): **End date** (DD/ Month /YYYY): *For example 23/July/2023*
Please fill in this section only if you have **Global Affairs Canada funding**: Global Affairs RBM attached: ☐ Yes ☐ No ☐ Not Applicable	Start and End dates of Global Affairs Canada funding (if applicable) Start date (DD/ Month /YYYY): End date (DD/ Month /YYYY): *For example 23/July/2023*
Please indicate what year of the **MCIC project cycle*** this project is in: ☐ First-year (single year project) ☐ First-year (2-year project) – For 2nd and 3rd Year projects, please use the application form for Multi-year ☐ First-year (3-year project) – For 2nd and 3rd Year projects, please use the application form for Multi-year *Please note that the MCIC project cycle, as described on page 13 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 check your records or please contact MCIC's International Program Coordinator.	
If this is an MCIC multi-year project, please show the planned start and end dates of the full project	

Start date (DD/ Month /YYYY): End date (DD/ Month /YYYY): *For example 23/July/2023*
Project Summary: Provide a summary of the project (**no more than 50 words**). 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 participants and/or communities.
Demography of planned direct participants for the current (one) year Number of Women:_____ Number of Men:_____ Number of Non-binary/non-conforming gender (if any/not mandatory question):_____ Number of girls, under age 18 (if any):_____ Number of boys, under age 18 (if any):_____ Number others, describe :_____ **Total of direct participants**: _____ Of those total participant how many are people with disabilities: _____
Total number of indirect participants for the current (one) year only Women/Girls:_____ Men/Boys:_____ Unspecified: _____
Amount requested from MGMGP[1]: $_____
Do you has a policy for protection from sexual exploitation and abuse (PSEA)? ☐ Yes   ☐ No Is your local partner aware of it? ☐ Yes   ☐ No
NEW: To which of the six FIAP[2] action areas does this project contribute? (Please select only one): ☐ Gender Equality and Empowerment ☐ Human Dignity ☐ Inclusive Growth ☐ Environment and Climate Action ☐ Inclusive Governance ☐ Peace and Security

Part B: Project Context

1. Describe the relevant national, regional and local context of the project area (1-2 paragraphs), including gender-based constraints or systemic inequalities existing in the context of the project
2. Describe your organization's previous involvement in the project area (1-2 paragraphs).

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[1] 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 program since 1975.
[2] https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/fiap_action_areas-paif_champs_action.aspx?lang=eng

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 the partners' role in project implementation should be included in Part C only.
4. To what extent does this project connect with similar development work going on in that country or region (1-2 paragraphs)?

Part C: 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 gender outcomes (if any), 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 desired outcomes.
     - Include both quantitative and qualitative.
     - Please indicate the timeframe of your monitoring plan.
     - Provide gender-disaggregated information where possible and applicable: men, women, non-binary, undefined.
   - The project's activities including gender equality activities (if any).
   - The project's work plan or schedule of activities.

2. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring, and evaluating this project.
   - If you have a signed memorandum of understanding (MOU) between you and your partner organization in the Global South then provide a summary of it here.
3. Describe how the local community (or the project participants) 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.

II. Annual Work Plan (For the current year)
Please complete this section if you are applying to MCIC for single-year funding, but the project is part of a larger program.
1. Provide the work plan for the MCIC funded portion only.
2. Describe the anticipated outcomes and number of target participants (with gender-disaggregated information) for this project for the year in which funding is being requested in this application.
3. Describe the activities and corresponding target participants along with the indicators to track the progress of the project for the year of funding being requested in this application.

III. Participants

1. Describe who are you targeting (direct participants) and who will also benefit (indirect participants) from your planned project. Please provide numbers including gender-disaggregated information: men/boys, women/girls, non-binary, undefined.
2. Describe how you recruit participants, what criteria you use to select them, and how the project will benefit them

IV. Sustainability

1. Please detail how your project will have financial and social conditions that ensure sustainability 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.

V. Innovation

MCIC is using Global Affairs Canada's definition of development innovation, which states that innovation is " a process, a mindset, and means to enable new or improved locally-driven solutions for better results and greater impact, which benefit and empower the poorest and most vulnerable, including women and girls."

Examples of innovation include business models, policy practices, approaches, partnerships, technologies, behavioral insights, financing mechanisms, or ways of delivering products and services.

1. In what ways do you consider your project to be innovative (as defined above)? Or describe whether the proposed project is a proven approach/model/method and you want to expand.
2. Applicants are encouraged to provide evidence of innovation or evidence-based results for your project`s innovation (if you have).

