



*Manitoba Council for International Cooperation*

**Guide for Funding Applications  
to the  
Manitoba Government Matching Grant Program  
Relief and Rehabilitation Fund  
2020 - 2021**

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## Table of Contents

Section I: Introduction .....	3
Section II: The Relief and Rehabilitation Fund .....	3
Section III: Information on MCIC.....	4
MCIC’s Mission Statement.....	4
MCIC’s Guiding Principles .....	4
Section IV: Eligibility for Funding .....	8
Levies.....	8
Submission Deadline.....	8
Matching Funds.....	9
Multi-Year Projects/Programs .....	9
Section V: Selection Process and Evaluation .....	9
Section VI: Reporting Requirements.....	10
Final Report.....	10
Final Report Templates.....	10
Section VII: Monitoring and Evaluation .....	11
Monitoring .....	11
Evaluation .....	11
Appendix 1: Public Engagement: Impacting Manitobans on Development Issues .....	13

## Section I: Introduction

This guide has been designed to help your organization prepare a Relief and Rehabilitation Fund application to MCIC. If you have any questions or comments about the application, please contact the MCIC International Program Coordinator at [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca) or phone 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 website at [www.mcic.ca](http://www.mcic.ca). Hardcopies of the Guide are available by request from [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca).

Please note:

- **Project applications must follow 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 to you.
- **Project applications may not exceed 15 pages in length.** If project applications are longer than 15 pages in length they will be returned to you.
- You are encouraged to submit applications through email in a PDF or Word format to the the following email; [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca).
- **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 Relief and Rehabilitation Fund

The Relief and Rehabilitation (R&R) 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.

The R&R Fund responds to relief situations following natural or human-caused disasters in which basic life or health is threatened. This fund also responds to situations immediately following a disaster to aid in the rehabilitation of community capacities to restore provision of basic needs to levels existing prior to the disaster. The primary purpose of R&R Fund is to bridge the gap between the disaster and the continuation of long-term development. Currently \$120,000 of the MGMGP fund is set aside for the R&R budget (10% of the MGMGP fund). This fund is disbursed throughout the year until the fund runs out. Please note that in the past the Manitoba Government has responded to major natural disasters with additional relief funds. Please consult with MCIC to determine the current funding situation before you submit a proposal.

MCIC Guidelines to remember when considering making an application to the R&R Fund:

- *Relief* is defined as provision of basic life support systems (food, water, shelter, clothing and medical supplies) in the period of time immediately following the occurrence of a disaster when these systems have been disrupted and life or health are threatened.
- *Rehabilitation* is defined as the transition period after basic life support systems have been restored and when rehabilitation of damaged infrastructure to pre-disaster levels is undertaken.
- Eligible projects must be in response to a specific disaster.
- Projects where the primary objective is long-term development will not be considered for R&R funding.
- Projects may be submitted at any time during the year and any approved project will receive funding until the fund is exhausted.
- Applicants must match MGMGP funds on at least a 1:3, organization to MGMGP ratio. For example, if the application to the fund is for 15,000, the member agency must contribute \$5,000, for a total of \$20,000.
- **Member agencies must use the current Relief and Rehabilitation Fund Application Guide.** This means you must follow the guide and adopt the forms (both proposal and budget) of the year 2020-21.
- All sections in the Application Form must be addressed.
- R&R project requests to MCIC are usually in the range between \$10,000 and \$25,000.
- All projects submitted under R&R Fund are peer-reviewed by MCIC's R & R Project Review Committee (comprises representatives from member agencies) and ultimately by MCIC's Board of Directors.

To see successful projects from previous years, go to [www.mcic.ca](http://www.mcic.ca) and click International Projects.

## Section III: Information on MCIC

### *MCIC's Mission Statement*

Our vision: A Just World

Our mission: MCIC supports, connects and amplifies the work of our members and partners. We directly engage and collaborate with Manitobans for global sustainability.

### *MCIC's Guiding Principles*

MCIC has adopted a set of guiding principles as a framework for approaching development work. These principles are based on the Istanbul Principles, which were developed and agreed to by Civil Society Organizations (CSOs) from all over the world. The three pillars of sustainable development (social, economic and environmental) are also an integral part of our

development practice. We believe none of these areas can work in isolation from one another and each must be considered and integrated into the work of active CSOs in the Global South.

