

Special Event Fundraising

How can The Winnipeg Foundation support you?

The Winnipeg Foundation (the Foundation) is made up of endowment funds, supported by donors from all walks of life, to benefit our community, For Good. Forever. In partnership with donors like you, impactful grants support a wide range of local charities. From time to time, donors will generously raise awareness and money in support of their fund(s) held at the Foundation. We appreciate and understand the complexities involved in running events and want to help ensure your initiative will be both effective and successful.

Our staff is available to provide advice and guide you through our fundraising support process. To better assist you with your fundraising efforts, the Foundation offers the following supports:

Knowledgeable Advice

- We meet during your early planning phase to review Canada Revenue Agency (CRA) regulations and provide the benefit of our experience.
- We provide appropriate acknowledgements to your donors in a timely fashion upon receipt of all gifts.
- We issue charitable tax receipts for all financial gifts of \$10 or more.
- We will manage the gifts from your donors, in a prudent fashion.
- We offer our Fundholders access to DonorFirst, a secure online platform which provides access to information relating to your fund(s).

Support

Financial

- Financial support, up to a maximum of \$250, is available for individual Fundholders for approved out-of-pocket expenses.
- Registered charities are not eligible.

Communications

We can provide advice and insights on which communications tools may work best for your efforts, including:

- fund brochure (template available)
- social media tips
- potential feature on the Foundation website or in our publications
- filing a story on Community News Commons
- River City 360 radio programming opportunities

An Easy Step by Step Process

1. Review Tax Receipt Guidelines and Special Event Fundraising Documents in full.
2. Fill out and submit Special Event Application. This must be submitted **60 days** before your event.
3. If you require more explanation on tax receipt information, or support from the Foundation please complete your application **more than 60 days in advance of your event**.
4. The Foundation will confirm receipt of application, and any supporting documents.
5. Your Donor Services contact will be in touch with you within seven business days to review your event/activity and related tax receipt parameters.
6. The Foundation will provide you with a template for any required reporting.
7. Upon completion of your event (within 30 days) organizers will submit all paperwork required.
8. Proceeds and donor tax receipt information will be provided to the Foundation within 30 days of event.

The Foundation will issue tax receipts for all eligible gifts. Please note calendar year end for tax receipting completion.

If you would like further information on the support we offer, please contact Donor Support Services at (204) 944-9474 or donorservices@wpgfdn.org

Best wishes for a successful event!