



MANITOBA COMMUNITY SERVICES COUNCIL INC.

102-90 Garry Street Phone: (204) 940-4450
Winnipeg, Manitoba Fax: (204) 453-2692
R3C 4H1

www.mbcsc.ca

For Office Use Only

Date Received : _____

Application #:: _____

Applicant Information

Name of Organization: _____

Address: _____ City/Town: _____ Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Year Established: _____ Financial Year End: _____ Incorporated as Non Profit?: Yes or No

Charitable Number (if applicable): _____ No. of Volunteers: _____ No. of Staff: _____

Primary Contact Person: _____ Telephone: _____ Email: _____

Chairperson: _____ Telephone: _____ Email: _____

Alternate Contact: _____ Telephone: _____ Email: _____

Grant Request

Amount requested: _____ Please note that grants may be approved at a lesser amount than requested or approval may be given for only a specific part of a request.

Project Summary (brief description below is REQUIRED)

Three horizontal lines for project summary text.

This application MUST be signed by the Chairperson AND a 2nd member of the Executive acknowledging that information provided is accurate, complete and endorsed by the organization that you represent AND you agree to provide full accounting of any monies granted or monies earned at bingos.

Chairperson: _____ Signature: _____ Date: _____

Executive Member: _____ Signature: _____ Date: _____

Supporting Manitoba non-profit community service organizations with funding provided by the Province of Manitoba

Please note that MCSC is no longer considering requests for capital construction/renovations except those of an emergency critical repair. However we continue to consider requests for operating and program costs, vehicles, furniture and equipment.

Project Description

Please provide the following information:

1. Describe the project, including the purpose of the project and goals.
2. Describe the involvement of members of your community and other organizations in the development and implementation of the project.
3. Describe the need for the project, stating its significance to the community.
4. Provide a detailed project budget indicating costs by category and other funding sources approached for support and responses to date (include BOTH revenue and expense sides of project budget).
5. Include copies of at least two estimates for furniture and equipment or vehicle acquisitions.
6. Identify sources of financial support for the ongoing operating costs of the project.

Organization Information

Briefly provide the following information:

1. What is the purpose of the organization? Please provide background as well.
2. Describe how and to what extent volunteers are used in your organization.
3. What services are provided? (Include target population, geographic area and number of people served.)
4. What is the annual operating budget?
5. Who are the major operational funders?

Application Checklist (√) - The following items must be included in your application:

- Completed Application Form
- List of Board of Directors and Officers
- Organization Information (see details above)
- Project Description (see details above)
- Project Budget (see "Helpful Hints" section)
- Copies of at Least 2 Written Estimates (furniture, equipment, vehicles, etc)
- Income and Expense Budget for the Current Fiscal Year (see "Helpful Hints" section)
- Year End Board Approved Signed Financial Statements (see "Helpful Hints" section)
- Annual Report (if applicable)

APPLICATIONS CAN BE MAILED TO:

Manitoba Community Services Council, 102-90 Garry Street, Winnipeg, MB R3C 4H1

WE ALSO ACCEPT FAXED OR EMAILED APPLICATIONS!

Website - www.mbcsc.ca; Phone - (204) 940 4450; Fax - (204) 453 2692; Email - applications@mbcsc.ca

Manitoba Community Services Council has a privacy policy that protects personal information. Any personal information requested on this application will only be used to assist with the assessment of your grant application.

GRANT ALLOCATIONS

GRANTS

Manitoba Community Services Council awards funds to successful applicants in the form of cash grants. Council makes the decision on if they would like to support a project and the amount to fund. MCSC funds are not intended to substitute for existing sources of financial support. MCSC should not be considered as a permanent funding source. Grants may be approved at a lesser amount than requested or approval may be given for only a specific part of a request.

DEADLINE

MCSC accepts applications continuously throughout the year. Applications are reviewed in the order they are received. The Council generally meets monthly to review applications. There is normally a three to four month period between receipt of an application and Council's decision on funding. However, wait times may vary depending on the number of applications submitted

Note: MCSC will not accept more than one application from an organization within a 12 month period from grant approval.

