

One-Time Community Grants - Preparing Your Application

Before you apply for a Community Grant, review our [Grant Policies & Guidelines](#) carefully to ensure your project matches our funding criteria. You also may wish to review our [recent grant highlights](#) to get a sense of the types of projects funded by The Winnipeg Foundation.

If you have questions at any point during the application process, our [community grants staff](#) is available to answer your questions.

Grant applications will only be accepted online at www.wpgfdn.org. The Foundation's grant application form is divided into three sections. This document is to help you prepare your online application.

1. ORGANIZATION INFORMATION

This section requests basic information about your organization, including:

- Registered Charity Number
- Annual expense budget
- Brief description of your organization
- Contact details for highest-ranking staff member

2. GRANT REQUEST INFORMATION

Project Contact

- The person you list as the project contact on the grant should be the person best able to answer questions about the project and your organization. This is the person our staff will contact with questions about the application.

Grant Request

- Please fill in the dollar amount you are requesting from The Winnipeg Foundation. If you are requesting multi-year funding, please use the total amount requested from The Foundation, not the amount requested each year. (Note: if the amount requested is \$100,000 or greater, the application will be accepted on the March 30th deadline only.)

Project Summary

- This brief (1 – 2 sentences) description allows you to provide a “snapshot” of your project and set the stage for the more detailed information that follows. This summary introduces our Board of Directors to your project, and from time to time is also shared with donors and other funders.

Questions

1. Describe the purpose and goals of the project. (Be clear and concise.)
2. Describe how you will implement the project, including specific activities and timelines.
3. Cite evidence of need for the project, and how it will strengthen your organization and/or community.



4. Describe the involvement of members of your community and other organizations. (You may want to include letters of support from community partners as attachments. See below.)
5. Indicate how you will measure the success of your project. (Note: a good evaluation process is part of an effective project.)
6. Where applicable, identify sources of financial support for the ongoing operating costs of your project. Be as specific as possible.

3. ATTACHMENTS

In order to complete your application, you will need to provide all of the required attachments.

When uploading your attachments, please ensure you select the attachment description from the drop down menu that matches each of your documents.

The following file types are not accepted by our system:

- .exe
- .com
- .vbs
- .bat

Required Attachments:

- Project Budget - The Winnipeg Foundation's project budget template is available on our website. When presenting your budget, double-check your math. Identify all sources of revenue (use the check boxes provided to indicate where funding is confirmed), and use accurate cost projections.
- List of Board of Directors/Officers and their affiliations
- Most recent audited financial statements
- Most recent annual report
- Income and expense budget for the current fiscal year
- Where applicable, quotes for renovations or the purchase of capital items

Optional Attachments:

- You may wish to include a cover letter, letters of support or other relevant attachments. Please do not send extra material such as books, videos, CDs etc. We do not accept materials by mail or drop-off.

