

Guide for Applicants

The Manitoba Cooperative Association (MCA) is administering grants for assistance to cooperatives through funds raised from cooperatives across Manitoba. All funding is provided for cooperative activities within Manitoba only. For most grant approvals, you **MUST** be incorporated as a cooperative in order to apply. In limited cases, groups who are seriously considering incorporating as a co-op may be eligible for grant approval.

Only expenses incurred AFTER the date of approval will be considered for funding.

Grants of up to **\$2,000** are available per application to assist in strengthening the cooperative in its developmental and expansion stages. **The grant application deadline is noon on September 30, 2018.**

Funding will cover expenses such as:

- ✓ Business plans, feasibility studies, offering statements
- ✓ Consultants and other technical expertise hired via contract (application must state who the co-op is hiring, what their qualifications are and what the deliverable will be). Legal fees related to incorporation will be considered on a case by case basis. Free co-op development services are available through the Province of Manitoba. Applicants must demonstrate that their incorporation goes beyond the traditional scope of incorporation.
- ✓ Up to 50% of costs associated with member recruitment provided there is a clear plan outlining objectives and deliverables (limited to a maximum of \$2,000 per co-op within a 5 year period). In rural areas where travel is essential to the member recruitment activities, mileage reimbursement may be considered at \$0.25/km to a maximum of 20% of the total amount funded upon submission of a mileage form. Member recruitment will only be considered where the applicant can demonstrate that education of the cooperative model to prospective members is a key objective.
- ✓ Up to 50% of educational costs. Applicants must clearly set out what type of workshops / classes will be attended and how the knowledge will be transferred to improve their co-op and the cooperative community. Recipients **MAY** be required to present their learnings to the co-op community

Because of the limited funds available, we will prioritize applications that demonstrate the co-op is using some of their own resources to help complete the project - whether this be by way of cash, in kind contributions or other grant funding. Please clearly set out in your application any other sources of funding being used whether it be actual cash or in kind contributions. It is important to clearly articulate the project and deliverables being addressed with the funding request. The selection committee needs to see the link between the funding request and how it will strengthen your co-op.

Approval of applications will be determined by a Selection Committee. Successful applicants will be forwarded 25% of the grant up front. Once grant recipients have provided a final report outlining expenditures and providing receipts and how they have met the criteria for the grant, the remaining funds will be paid out. **All final reports must be provided by no later than December 31, 2018.**

Any deviation from the purpose of the funding **MUST** be communicated to the grant program administrator immediately **IN WRITING**. It will be within the grant selection committee's discretion whether to approve changes to the funding provided. Any requests for change must be within the criteria of the funding program.

All applications must be received by MCA, accompanied by quotes (where applicable) for the funding request and **signed by two Directors** (or proposed Directors if the co-op is not incorporated yet) on or before the intake date. If you are unable to provide quotes your application must state the reason why. Applications must be forwarded **directly to MCA** in order to be considered.

We **CANNOT** consider incomplete applications (without all required information or signatures). If your application is received at least a week before the intake date and is deemed to be incomplete, we will attempt to contact you to advise what more is needed. Unfortunately because of time constraints, if your application is received less than a week before the intake date it will be reviewed by the grant selection committee on the basis that it was submitted.

We may follow up with you for more specific information on how the project assisted your co-op and for the purpose of promotion. By applying for grant funding, you authorize us to provide information to our funders about how their contributions have been used.

Co-op Development Grant Application

We are applying for a grant of \$_____ to support our co-op development project.

1) Project Title

We want a title that describes the SPECIFIC nature of the project for which you are applying for funding and NOT the nature of the cooperative (eg. Increase membership to co-op)

2) Applicant Information

Name of Cooperative:
Mailing Address and Telephone Number:
Contact Person and Title (including direct phone and email address):

3) Description of Cooperative

Date of Incorporation (if applicable):
Number of members (current or anticipated):
Is further member recruitment expected? (please explain)

List of directors

Brief description of services your cooperative provides and how the funding will help meet that objective:

4) Project Information

Description of the project you will complete with funding provided:

Specific outcomes of the project (including timelines):

List any support organizations or partners you may be working with and any contributions you expect them to make (whether financial or in kind)

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Project Budget (expenses must total revenue). Please provide as much detail as possible:

<i>Expenses (use as many lines as appropriate)</i>	<i>Amount Cash</i>	<i>Amount In-Kind</i>
Total Expenses		

<i>Revenues (use as many lines as appropriate)</i>	<i>Amount Cash</i>	<i>Amount In-Kind</i>
Co-op Development Grant		
Total Revenues		

Please note that applications that demonstrate there are other sources of funding being used to complete the project will be scored higher than those that rely entirely on funding from this grant application. Please set out clearly any other sources of funding being used whether they be in kind contributions, grants from other sources or financial contributions from the co-op itself.

We accept and understand that:

1. Failure to provide a final report by the report deadline WILL result in any funding that we may be provided being revoked;
2. It is our responsibility to communicate with the grant administrator if we require any changes to funding that we are given. Failure to receive WRITTEN approval for any changes will result in the funding being revoked;
3. If funding is provided, we will receive an advance of 25% of the total to be funded with the balance to be provided ONLY upon a final report being provided;
4. Information provided in this grant application will be collected and used to determine eligibility for financial assistance;
5. Personal information (such as a person's name, address, or telephone number) is protected by the Privacy Act;
6. Manitoba Cooperative Association may use information about our cooperative and what funding was provided for in order to report to stakeholders and other cooperatives;
7. Information may be disclosed to third parties for the purpose of evaluating the funding application.

I (We) declare that the information provided in the present funding application is, to the best of my (our) knowledge, complete, true, and accurate.

Name/Title

Signature

Name/Title

Signature

Date: _____

Please apply in the manner set out in the Guide to Applicants.

Send completed applications to:

Manitoba Cooperative Association
Main Floor, 317 Donald Street
Winnipeg, MB R3B 2H6

OR you can send a scanned electronic version (which must be signed) to:

info@manitoba.coop

CHECKLIST

Have you:

- ✓ Reviewed the Guide for Applicants to ensure the expenses you are applying for fall within the grant criteria
- ✓ Provided the correct contact information **including a current email address**
- ✓ Completed the budget in as much detail as possible (for example do not simply request funding under a general category such as member recruitment but itemize how you plan to recruit members and what you expect the cost to be).
- ✓ Provided quotes for all expenses or, if quotes are not available, explained why you cannot obtain quotes and how you budgeted the projected expenses
- ✓ Advised who you plan to hire if you are applying for consulting or technical expertise and what the expected deliverable will be
- ✓ Ensured the application is signed by two directors if the co-op is incorporated or two proposed directors if the co-op is not incorporated

Please direct any enquiries to info@manitoba.coop or (204) 989-5930.