CRITERIA

MCSC shall review applications for funding and determine the amounts to be allocated after considering the following:

- a) the organization applying must be a non-profit body which seeks funds for a purpose deemed by the Council to be a community service within the Province of Manitoba and serving more of the community than the self-interest of the Board of Directors of the organization;
- b) its management must be directed by a duly constituted board of volunteers which assumes accountability to the community and meets at least four times a year (the board shall serve without remuneration);
- c) the organization must be in existence for at least one year and its latest financial statements must be provided;
- d) it must have a plan of organization, develop an annual budget and operate on a sound financial basis. It must maintain an adequate system of records and reports and issue an annual financial report which is available to the general public;
- e) it must make effective use of volunteers where possible;
- f) if it employs staff, they must be qualified by training and/or experience;
- g) it must demonstrate that the organization is capable of carrying out the activity;

MCSC WILL CONSIDER REQUESTS FOR:

- a) Furniture
- b) Equipment
- c) Operating Costs
- d) Program Costs
- e) Vehicles
- f) Special Projects
- g) Emergency Capital only (PLEASE CONTACT US FOR MORE INFORMATION)

THE FOLLOWING WILL BE CONSIDERED WHEN EVALUATING REQUESTS:

- a) The community need for the funding requested and the reasonableness of the request.
- b) The ability of the organization to effectively use the funds for the benefit of the community.
- c) The cost of operating the organization.
- d) The availability of funding from the organization's own resources and other sources.
- e) The need of the organization in relation to the need of other organizations applying for funding.

GRANTS WILL NOT BE AVAILABLE FOR:

- a) Capital projects (renovations, improvements, building etc.) Only emergency projects MAY qualify
- b) research projects
- c) services which are primarily government mandated
- d) funding of medical research and medical equipment
- e) funding of art, multi-cultural, heritage, historical, sports, or formal education - these applications should be directed to the other umbrellas
- f) individual, religious or political purposes
- g) professional or paraprofessional activities of societies/associations
- h) organizations whose prime purpose is fundraising
- i) funding costs of fund-raising projects
- j) foundations, fraternal, service clubs or any organization for the purpose of accumulating funds for future, unspecified community service needs, or to provide funds to other groups or individuals. These organizations are encouraged to act as advocates/volunteers for other community service organizations.

ASSESSMENT PROCESS

MCSC will acknowledge the receipt of each grant application and will assign a reference number.

PLEASE QUOTE YOUR ASSIGNED REFERENCE NUMBER ON ALL FUTURE CORRESPONDENCE WITH MCSC.

Applications for funding are reviewed on the basis of written submissions only. All information supplied is treated as confidential. MCSC staff members are available for assistance with applications.

Funding decisions are made in formal MCSC meetings. MCSC members declare a conflict of interest if they have a direct association with an organization applying for funding.

MCSC is flexible in its granting policy in order to be able to respond to changing needs in the community.

Whether or not an organization receives a grant and the amount of such grant will be based on MCSC's judgment of the organization's need, the needs of other community organizations and MCSC's anticipated revenues.

All allocations will be made on a ONE-TIME only basis. Organizations may reapply, however, MCSC must be satisfied that the organization's need continues to exist and that it is of a higher priority for funding than the needs of other organizations.

MCSC funds are not intended to substitute for existing sources of financial support. MCSC should not be considered as a permanent funding source. Grants may be approved at a level lower than that requested or approval may be given for only a specific part of a request.

HOLDBACK

A holdback of 20% is instituted on all grant allocations of \$5,000 and greater. The holdback will be paid out when satisfactory reports and/or financial statements are provided to support the use of funds received. Organizations failing to make this interim report may forfeit their holdback.

REPORTING REQUIREMENTS

MCSC requires that organizations report on their grant within two years from grant approval. Organizations who fail to provide reporting could forfeit their holdback or future grants. Once total grant monies have been utilized, organizations must provide the following: a written narrative on the project and outcome, paid invoices/receipts, financial statements reflecting receipt and expenditures of MCSC grant, and pictures (digital preferred).

