

SDIF PROJECT PROPOSAL GUIDELINE

The following guideline outlines all the necessary information that is needed to develop a full project proposal. Following this guideline is important, as complete information is needed to provide a fair assessment of your project proposal.

1. **Project Title:** *(in 5 words or less)*

2. **Lead Applicant - Contact and Project Management Information**

Identify the Lead Applicant Organization - the Organization, Group or Corporation applying for SDIF funding support to carry out the project proposal and with responsibility for bookkeeping and disbursing funds.

Lead Applicant Organization:	
Contact Person:	
Address:	
Town/City:	Postal Code:
Email:	
Phone:	Fax:

Provide contact names, indicating persons representing the Lead Applicant and responsible for managing the project.

Authorized Project Contact:	
Title:	
Organization:	
Address:	Town/City:
Postal Code:	Email:
Phone:	Fax:

Alternate Contact:	
Title:	
Organization:	
Address:	Town/City:
Postal Code:	Email:
Phone:	Fax:

3. **Information About Your Organization**

- Describe your organization and its structure, length of existence and number of members, including the full legal corporate/organization name.
- Identify your mandate, main objectives, qualifications and experience.
- Append an annual report to the proposal, if available.

4. **Project Description (Executive Summary)**

- Brief project description and outline of activities.

5. Meeting SDIF Program Criteria

What [priority program area](#)(s) are you applying under and how does your project address this area? (At least one priority program area must be identified.)

Priority Program Areas:

- | | |
|--|--|
| <input type="checkbox"/> Regional Waste Management | <input type="checkbox"/> Environmental Technology Innovation and Demonstration |
| <input type="checkbox"/> Water | <input type="checkbox"/> Sustainable Community Development |
| <input type="checkbox"/> Sustainable Agricultural Practices | <input type="checkbox"/> Ecosystem Conservation |
| <input type="checkbox"/> Understanding our Environment | <input type="checkbox"/> Eco-Tourism |
| <input type="checkbox"/> Northern Community Development and Environmental Issues | |

- How will the project demonstrate measurable progress towards achieving one or more of the [Fund's objectives](#)?
- Explain the potential benefits of your project to the environment, community and economy.
- Is there a demonstrated need for your project?
- What problem or issue does your project address?
- Why is this an important problem/issue in your community?
- Describe how the project is unique and innovative.
- Whom did you consult in the development of your project? Identify government and non-government agencies.

6. Project Details and Work Plan

Prepare a detailed description of the project and its activities that will be carried out during the course of the project term that includes:

A. Project Goals and Objectives

- Identify project goals (short and long-term).
- Identify at least 3-5 project objectives to meet the project goal.
- What do you hope to achieve with this project?

B. Project Work Plan

Provide a work plan that lists and describes the activities that will be carried out during the course of the project. The work plan should have the following components:

a. Time frame of project

- Identify project start and completion dates.

b. Activities

- How will the work be carried out? Identify activities/tasks to be undertaken to achieve goals and objectives and timelines to achieve these activities/tasks.
- Identify the project deliverables that are specific, measurable, achievable, realistic and time bound.

c. Resources

- What materials, supplies, and equipment are needed to carry out the project?
- Identify the role of contractors or consultants who will be working on the project.

d. Community Involvement and Target Groups

- What individuals or groups will participate in the project and in what way?
- Who will the project serve? Does the project incorporate youth involvement?
- Identify organizations/agencies that are supportive of the proposed project and append written letters of support.

e. Communications, promotion, education and awareness

- How will you communicate information about the project and the results of the project to the community? (e.g. news release, public events, newsletter, website, reports)
- Describe the proposed educational and awareness elements of the project.

f. Sustainability

- How will you ensure the achievements of the project are maintained after the project is completed?
- What is the potential to replicate the project? (e.g. likelihood that knowledge, technology or practice could be implemented elsewhere)

g. Project location

- Where in Manitoba is your project located? Provide a site map if applicable.

C. Evaluation and Performance Measures

Performance measures, based on your project objectives, should be developed to help determine whether your project has been successful. How will you evaluate the success of your project?

D. Detailed Project Budget

Provide a project budget using the table format. On a separate page, provide a detailed breakdown of the expense category and the need for the funding request.

General Guidelines for Completing Project Budget Table:

- 1. Funding Sources:** Identify all Lead Applicant and Partner cash contributions as funding sources. Specify the status of funding sources (i.e. confirmed, pending, potential, etc.). Attach letters of support and/or contact information for funding sources to the project proposal.
- 2. In-Kind Funding:** List all sources of support for the project, including in-kind donations of time, equipment, materials, etc.
- 3. Requested SDIF Funding:** List amount requested from SDIF and to which project expense it will be applied.
- 4. Project Revenues:** List any other anticipated revenue as a result of the project, including product sales, tax rebates, etc. as a funding source.
- 5. Balanced Budget:** Funding sources should balance with proposed project expenditures.

Table: Project Budget

Funding Sources	Cash	In-kind	Total
SDIF Funding Request			
TOTAL			

Expense Category <i>Provide an itemized listing of project costs for each expenditure category.</i>	Partner Funding <i>Identify amount and by whom it is to be contributed by (create new columns for each partner if needed).</i>		Requested SDIF Funding	Expenditure Total
	Cash	In-Kind		
Project Personnel Costs (<i>wages, employee benefits</i>)				
Management/Professional Fees (<i>accounting, audit, legal, technical, contractor, consultant</i>)				
Materials/Supplies				
Equipment Rental				
Office Costs				
Transportation Costs				
Other (Identify)				
TOTAL				

7. Has your organization previously received funding from any provincial government department/program within the last three years?

If yes, list the department/program area, the date the funding was received, amount of funding received, and for what purpose.

8. How did you become aware of the Sustainable Development Innovations Fund?

Assistance in completing your application may be obtained by calling: (204) 945-0146

Toll-Free: 1-800-282-8069, extension 0146

Fax: (204) 945-1211 or **Email:** SDIF@gov.mb.ca

MAIL PROJECT PROPOSALS TO:

Sustainable Development Innovations Fund
 Manitoba Conservation
 Pollution Prevention Branch
 123 Main Street, Suite 160
 Winnipeg MB R3C 1A5

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