

# 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>Address:</b>  <b>Website:</b>	
<b>Canada Revenue Agency Registered Charity Number:</b>	
Contact person of Applicant Organization:  Telephone:  Email:  Address (Please include if it is different from the above address):	If applicable, name of Sponsoring Organization*:  Contact person of Sponsoring Organization Name: Address:  Telephone:  Email:
Project Title:	
<b>If applicable, Name of Overseas Partner Organization:</b>  And (Website/Facebook Page, if available):	
Country where project will take place:	
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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, which year(s)? _____ And project(s) number(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>	

File number:

Project title:

Project country:

<p><b>Demography of planned direct participants for the current (one) year</b></p> <p>Number of Women: _____</p> <p>Number of Men: _____</p> <p>Number of Non-binary/non-conforming gender (if any/not mandatory question): _____</p> <p>Number of girls, under age 18 (if any): _____</p> <p>Number of boys, under age 18 (if any): _____</p> <p>Number others, describe : _____</p> <p>Total of direct participants: _____</p> <p>Of those total participant how many are people with disabilities: _____</p>
<p><b>Total number of indirect participants for the current (one) year only</b></p> <p>Women/Girls: _____</p> <p>Men/Boys: _____</p> <p>Unspecified: _____</p>
<p>Amount requested from MGMGP<sup>1</sup>: \$ _____</p>
<p>Do you have a policy for protection from sexual exploitation and abuse (PSEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is your local partner aware of it? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Which of the 6 FIAP action areas (Canada's Feminist International Assistance Policy) this project fit in?</b></p> <p><input type="checkbox"/> Gender equality and the empowerment of women and girls;</p> <p><input type="checkbox"/> Human dignity;</p> <p><input type="checkbox"/> Growth that works for everyone;</p> <p><input type="checkbox"/> Environment and climate action;</p> <p><input type="checkbox"/> Inclusive governance; and</p> <p><input type="checkbox"/> Peace and security.</p>

\*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?

<sup>1</sup> The Community Solidarity Fund (CSF) 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.

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

### ***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 the direct and indirect beneficiaries and how this project will benefit them.
  - f. 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.
  - g. 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 women, girls, men and boys be involved in identifying, planning, implementing, and evaluating this project?
- d. How will the program ensure equitable access to services for women, girls, men and boys? 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.

<b>SDG #</b>	<b>Goal Description</b>	<b>Rank</b>
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: 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 table below for the description of each GEM.

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

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<b>Gender Equality Marker</b>
<p><b>Gender blind (GE 0):</b> 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.</p> <p><b>Example:</b> <i>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.</i></p>
<p><b>Gender sensitive (GE1):</b> 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.</p> <p><b>Example:</b> <i>A railway 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) or empower women (e.g. through gender quotas in hiring for construction work, street lighting and walkways that make transport safer for women).</i></p>
<p><b>Gender responsive (GE2):</b> The project identifies and acknowledges the existing differences and inequalities between women and men <b>AND</b> 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</p>

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 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 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 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 I: Application Final Check-list**

#	Question	Applicant	MCIC
1.	Is your organization a registered charity or qualified one?	<input type="checkbox"/>	<input type="checkbox"/>
2.	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"/>	<input type="checkbox"/>
3.	Have you used the Application Form 2024-25?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does your application address sections A – G clearly?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the application saved as a PDF or Word format?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the project fiscal year start date between April 1, 2024 and March 31, 2025?	<input type="checkbox"/>	<input type="checkbox"/>
7.	First time applicant: is the amount you requested equal to or less than \$6,000?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Returning applicant: is the amount you requested equal to or less than \$8,000?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Returning applicant: have you included a match in your budget, if that applies?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are all funds budgeted for overseas project work?	<input type="checkbox"/>	<input type="checkbox"/>
11.	In your budget, does your total revenue equal your total expenses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Is your budget in Canadian dollars?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Did you identify whether any of the MCIC funding will be used for political activities?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Have you provided specific indicators for measuring project success?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Have you raised the necessary 10% levy of the MCIC grant?	<input type="checkbox"/>	<input type="checkbox"/>