



102-90 Garry Street \* Winnipeg, Manitoba \* R3C 4H1  
Telephone: (204) 940-4450 \* Facsimile: (204) 453-2692  
*Supporting Manitoba non-profit community service organizations  
with funding provided by the Province of Manitoba*

As requested, please find enclosed a Manitoba Community Services Council Inc. (MCSC) application and a copy of our guidelines and criteria.

Manitoba Community Services Council's role is to allocate funds and/or bingo events to Manitoba organizations qualifying as participants under the Community Services umbrella. MCSC funds projects and services of recreation, health-related and social service organizations.

MCSC is funded by the provincial government through the Department of Culture, Heritage and Tourism. MCSC also receives a certain number of bingo events each year from Manitoba Lotteries Corporation. A committee of volunteers, representative of the Manitoba community, is responsible for the allocation of dollars and/or bingo events. (The Manitoba Community Services Council Inc. does not have any responsibility for the management of Lotteries - this is the function of the Manitoba Lotteries Corporation.) The Manitoba Lotteries Corporation (MLC) facilitates the MLC Volunteer Bingo Program at Club Regent and McPhillips Street Station Casinos, in support of community based efforts. Every year, approximately \$4 million is raised by community groups through this program. These are funds that improve the quality of life for Manitobans in many ways.

Applications are reviewed in the order received. The processing period is three to four months.

**Please note MCSC will not accept more than one application from an organization within an eighteen month period.**

Staff of the Manitoba Community Services Council Inc. would be pleased to answer any questions you may have.

Yours sincerely,

Brian Ellis  
Chairperson

BE/sgp

Encl.



102-90 Garry Street \* Winnipeg, Manitoba \* R3C 4H1  
Telephone: (204) 940-4450 \* Facsimile: (204) 453-2692  
*Supporting Manitoba non-profit community service organizations  
with funding provided by the Province of Manitoba*

## PLEASE READ THIS INFORMATION PRIOR TO COMPLETING YOUR APPLICATION

### MCSC INFORMATION/GUIDELINES

#### What is the Manitoba Community Services Council, Inc.?

**Manitoba Community Services Council Inc. (MCSC)** was established in 1984 by the Province of Manitoba, as part of an umbrella system, to serve the voluntary sector in Manitoba. MCSC's role is to allocate funds and/or bingo events to Manitoba organizations qualifying as participants under the Community Services umbrella. MCSC funds projects and services of community service, social service, recreation, and health-related organizations. Other umbrellas distribute money to Arts, Sports, Multicultural, and Heritage groups.

**Manitoba Community Services Council Inc. (MCSC)** is funded by the Province of Manitoba and reports to the Minister of Culture, Heritage and Tourism. MCSC also receives a certain number of bingo events each year from Manitoba Lotteries Corporation. MCSC operates as an arms-length organization. A committee of volunteers, representative of the Manitoba community, is responsible for the allocation of dollars and/or bingo events

The Manitoba Community Services Council, Inc. grants monies in two forms:

- ***Grants from the Grant Fund***  
***and/or***
- ***permission to participate in Bingo events***

The Bingo events are held in Winnipeg's two large Bingo halls, McPhillips Street Station and Club Regent and require the organization to provide a minimum of **10** volunteers per event. Volunteers assisting with Bingo events must be at least 18 years of age.

**CRITERIA FOR APPLICATIONS:**

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) special projects
- b) capital costs
- c) operating costs
- d) other purposes

**\* FOR PLAYGROUND DEVELOPMENT PROJECTS**

MCSC requires that playground development projects include a plan for the playground to be accessible to those with mobility or other disabilities. Please send an outline of how your playground development will be accessible.

**The following will be considered in 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:**

- a) For services which are primarily government mandated and funded.
- b) For funding of medical research and medical equipment.
- c) For funding of art, multi-cultural, heritage, historical, sports activities, or formal education. These applications should be directed to the other umbrellas.
- d) For individual, religious or political purposes.
- e) For organizations whose prime purpose is advocating a `cause`.
- f) For professional or paraprofessional activities of societies/associations.
- g) For organizations whose prime purpose is fundraising.
- h) To fund costs of fund-raising projects.
- i) Grants will not be made to foundations, fraternal, service clubs or any organizations 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.

## **MCSC PROCEDURES:**

### **TIMING**

MCSC will accept 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.

***Note: MCSC will not accept more than one application from an organization within an eighteen month period.***

### **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.

Because of 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.

Funding decisions are made in formal MCSC meetings. Individual members of MCSC will not comment on any action which has been taken by Council.

MCSC members declare a conflict of interest and do not take part in discussion or voting 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 of the community.

Whether or not an organization receives a grant/bingos 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.

Funds will be allocated on a fair basis to all regions of the Province.