VI. Risks

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, environmental, partner, political, etc.?)

Part D: Public Engagement

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 the 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 see Appendix 2 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 3, 5, 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, participation, and contribution to services (activities) 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 on 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.

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 the 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 appears to match for larger country-level government projects. We need to downscale and make appropriately sized project targets (and indicators) that contribute to achieving the corresponding SDG.
2. Once you choose and adapt the target, look at the indicators that you have already developed in Part C, Section 1, 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:

Rank 1 Goal			
The relevant **SDG** target(s)	**Project** target(s)	The relevant **SDG** indicator(s)	**Project** indicator(s)

1.	1. 2.	1.	1. 2.

Part G: Gender Equality Marker

A Gender Equality Marker (GEM) is a scoring system that helps determine the extent to which project activities could contribute to advancing gender equality and/or the empowerment of women and girls. Please see the table below for the description of each Gender Equality Marker.

1. What is the GEM level that best describes your project? And why?

Gender Equality Marker (GEM)
Gender blind (GE 0): The project ignores gender norms, roles, and relations, differences in opportunities, and resource allocation for women and men. It does not include an explicit focus on gender equality, does not include specific activities designed to reduce gender-based inequalities, and has no gender equality outcomes. **Example:** *A project aiming at supporting local farmers' access to micro-credit to purchase agricultural inputs such as pesticides or fertilizers, which does not address gender biases in access to and control over productive inputs and/or include specific measures to target women farmers.*
Gender-sensitive (GE1): The project indicates gender inequalities awareness, although no remedial action is developed. It does not include an explicit focus on gender equality in the project results/outcomes. **Example:** *A vocational training project for which a gender analysis has been conducted, but where gender equality is not a deliberate objective and which does not include specific activities designed to reduce gender-based inequalities (e.g. in access to services, markets, risks, benefits, and opportunities).*
Gender-responsive (GE2): The project identifies and acknowledges the existing differences and inequalities between women and men **AND** articulates policies and actions which address the different needs, aspirations, capacities, and contributions of women and men. Gender equality is an important and deliberate objective, but not the principal reason for undertaking the project. The project, in addition to other objectives, is designed to have a positive impact on advancing gender equality and/or the empowerment of women and girls. **Example:** *A project focusing on decentralization and local governance processes aimed at building the capacity of local governments for improved planning and financial management, but which also defines specific objectives to strengthen women's participation in decision making at the municipal level and ensure gender-responsive services, for example through gender-budgeting initiatives.*
Gender transformative (GE3): The project is gender-sensitive **AND** seeks to address and positively transform the root causes of gender inequality for girls, boys, women, and men. It implements actions and initiatives that challenge existing discriminatory policies and/or practices and carries out changes for the betterment of the quality of life for all. Gender equality is the principal objective the project was designed specially to address gender inequalities and would not otherwise be undertaken. **Example:** *A project designed principally to prevent and/or respond to gender-based violence in conflict, for example in mobilizing men and boys to become advocates against gender-based violence in their community.*

Part H: Budget

Please provide a detailed budget for your project using the template provided (see separate excel MGMGP budget 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.
- Clearly identify which aspects of the project will be funded by the MGMGP (the Development Fund will be used for.)
- You can allocate up to 10% of your allocation for your local partners needs – it could be for administration costs for this project or for another need they may have.
- 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.
- For applications for multi-year projects, a three-year budget projection must be provided.
- <mark>NEW:</mark> Include a detailed breakdown of a budget line that encompasses salaries for multiple staff members.

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.

The **Government of Canada** now 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. **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 I: Application Final Checklist

Question	Applicant Yes	MCIC Yes
Are you a member of MCIC in good standing?	☐	☐
Does your application address sections A- H clearly?	☐	☐
Is your application 15 pages OR LESS?	☐	☐
Is the application saved as a Word or PDF document?	☐	☐
Is the project start date between April 1 and March 31 of this fiscal year?	☐	☐
Have you included your Charitable Registration Number on the form?	☐	☐
Have you included your Project Title on the form?	☐	☐
Is the amount requested equal or less than the amount allocated to your agency in Appendix 1 of the Funding Guide?	☐	☐
Is your agency contributing at least an equal amount of money as that being requested from the Development Fund?	☐	☐
Are all MGMGP funds targeted for overseas project work?	☐	☐
In your budget does your total revenue equal your total expenses?	☐	☐
Did you identify whether any of the MGMGP funding will be used for political activities?	☐	☐
Have you provided specific indicators for measuring project success?	☐	☐
Is the project in an ODA eligible country on the OECD DAC list?	☐	☐