



Manitoba Council for International Cooperation

## Relief and Rehabilitation Fund Application Form

Submit only this form. Please do not submit the entire guide.

Please note that the application may not exceed 15 pages.

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

Name of your agency:	
Charitable registration number of your agency:	
Name of contact person at national Office (if applicable):  Address:  Telephone: Fax: Email:	Name of contact person for this application:  Address: <i>(Please note: Approval letter and cheque will be mailed to this address)</i>  Telephone: Fax: Email:
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
Project start and completion dates (DD/MM/YYYY):	Date of Global Affairs funding approval if applicable (DD/MM/YYYY):
Project summary: Provide a brief 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.	

<b><u>Total number of direct beneficiaries for the current (one) year only</u></b>	
<b><u>Demography of planned direct beneficiaries for the current (one) year</u></b>	
Women:	Number of girls, under age 18 (if any):
Men:	Number of boys, under age 18 (if any):
Non-binary gender (if any/not mandatory question):	Number of people with a disability (if any):
	Number others, describe _____:
<b><u>Total number of indirect beneficiaries for the current (one) year only</u></b>	
Women:	
Men:	
Amount requested from MGMGP <sup>1</sup> : \$_____	

## ***Part B: Project Context***

1. Describe the relevant national, regional and local context of the project area (1-2 paragraphs).
2. Describe your organization's previous involvement in the project area (1-2 paragraphs).
3. Clearly explain how the project will address either relief or rehabilitation needs.
4. 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 partners' role in project implementation should *only* be included in Part C.
5. To what extent is this project coordinated with similar relief work going on in that country or region (1-2 paragraphs)?

## ***Part C: Project Description***

### **I. Project Overview**

Provide a full description of the project you plan to undertake. This description must identify:

- The project's objectives
- The planned outcomes - Include specific 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.
- The project's activities

---

<sup>1</sup> The Relief and Rehabilitation Fund (R & R) 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. Describe the role of your overseas partner(s) in identifying, planning, implementing, monitoring and evaluating this project.
3. Describe how the overseas community participates in identifying, planning, implementing, monitoring and evaluation of this project.

If you have created a Results-based management (RBM) (including Logic Model and Project Management Framework (PMF), please attach it as an appendix.

We understand that this level of detail may be difficult to provide in a relief situation and that the needs of the affected community may change as the project progresses. It is still necessary to provide us with a project overview. If you find the situation changes over the course of the project, please contact us and let us know of these changes.

## **II. Beneficiaries**

1. Describe who are you targeting (direct beneficiaries) and who will also benefit (indirect beneficiaries) from your planned project. Please provide numbers including gender disaggregated information: male, female, others, undefined.
2. Describe how you recruit beneficiaries, what criteria you use to select them, and how the project will benefit them.

## **III. Sustainability**

1. Please provide detail on whether your project in any way will reduce vulnerability and the way it contributes to reduce risk of repetition of the disaster in future.
2. Describe how this project will seek to address the root causes of poverty.

## **IV. 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, environment, partner, national, etc.)?

### ***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 refer to the Guide for Funding Applications and the table below for the description of each Gender Equality Marker. Please note that the projects that will be funded have to be GE 2 Gender responsive or GE 3 Gender transformative.

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

<b>Gender Equality Marker (GEM)</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 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> <p><b>Example:</b> <i>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.</i></p>
<p><b>Gender transformative (GE3):</b> The project is gender sensitive <b>AND</b> 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.</p> <p><b>Example:</b> <i>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.</i></p>

**Part E: Budget**

Please provide a detailed budget for your project using the template provided (see separate excel MGMGP budgeting 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.
- 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.**

Narrative budget questions:

1. If MCIC is funding less than 10% of the project, please specify which aspects or components of the project the Relief and Rehabilitation Fund will be used for.
2. Please identify the non-cash contributions that will be made by the local communities.

The **Government of Canada** requires charitable organizations to provide more detailed information 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. 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 MGMGP for this project intended for political activities, as defined above?
2. If yes, then please enter the amount: \$ \_\_\_\_\_

### ***Part F: Applying MCIC's Principles***

MCIC's requirements for meeting its principles in respect to 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**

- a. How will both women and men be involved in identifying, planning, implementing, and evaluating this project?

- b. How will the program ensure equitable access to services 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 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. Have you signed a Memorandum of Understanding (MOU) with your overseas partners or communities?
- b. If yes, can you please provide a brief description of the main points of MOU?

***Part G: 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 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 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 G: Application Final Check-list***

Question	Applicant	MCIC
Are you a member of MCIC in good standing?	<input type="checkbox"/>	<input type="checkbox"/>
Does your application address sections A – F clearly?	<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 fiscal year start date between April 1, 2021 and March 31, 2022?	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed and made sure with the MCIC International Program Coordinator the amounts of R&R Fund available?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project have Global Affairs Canada funding OR is the project country on the approved Global Affairs list	<input type="checkbox"/>	<input type="checkbox"/>

If there is more than one funder, have you specified which aspects or components of the project the R & R Fund will be used for?	<input type="checkbox"/>	<input type="checkbox"/>
Are all MCIC funds budgeted 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"/>
Is your budget in Canadian dollars?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided specific indicators for measuring project success?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree to provide MCIC with a 10% levy if your project is approved?	<input type="checkbox"/>	<input type="checkbox"/>
Did you identify whether any of the MGMGP funding will be used for political activities?	<input type="checkbox"/>	<input type="checkbox"/>
Have you filled in and attached the excel budget template?	<input type="checkbox"/>	<input type="checkbox"/>