All allocations will be made on a **ONE-TIME** only basis. Organizations may re-apply, 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. Grants are made on a one-time basis, with no guarantee of similar funding in any future year or years. 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**

Organizations are responsible for providing a final report once the total grant monies and/or bingo earnings have been utilized. This report should include year end financial statements showing the receipt and expenditures of the grant monies and/or bingo earnings and receipts where appropriate.

*We welcome your telephone calls for assistance or clarification*

**STAFF: Catherine Roberts - Executive Director,**  
*Gary Borse, Marlene Harlock, or Gail Parker*

*Phone - (204) 940-4450*

*Fax – (204) 453-2692*

E-mail address: [applications@mbcsc.ca](mailto:applications@mbcsc.ca)

[Website:www.mbcsc.ca](http://www.mbcsc.ca)

**PLEASE MAIL COMPLETED APPLICATIONS TO:**

**Manitoba Community Services Council, Inc.**  
**102-90 Garry Street**  
**Winnipeg, Manitoba**  
**R3C 4H1**

**MANITOBA COMMUNITY SERVICES COUNCIL, INC.**

PLEASE PROVIDE THE FOLLOWING INFORMATION

**Please write, print or type your Application clearly in black ink.**

1. Purpose of Organization and information on the organization (when the group formed, number of members, etc.).
2. Describe target population who will benefit from your proposal (e.g. numbers, area, etc.)
3. Describe how and to what extent volunteers are used in your organization. (type of activity, number of volunteers, estimated number of hours contributed.)
4. List of Organization's Governing Body indicating length of service with your organization. **Please identify officers.**
5. Amount of funds requested and description of specific plans for the use of grant monies. For playground development projects an accessibility plan is required.
6. Project Budget: - (revenue & expenses) include other sources of potential **Revenue** towards the project: e.g.- other grants applied for, fundraising planned, donations, etc. and outline **Expenses** of the project. **(Note: please see example)**
7. Organization's Budget – *(If you have any questions, please contact MCSC @ (204) 940-4450.)* MCSC requires a comparison of past and future income and expenses: the organization's budget is a projection of your income and expenses. Include current operating budget you are using and if available the projected budget for the following year. **(Note: please see example)**
8. A copy of Organization's **Latest** Audited Financial Statements. *(If you have any questions, please contact MCSC @ (204) 940-4450.)* (Depending upon the organization's size, the audit may range from one completed by a Chartered Accountant to one audited by Board members other than the person preparing the statements. **(Please indicate the period the statements cover).** **(Note: please see example)**
9. In addition to the Chairperson/President, please include the names, phone numbers (business and residence) and addresses of (2) two other people in your organization.
10. Where possible, supply copies of (2) two written estimates from suppliers and/or contractors for major capital expenditures.
11. We would encourage you to keep your descriptive information, not including financial statements and budgets, to a maximum of **five** pages.
12. If you have previously received funding from Manitoba Community Services Council, Inc., you must submit a narrative/financial accounting for the expenditure of that funding, along with your financial statements for the year(s) in which that money/grant was received and expended. (If you have previously submitted this information, thank you). Applications will not be reviewed until reports on previous grants are forwarded to MCSC.



102-90 Garry Street \* Winnipeg, Manitoba \* R3C 4H1  
Telephone: (204) 940-4450 \* Facsimile: (204) 453-2692  
*Supporting Manitoba non-profit community service organizations  
 with funding provided by the Province of Manitoba*

**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 construction of a storage building. Your project may be for the purchase of an item or it may be for operating costs but your group can use this example as a guide when preparing your **Project Budget**.

**PROJECT BUDGET**

<b><u>Revenue</u></b>		<b><u>Expenses</u></b>	
Group's fundraising	_____	Materials for building	\$ 18,000
Donations (businesses, individuals, etc.)	_____	Labour	9,000
Donations/grants from local governments	_____	Electrical	2,000
Other grants applied for (list these)	_____	Painting	1,500
MB Community Services Council, MCSC	_____		
Other sources of funds	_____		
<b>Total</b>	<b><u>\$30,500</u></b>	<b>Total</b>	<b><u>\$ 30,500</u></b>



102-90 Garry Street \* Winnipeg, Manitoba \* R3C 4H1  
Telephone: (204) 940-4450 \* Facsimile: (204) 453-2692  
*Supporting Manitoba non-profit community service organizations  
with funding provided by the Province of Manitoba*

## **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? The board can be held liable for any unpaid remittances.

(5) If you have any special projects, such as special programs, construction of a facility, etc. you may want to develop a project budget specific to the special program or construction 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 \_\_\_\_\_  
Gran \_\_\_\_\_  
    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) \_\_\_\_\_