HELPFUL HINTS

PREPARING A PROJECT BUDGET

The Project Budget gives a picture of your overall project and what your group is trying to accomplish. The Project Budget should outline the total Expenses of the project and how the total Revenue for the project will be raised. The Revenue amounts probably will be projections of what you hope to raise from fundraising and grants, as your group may not have final amounts at the time you are submitting the application. Following is an example of a Project Budget - not all sources of revenue may be available but the following are given as examples:

This example is for the purchase of furnishings and equipment. Your group can use this example as a guide when preparing your Project Budget.

PROJECT BUDGET

<u>Revenue</u>		<u>Expenses</u>	
Group's fundraising	_____	List Items to be purchased	-
Donations (businesses, individuals, etc.)	-		_____
Donations/grants from local governments	-		_____
Other grants applied for (list these)	_____		_____
MB Community Services Council, MCSC	-		
Other sources of funds	_____		
Total	\$20,000	Total	\$ 20,000

SAMPLE ONLY

PREPARING A FINANCIAL STATEMENT

Please prepare your Financial Statement in the following format. A sample financial statement follows:

ORGANIZATION'S NAME

STATEMENT OF REVENUE AND EXPENSES FOR YEAR ENDED _

20

Opening balance, beginning of year

Revenue

Fundraising
Donations Grants
Membership Fees
Rentals
Total

Expenses

Rent
Utilities
Insurance
Postage and stationary
Telephone
Salaries and Benefits
Maintenance and repairs
Taxes
Equipment and furniture
Total

Closing balance, end of year

SAMPLE ONLY

ABC COMMUNITY HALL, INC.

STATEMENT OF REVENUE AND EXPENSES FOR YEAR ENDED

March 31, 20__

OPENING BALANCE beginning of year, April 1, 20_ 2,000

(this number should match the number that you had as your closing balance on your March 31, 20 financial statements)

Revenue

Fundraising – raffles, bake sales, etc.	5,000	Total of all fundraising
Donations – businesses, individuals, etc.	2,000	
Grants - Municipal government	5,000	
- MCSC (for tables, chairs)	2,500	
Membership Fees	1,500	
Rentals (rental fees for use of hall)	<u>7,000</u>	
Total	23,000	

Expenses

Fundraising – raffle expenses	3,000	
Utilities	1,500	
Insurance	500	
Postage and stationary	100	
Telephone	350	
Salaries and Benefits	7,000	
Maintenance and repairs	500	
Taxes	500	
Equipment and furniture	<u>2,500 (tables, chairs)</u>	
Total	15,950	
Revenue over expenses for year is	\$7,050	----- <u>7,050</u>

CLOSING BALANCE end of year, March 31, 20__ 9,050

Closing balance, end of year March 31, 20 is calculated as follows: \$2,000 opening balance + \$23,000 revenue = \$25,000 – \$15,950 expenses = \$9,050

SAMPLE ONLY

PREPARING AN ORGANIZATION BUDGET

Attached is a sample statement of revenue and expenses that can be used by groups in preparing a budget. We have identified revenue and expenses common to a variety of non-profit organizations. (Note-it is not all-inclusive).

When you are preparing a budget, you are trying to estimate (or guess) what your potential revenue and expenses will be. You say guess? Yes, but an informed guess.

Note that the letters beside the individual categories below are indicated on the statement of revenue and expenses.

So sharpen your pencil and let us begin.

(A) CASH RESOURCES

(1) Identify all cash resources (i.e. cash, term deposits, investments) available at the beginning of your year.

(B) REVENUE

(2) Identify your usual sources of monies or revenue (i.e. membership fees, interest revenue, etc.) Ask yourselves what will be different in the upcoming year. Will you increase membership fees? Do you expect fundraising monies to be less given tough economic times? Do you expect operating grants to be less?

(3) Identify any unusual sources of funding you may receive. Are the federal, provincial governments providing your group with salary grants?

(4) Total the Revenue. Fun so far?

(C) EXPENSES

(5) Examine your prior year's expenses? What will likely increase? OK, everything, but by how much? Items such as rent, utilities, property taxes, telephone will likely be a percentage over the prior year.

(6) Do you plan any major repairs of your facilities? Do you plan on purchasing any special equipment, i.e. computers, desks?

(7) Next item to examine are salaries. Will there be a cost of living increase to staff in the upcoming year? Or has funding been reduced and will a position have to be eliminated? Consider these factors and reflect them on the budget.

