



## Development Fund Application Form – 2<sup>nd</sup> and 3<sup>rd</sup> 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 the application may not exceed 16 pages.**

### ***Part A: Covering Information and Financial Summary***

Name of your agency:	
Charitable Registration Number of your agency:	
National Office (if applicable):	Name of contact person for this application:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Your Project Title:	
Project Country:	Project's Primary Focus (eg: health, agriculture):
Overseas partner(s):	Global Affairs Canada RBM attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
<b>Project start date</b> (DD/ Month /YYYY): <b>End date</b> (DD/ Month /YYYY): <i>For example 23/July/2024</i>	Date of Global Affairs Canada funding approval, if applicable (DD/ Month /YYYY): <i>For example 23/July/2024</i>
Please indicate what year of the <b>MCIC project cycle*</b> this project is in: <input type="checkbox"/> Second year of a 2-year project <input type="checkbox"/> Second year of a 3-year project <input type="checkbox"/> Third year of a 3-year project *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, please contact MCIC's International Program Coordinator.	
Project summary: Provide a summary of the project ( <b>no more than 50 words</b> ). This description will be used by MCIC in its reports to the Manitoba Government and to answer public requests for information. Please include the number of participants or communities.	

<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>NEW:</b> To which of the <a href="#">six FIAP<sup>2</sup> action areas</a> does this project contribute? (Please select only one):</p> <p><input type="checkbox"/> Gender Equality and Empowerment</p> <p><input type="checkbox"/> Human Dignity</p> <p><input type="checkbox"/> Inclusive Growth</p> <p><input type="checkbox"/> Environment and Climate Action</p> <p><input type="checkbox"/> Inclusive Governance</p> <p><input type="checkbox"/> Peace and Security</p>

## ***Part B: 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 outcomes.
    - Including both quantitative and qualitative indicators is encouraged.
    - Please indicate the timeframe of your monitoring plan.

<sup>1</sup> 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.

<sup>2</sup> [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/priorities-priorites/fiap\\_action\\_areas-paif\\_champs\\_action.aspx?lang=eng](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/fiap_action_areas-paif_champs_action.aspx?lang=eng)

- Provide gender-disaggregated information where possible: men, women, non-binary, undefined.
  - The project’s activities including gender equality activities (if any).
2. Describe the role of your overseas partner(s) in the planned implementation, monitoring, and evaluation of this project.
  3. Describe how the local community (or the project participants) participates in the ongoing planning, implementing, monitoring, and evaluation of this project.

If you have created an RBM (including LM and PMF), please attach it as an appendix.

## II. Progress Report

Please describe the activities completed in **your previous year**, 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 changes that were made and the reason for those changes
- Include a report on indicators that compares planned and actual achievements
- Provide gender-disaggregated information where possible: men, women, non-binary, undefined.
- Describe any public engagement work undertaken. Please see Appendix 2 of the Guide for tailored information on public engagement for MGMGP supported projects.

## III. Annual Work Plan (For the current year)

1. Please 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.
2. Please 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.

### ***Part C: 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 B, 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:

<i>SDG Target (from original Application)</i>	<i>Project Target</i>	<i>Indicator(s)</i>	<i>Progress Yr 1</i>	<i>Yr 2</i>
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
Other Project Targets				
	1.			

### **Part D: 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 GEM.

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

<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 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).</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 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.</p>

**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 E: Budget***

Please provide a detailed budget for your project using the template provided (see separate excel MGMGP budgeting forms). Please use the Multiple 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).
- **Administration costs**, you can allocate up to 10% of your allocation for your local partner's 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.
- Please provide a full three-year budget, showing actuals and projections as is appropriate.
- **NEW:** Please 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.

## ***Part F: Application Final Checklist***

<b>Question</b>	<b>Applicant Yes</b>	<b>MCIC Yes</b>
Are you a member of MCIC in good standing?	<input type="checkbox"/>	<input type="checkbox"/>
Does your application address sections A-E clearly?	<input type="checkbox"/>	<input type="checkbox"/>
Is your application 16 pages OR LESS?	<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 start date between April 1 and March 31 of this fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included your Charitable Registration Number on the form?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included your Project Title on the form?	<input type="checkbox"/>	<input type="checkbox"/>
Is the amount requested equal or less than the amount allocated to your agency in Appendix 1 of the Funding Guide?	<input type="checkbox"/>	<input type="checkbox"/>
Is your agency contributing at least an equal amount of money as that being requested from the Development Fund?	<input type="checkbox"/>	<input type="checkbox"/>
Are all MGMGP funds targeted 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"/>
Have you provided specific indicators for measuring project success?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project in an ODA eligible country on the OECD DAC list?	<input type="checkbox"/>	<input type="checkbox"/>