MCIC believes that sustainable development implies positive change. We encourage our members and partners to move beyond a “charity model” of helping to meet only basic needs to a justice model that incorporates a rights-based approach, respectful partnership and long term sustainable solutions. MCIC seeks to support projects that follow these guiding principles and will not fund projects that do not seek to change causes and models of oppression. All members and partners must address MCIC’s guiding principles in any applications to the Manitoba Government Matching Grant Program (MGMGP).

Please note that the italicized portions below represent the wording of the Istanbul Principles, while the regular text is additional notes that distill and clarify MCIC’s own development philosophy.

### **MCIC’s Guiding Principles:**

#### **1. Respect and promote human rights and justice**

*CSOs are effective as development actors when they...develop and implement strategies, activities and practices that promote individual and collective human rights, including the right to development, with dignity, decent work, social justice and equity for all people.*

MCIC works from a rights based approach that includes rights for all, with particular consideration of inclusion of persons with disabilities. MCIC, in relation to its support for the overseas project activities of its member agencies, understands that disability can lead to exclusion from social and economic opportunities. All proposals to the MGMGP must respond to the questions that address inclusion of people with disabilities.

#### **2. Embody gender equality and equity while promoting women and girls’ rights**

*CSOs are effective as development actors when they...promote and practice development cooperation embodying gender equity, reflecting women’s concerns and experience, while supporting women’s efforts to realize their individual and collective rights, participating as fully empowered actors in the development process.*

MCIC supports proposals that involve women as planners and managers, ensure they have access to education, training and resources, and ensure their participation in the democratic political process. MCIC will not support projects that perpetuate current

models of gender oppression.

**3. Focus on people's empowerment, democratic ownership and participation**

*CSOs are effective as development actors when they...support the empowerment and inclusive participation of people to expand their democratic ownership over policies and development initiatives that affect their lives, with an emphasis on the poor and marginalized.*

We view popular participation in decision-making and planning in all communities as a cornerstone of development. Proposals must identify how and to what extent community members are involved in planning, implementation, evaluation and follow-up to proposed projects.

MCIC supports initiatives that strengthen the ability of policy makers, either in the Global South or in Canada, to improve social or economic conditions or further human rights.

**4. Promote Environmental Sustainability**

*CSOs are effective as development actors when they...develop and implement priorities and approaches that promote environmental sustainability for present and future generations, including urgent responses to climate crisis, with specific attention to the socio-economic, cultural and indigenous conditions for ecological integrity and justice.*

MCIC values the wise use of natural resources including the protection and management of the air, water and soil. MCIC also recognizes that environmental sustainability is not isolated from other development principles of social and economic sustainability, and that through environmental stewardship we can foster justice and equality, help to alleviate poverty and preserve cultural integrity.

**5. Practice transparency and accountability**

*CSOs are effective as development actors when they... demonstrate a sustained organizational commitment to transparency, multiple accountability, and integrity in their internal operations.*

We expect that our partners in Canada abide by ethical and legal rules, follow Canada Revenue Agency guidelines and provide proper monitoring and reporting information to all involved parties. MCIC also considers the same standards of accountability (being honest and truthful in our applications and reporting) throughout our own organization as we expect from our members and partners.

## **6. Pursue equitable partnerships and solidarity**

*CSOs are effective as development actors when they...commit to transparent relationships with CSOs and other development actors, freely and as equals, based on shared development goals and values, mutual respect, trust, organizational autonomy, long-term accompaniment, solidarity and global citizenship.*

MCIC supports partnership between member organizations and southern CSOs, local governments (municipal/regional/national) and local/Southern private sector partners. MCIC expects partnerships that promote local control and self-reliance. In all cases, Canadian organizations should have demonstrated links to their local partners and the social groups they represent.

## **7. Create and share knowledge and commit to mutual learning**

*CSOs are effective as development actors when they...enhance the ways they learn from their experience, from other CSOs and development actors, integrating evidence from development practice and results, including the knowledge and wisdom of local and indigenous communities, strengthening innovation and their vision for the future they would like to see.*

MCIC is responsible for fostering communication and partnership amongst its members. We commit to sharing appropriate information in a transparent and helpful way in order to work within the community towards development effectiveness. We strive to create safe spaces for organizations to share their successes and challenges. We recognize development is a process that includes on-going learning and growing, often learning as much from our mistakes as from our successes.

