



Theme Fund 2025-2026

Concept Note Submission Form

Shifting Power to Local Communities (2024–2026 Theme Fund)

Instructions: This concept note form is designed to help you share your project idea for the Shifting Power to Local Communities initiative. Please provide clear and concise answers to each section below. Alternative submissions (video/audio) are welcome; however, this written form is mandatory.

1. Applicant Information

Name of MCIC Member Organization:
Name of Local Partner(s):
Primary Contact Name:
Primary Contact Email:
Primary Contact Phone Number:

2. Project Overview

Project Title:
Proposed Project Country and Region(s):
Proposed Start and End Dates (mm/dd/yyyy):
To which of the six FIAP ¹ action areas does this project contribute?
What is the Gender Equality Marker ² level that best describes your project?
Project's Primary Focus (eg: health, agriculture):
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: _____

¹ https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/fiap_action_areas-paif_champs_action.aspx?lang=eng

² 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 page 11 in the funding guide for more information



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Total number of indirect participants for the current (one) year only

Women/Girls: _____

Men/Boys: _____

Unspecified: _____

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.

3. Local Development Problem or Opportunity

Briefly describe the main problem or opportunity your project seeks to address. Why is this issue important to the local community?

(Maximum 300 words)

4. Proposed Response

Describe your proposed solution and the main activities you will undertake to address the problem or opportunity.

(Maximum 400 words)

5. Community Partner(s) Involvement

Who are the local partners involved in this project? Provide a brief description of their role, capacity, and history of working with the local community.

(Maximum 300 words)

6. Community Engagement and Decision-Making

How will the local community be engaged in the project? How will decision-making power be shifted to the community or local partners?

(Maximum 250 words)

7. Anticipated Outcomes and Impact

What changes or improvements do you anticipate as a result of this project?

How will this project empower the local community or marginalized groups?

(Maximum 250 words)

8. Budget Overview

Provide a brief summary of how you plan to use the grant funding (up to \$20,000 CAD).

(Attach a detailed budget breakdown if available)



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(Maximum 200 words)

9. Monitoring and Evaluation (Optional)

How will you and your local partner(s) measure the success of the project? What will success look like for the community?

(Maximum 200 words)

10. Additional Information (Optional)

Use this space to share any other information you feel is important for the review committee to know about your project.

(Maximum 200 words)

11. Sustainable Development Goals

Please rank the Sustainable Development Goals (SDGs) your project is going to address? The top 4 goals only.

(Maximum 100 words)

Attachments

Yes or No ☐ Detailed Budget Breakdown (if applicable)

Yes or No ☐ Supporting Documents (e.g., MOU, visuals, etc.)