102-90 Garry Street \* Winnipeg, Manitoba \* R3C 4H1  
Telephone: (204) 940-4450 \* Facsimile: (204) 453-2692  
*Supporting Manitoba non-profit community service organizations  
with funding provided by the Province of Manitoba*

### 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 _____	
	<u>200</u>
Opening balance, beginning of year	
<u>Revenue</u>	
Fundraising	
Donations	
Grants	
Membership Fees	
Rentals	
Total	
<u>Expenses</u>	
Rent	
Utilities	
Insurance	
Postage and stationary	
Telephone	
Salaries and Benefits	
Maintenance and repairs	
Taxes	
Equipment and furniture	
Total	
Closing balance, end of year	

ABC COMMUNITY HALL, INC.  
STATEMENT OF REVENUE AND EXPENSES FOR YEAR ENDED  
March 31, 2005

***OPENING BALANCE beginning of year, April 1, 2004*** 2,000  
(this number should match the number that you had as your closing balance on your March 31, 2004 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 roof repairs)	2,500	
Membership Fees	1,500	
Rentals (rental fees for use of hall)	<u>7,000</u>	
Total	<b>23,000</b>	

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	2,500 (roof repairs)
Taxes	500
Equipment and furniture	<u>500</u>
Total	<b>15,950</b>

Revenue over expenses for year is	<b>\$7,050</b>	-----	<u>7,050</u>
<b><i>CLOSING BALANCE end of year, March 31, 2005</i></b>			<b>9,050</b>

Closing balance, end of year March 31, 2005 is calculated as follows: \$2,000 opening balance + \$23,000 revenue = \$25,000 – \$15,950 expenses = \$9,050

## MANITOBA COMMUNITY SERVICES COUNCIL, INC.

\*\*\*\*\*

***Before mailing your application be sure the following is included (if there is an item not included, please explain that exclusion):***

### **APPLICATION CHECKLIST:**

- a) Application Form
  
- b) Information on the Organization:  
    purpose, number of members, when the group formed, etc.
  
- c) List of Organization's Governing Body
  
- d) Project Budget
  
- e) Organization's Budget
  
- f) Organization's Financial Statements
  
- g) Project Estimates (where applicable)
  
- h) For playground development projects an accessibility plan is required

\*\*\*\*\*

**MANITOBA COMMUNITY SERVICES COUNCIL, INC.**  
102-90 Garry Street  
Winnipeg, Manitoba R3C 4H1

<b>SHADED AREA FOR OFFICE USE ONLY</b>	
DATE RECEIVED _____	
PK# _____	APPLICATION # _____

**APPLICATION FOR FUNDS**

**1. NAME OF ORGANIZATION:**

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

**TELEPHONE: (204)** \_\_\_\_\_

**2. BOARD CHAIRPERSON/PRESIDENT:**

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_ (R)

\_\_\_\_\_ (B)

**3. STAFF/VOLUNTEER CONTACT:**

**STAFF/VOLUNTEER CONTACT**

**(2 NAMES REQUIRED)**

1) NAME: \_\_\_\_\_

2) NAME: \_\_\_\_\_

VOLUNTEER \_\_\_\_\_ STAFF \_\_\_\_\_

VOLUNTEER \_\_\_\_\_ STAFF \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ Res.  
\_\_\_\_\_ Bus

PHONE: \_\_\_\_\_ Res.  
\_\_\_\_\_ Bus

NUMBER OF: (Where applicable)

FULL TIME STAFF \_\_\_\_\_

PART TIME SEASONAL STAFF: \_\_\_\_\_

VOLUNTEERS \_\_\_\_\_

MEMBERS: \_\_\_\_\_

**MANITOBA COMMUNITY SERVICES COUNCIL, INC.**

- 4. **Is your organization incorporated as a non-share, not-for-profit organization?** Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. **If your organization has a charitable number, please indicate .** \_\_\_\_\_
- 6. **When is your organization's financial year end?** \_\_\_\_\_
- 7. **Source(s) of Funding Applied For:**  
Bingo Events: \_\_\_\_\_ Grant Fund: \_\_\_\_\_
- 8. **Amount Requested:** \_\_\_\_\_
- 9 **This application is to be signed by two board members of the organization, one being the Chairperson/President.**

*We believe the information provided in this application is accurate, complete and endorsed by the organization which we represent. We further agree that the Manitoba Community Services Council, Inc. will receive a full accounting of any monies granted or monies earned at bingos. We understand that any monies/bingo revenues granted will be for specific purposes approved by the Council.*

**We consent to making available to Manitoba Community Services Council, Inc. our financial records and documents relating to our operations and provide all information required for the purpose of audit, if requested.**

**PRESIDENT/CHAIRPERSON**

**BOARD MEMBER**

a) **NAME:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

b) **NAME:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**"MCSC 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 application and the administration of awarded grants and/or bingo events."**