MCIC members are encouraged to create and execute a plan that allows them to share the lessons learned from their overseas project work within their constituency. The work of public engagement leads to better understanding by our supporters of global concerns and global solutions. When we commit to sharing the knowledge and learning we gain from our overseas experience with Canadians we are all contributing to creating a more sustainable model of development.

## **8. Commit to realizing positive sustainable change**

*CSOs are effective as development actors when they...collaborate to realize sustainable outcomes and impacts of their development actions, focusing on results and conditions for lasting change for people, with special emphasis on poor and marginalized populations, ensuring an enduring legacy for present and future generations.*

MCIC welcomes project applicants who are undertaking practical, positive action through programs that support sustainable development in the Global South. Within the area of economic improvement, we have traditionally supported projects which use a model of gaining self-reliance and financial sustainability through revenue generating activities such as micro-enterprise development, co-operative development, entrepreneurship and other forms of financial participation by the project community.

While MCIC understands that in the delivery of some projects CSOs must respond to immediate need, overall we favour a long-term approach to development which supports sustainable solutions that results in positive social, environmental and economic change in our world.

## **Section IV: Eligibility for Funding**

In order to be eligible for the Relief and Rehabilitation Fund:

- Applicants must be the MCIC members in good standing.
- Projects must be consistent with MCIC's development philosophy, as outlined in our Guiding Principles.
- R&R budget must be expended overseas and cannot fund project activities in Canada. However, matched funds contributed by your agency may be applied to Canadian expenses related to the project in question.
- If there is more than one funder, agencies must specify which components or aspects of the project MCIC will be funding.
- 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).

### ***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 this application.

### ***Submission Deadline***

There is no specific deadline for Relief and Rehabilitation projects. Funds will be distributed starting at the beginning of MCIC's fiscal year (April 1) and MCIC will continue to review applications until the fund has been exhausted.

**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 Relief and Rehabilitation Fund must match MGMGP funds on at least a 1:3 ratio. For example, if the application to the fund is for \$15,000, the member agency must contribute at least \$5,000.

### ***Multi-Year Projects/Programs***

Because the R&R Fund addresses immediate needs, **multi-year funding proposals are not accepted**. To fund longer term projects, please consult with MCIC's International Program Coordinator about our Development Fund.

## **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. Unfortunately once R&R funds have been exhausted for the year, no further proposals will be funded.
- 2) **Decision making levels** – All projects are reviewed by MCIC's Relief and Rehabilitation Committee, composed of agency peers. This committee will recommend projects for funding to the MCIC Board who make 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 International Program Coordinator will assess whether the response is satisfactory.

- d) **Deferred** – Review of the project is deferred until specific information or a complete applications has been received.
- e) **Rejected** – The proposal is not acceptable under MGMGP guidelines and principles and requires substantial reworking.

Please note that if the project is deferred or rejected, it will be received as a new project upon resubmission. If other projects are submitted by other groups in the interim, they will take priority over the deferred or rejected project and if the funds are exhausted the project will not receive funding.

4) **Appeals**

There are no appeals for the R&R fund.

## Section VI: Reporting Requirements

### *Final Report*

Reports for single year projects are due within six months of the end of the project. **Using the final report template** (provided in a separate document, you can find the template at MCIC website click [here](#) ), please describe the activities completed while implementing the project, including project outcomes, indicators and explain if there are any variances both for narrative as well as financial reports.

### *Final Report Templates*

Narrative/technical Report: Please use the separate reporting template provided for actual reporting. This is just a sample.

Outputs	Indicators	Planned	Actual	Variance, if any, explanation
1				
2				
3				
N				

Financial report/Budget: Please use the separate Excel file provided for actual reporting. This is just a sample.

Budget category	Planned budget		Actual expenditure	Variance	
	Budget item	Budget amount (CA\$)	Expenditure amount (CA\$)	Variance amount (CA\$)	Reasons for variance

1					
2					
3					
N					

*It is not necessary to submit receipts with the report, however it is expected that receipts will be available if requested.*

MCIC staff are available to answer questions you may have about the final reporting process.

## **Section VII: Monitoring and Evaluation**

### ***Monitoring***

MCIC defines monitoring as the systematic observation of activities to assess whether implementation occurs and results are being obtained 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.

Relief and Rehabilitation efforts often face unanticipated roadblocks and challenges due to the volatile nature of the situations being addressed. 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 program relative to the 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.