(8) Do you have any loans, mortgages? Then you should include the cost of servicing this debt (i.e. interest expenses). Note that we do distinguish between interest expense and loan repayments on the statement. Please indicate the amount of loans outstanding at the beginning of the year and at the end of the year.

(9) Total your Expenses.

(D) INCOME (LOSS) $(B - C = D)$ (see attached sample)

(10) The difference between your Revenue (B) and Expenses (C) will be your Income or (Loss) (D).

(E) CASH RESOURCES, END OF YEAR $(A + D = E)$ (see attached sample)

(11) Adding together your Cash Resources (A) at the beginning of your year, and your Income or (Loss) (D) from this year should equal the Cash Resources (E) at the end of your year.

SHORT SHOTS IN PREPARING YOUR BUDGET

(1) Involve your whole board in the budgeting process? It is an excellent planning tool. The budget should reflect the priorities of the organization.

(2) Have you considered GST on your organization's budget? Can your organization claim a GST rebate on your expenditures?

(3) Believe it or not we still run across organizations who do not have insurance on buildings or office equipment. Review this situation.

(4) If salaries are being paid - are the remittances (i.e. CPP, UIC, income tax) to the federal government being made? Your board can be held liable for any unpaid remittances.

(5) If you have any special projects, or special programs, you may want to develop a project budget specific to the special program separate from your regular ongoing budget.

STATEMENT OF REVENUE AND EXPENSES
FOR THE YEAR ENDED,

BUDGET

(A) CASH RESOURCES, beginning of the year -

REVENUE

- Donations _____
- Fundraising _____
- Grant _____
- Federal _____
- Municipal _____
- Provincial _____
- Other _____
- Interest _____
- Membership fees _____
- Registration fees _____
- Rental fees _____
- Other: _____

(B) TOTAL REVENUE

EXPENSES

- Advertising _____
- Buildings _____
- Equipment & furniture _____
- Interest & service charges _____
- Insurance _____
- Loans _____
- Maintenance & repairs _____
- Miscellaneous _____
- Office Expenses _____
- Postage & stationary _____
- Property taxes _____
- Rent _____
- Salaries & benefits _____
- Telephone _____
- Utilities _____
- Other: _____

(C) TOTAL EXPENSES

(D) INCOME OR (LOSS) FOR THE YEAR (B - C) -

(E) CASH RESOURCES, END OF YEAR (A + D) _____

SAMPLE

FREQUENTLY ASKED QUESTIONS

What types of projects do you fund?

MCSC accepts applications for equipment, furnishings, technology, vehicles/vans, program costs, and operating costs in extenuating circumstances. Please request our highlight sheet for examples or visit our website.

What are the intake dates for applications?

MCSC will accept applications continuously throughout the year. There is no application deadline.

What is your average grant?

MCSC's average grant is \$8,000 - \$10,000.

Who reviews the applications?

MCSC is made up of a group of volunteers representing all areas of the Province who review and make decisions on grant applications.

Can I email or fax my application?

Yes you may as long as the application form has all of the appropriate signatures completed on the form.

How long does it take to process applications?

Normally it takes 3 to 4 months for applications to be reviewed by Council. However, processing times may vary depending on the number of applications submitted to MCSC.

Can we meet with Council to present ourselves?

Due to the number of applications received, it is not possible for Council to schedule meetings with the applicants. MCSC staff members are available for assistance with applications, to meet with applicants if required, and to answer questions.

Is Manitoba Community Services Council a government department?

MCSC reports to and is funded by the Department of Indigenous and Municipal Relations and also receives funding from Manitoba Liquor and Lotteries. MCSC operates as an arm's-length organization that is governed by a volunteer board of directors.

Can we re-apply?

Yes. Organizations may re apply after 12 months of a previous grant approval AND all reporting requirements have been fulfilled. MCSC should not be considered a permanent funding source.

Do we need to report on our grant after the project is completed?

Yes. MCSC requires that organizations report on their grant within two years from grant approval. Reporting requirements include a written narrative of the project, paid invoices/receipts, financial statements reflecting the receipt and expenditure of MCSC grant, and digital pictures if possible.