MCIC encourages you to monitor and evaluate the progress of your project using the template below to help meet reporting requirements:

<b>Targeted Results/outcomes</b>	<b>Activities as listed in proposal</b>	<b>Indicators</b>	<b>Baseline data</b>	<b>Progress on Output/ achievements</b>
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<b>Add lines as necessary</b>				
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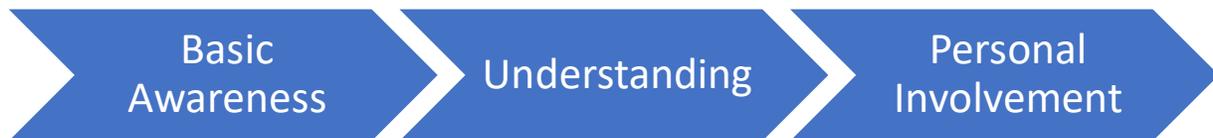
The following table provides a guide on how to report on public engagement activities carried out during the project period:

<b>Activity description:</b> What did you do? Where? Who was your audience?	How did this activity raise awareness, enable change or encourage action?	How many Manitobans participated?
		# Women # Men <u>#Other</u> <b>#Total</b>

# Appendix 1: Public Engagement: Impacting Manitobans on Development Issues

## What is public engagement?

**Public engagement** is the process of moving people through a continuum from basic awareness, to understanding, to personal involvement and informed action on a certain issue. This movement from awareness to action doesn't always follow a straight path – it's important to reach out to people wherever they are on the public engagement continuum. In this way, you are supporting the engagement process and increasing action on international development and global issues.



MCIC defines public engagement as the practice of inspiring, supporting, and challenging people and groups in dynamic cycles of learning, reflection, and action on global issues. It is a transformative process that works towards more equitable social, economic, environmental and political structures.

## What should public engagement activities do?

**Raise awareness** of international development and global issues.

**Enable change** through helping people understand that their actions matter and impact the world.

**Encourage action** by providing people with tools and resources to take action.



## What does MCIC expect for public engagement?

MCIC expects you to engage Manitobans through the work of your project or other outreach efforts.

Whether it's helping to increase awareness and understanding of the issues, showing people how their actions matter or encouraging them to take action, you play a big role!

## A few examples of public engagement activities

- Social media / online engagement via platforms such as Facebook, Twitter, Instagram, Snapchat, websites or blogs
- Newsletters (mail or digital), flyers, bulletin inserts, or emails
- Presentations with faith groups, community meetings, movie screenings, local clubs, theatre, meetings with your local MP/MLA or other elected officials
- Workshops, lunch & learns, coffee hours or information sessions
- Fundraiser events that include an awareness building component, such as auctions, dinners, socials, tournaments, raffles, bake sales or marathons
- Newspaper articles and stories about the project in local media
- In-person conversations or other direct outreach to your networks
- Activities or local events such as an Ethical Fashion Show, dessert nights, dinners or fall suppers

- Displays at a local community centre, business, faith group, shopping mall, festival or other public location

### Public engagement tips

**Provide a range of things** people can do to get involved (including one right at your event) i.e.: donate, write a letter, bring a friend to an event, share a newsletter or post, read a flyer, sign a petition, and so on.

**Count the number of people** who attend your event or separate out Manitoban numbers from your activities for reporting.

**Expand your audience!** Reach out in new ways and ask your constituents to share with their friends and family. Be sure to give them something easy to share – a video, story or post!

### Send MCIC public engagement information on your project

Tell us about your public engagement plans and activities in your **project proposals** and scheduled **reports** to the International Program Coordinator at [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca). Please include a description of your event, the number of Manitobans you reached and how it relates to your project. The chart below offers some guidelines:

Activity description: What did you do? Where? Who was your audience?	How did this activity raise awareness, enable change or encourage action?	How many Manitobans participated? # Women # Men # Other # Total

You can also share **success stories** from your project! Send stories and photos (with project name) to our Communication Specialist at [communications@mcic.ca](mailto:communications@mcic.ca). Your story might be featured on our website, annual report or social media! We can also help **publicize your event** to our followers through our e-newsletter or social media. Contact us today!

### Want to learn more about Public Engagement?

Check out some of the resources at [globalhive.ca](http://globalhive.ca).

#### Contact Info



Questions about public engagement? [pe@mcic.ca](mailto:pe@mcic.ca)

Questions about sharing stories, events or photos? [communications@mcic.ca](mailto:communications@mcic.ca)

Questions about projects, funding or reporting? [mgmgp@mcic.ca](mailto:mgmgp@mcic.ca)



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