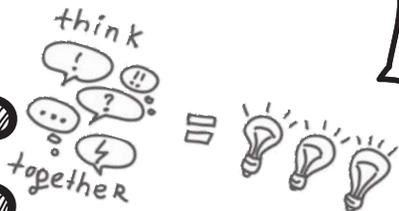


YiP info:



Discover YiP: Reports & admin grants

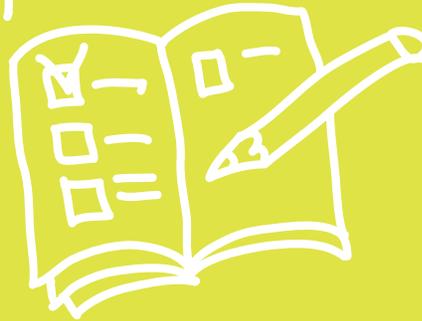
Your interim report

Your committee's interim report lists the organizations you have chosen to visit this YiP year.

Interim Reports must include:

- List of 10-20 organizations your committee would like to visit and their registered charity numbers.
- A creative, hi-res photo of your committee.
- The first and last names of the members of your committee.
- Your committee's areas of focus.
- Your committee's mission statement.

planning



An interim report template will be available online after the Fall Conference.

Once The Winnipeg Foundation has reviewed each committee's list of organizations, we'll confirm with you that you can go ahead and arrange your site visits. We'll also provide the complete list of organizations that YiP committees are planning to visit. Some committees want to make sure that YiP grant money is spread as far as possible and don't like to visit organizations if they know someone else will.

Each committee must submit an interim report to the Youth Engagement Coordinator. Check the website for due dates!

Research



Your final report

Once your group has decided which charities to fund and how much each will receive, it's time to make your grant recommendations to the Board of Directors of The Winnipeg Foundation. Final Reports must be submitted using the online application, by the deadline indicated on the timeline.

Final Reports must include:

- Online application.
- Completed site visit forms for all organizations visited, even if you are not recommending a grant.
- List of names of all committee members and staff advisors (if you have not submitted this already).
- A creative, hi-res photo of your YiP committee (if you have not submitted this already).



You can also include other optional information with your final report. Examples of other information you may want to include are:

- Stories on what you learned about charitable organizations.
- Notes on interesting aspects of your granting process.
- Pictures, stories, or videos from other projects taken on by your committee (e.g., fundraising for your endowment fund, clothing drive, volunteering, YiP in Action project).
- Your most difficult decision as a group.
- An issue deserving greater attention from The Winnipeg Foundation

Your final report ...continued



Online Application

The online grantmaking system is a quick and easy way to submit all of your committee's grant recommendations.

Once you have finished your site visits and your decisions, login to submit your recommendations online.

All you have to do is head to the YiP website. You can find a step-by-step process that describes how to use the system under the Resources and Downloads tab.

Username and Password

For the online grantmaking system, your committee will need to create a username and password. Since your username is the email you sign up with, we suggest using an email address that can be used from year-to-year.

For example, some committees have a committee email address (ex. yourschoolYiP@emailme.com) that they use, or you can use your staff advisor's email address.

If you have created a username and password for the online grantmaking system in the past and you are having trouble logging on you can try resetting your password by clicking, "forgot password".

If you still cannot access your account, try contacting The Winnipeg Foundation or establishing a new account with a different email and password.

If you have never created a username or password for the online grantmaking system, you can click, "New Applicant" to sign up for the first time.

Your final report ...continued

Site Visit Forms

During your site visits, you should be making notes on some of the thoughts and questions that come up in conversation with organizations. After each site visit, you must fill out your site visit forms. Once your decisions have been made, you must return all completed site visit forms to The Winnipeg Foundation with your committee's grant recommendations filled in. You must also include the organizations you visited but decided not to support.

Site Visit Forms must include:

- Full name of organization
- Charitable registration number
- Name of your contact person at the organization
- Location of organization
- Date of site visit
- Description of grant
- Amount of grant or reason for the decline

For more information on site visits, including a site visit form template, check out the Site Visit Discover Guide!

Letters to Grantees

Your committee must send an email to all approved and declined grant recipients once your grant recommendations have been approved by the Board of The Winnipeg Foundation. DO NOT send letters to grant declines or recipients until The Winnipeg Foundation has let you know whether or not your grants have been approved! The Youth Engagement Coordinator will send letter templates for recipients and declines once all grants have been approved.

Grant Recipients

Your committee must send an email to all approved grant recipients to inform them of the grant, its purpose and amount, and invite them to the Celebration event.

The Winnipeg Foundation will provide your committee with digital invitations (or e-vites) to the Celebration to include with your email.

Grant Declines

Even if your committee decides not to support an organization, you must mail them a letter letting them know. You don't have to give them a reason for the decline, just thank them for taking the time to meet with you.



Administrative Grant

Every year, each YiP committee receives an administrative grant of \$500 from The Winnipeg Foundation. This money comes from The Foundation's Community Building Fund, which means that the administrative money that your committee receives is a grant from The Foundation, made possible by donors who have given gifts to improve the community.

Your committee's administrative grant is to be spent on costs associated with running your committee.

NOTE: If you have any doubt about appropriate use of the administrative grant, please contact The Winnipeg Foundation before spending the money!

What TO use your grant on:

- photocopying
- postage
- office supplies
- snacks for meetings
- gas, taxi, or bus fare, and parking for transportation to and from site visits, the Conference, or the Celebration

What NOT TO use your grant on:

- trips to restaurants for the committee
- permanent items, such as cameras or filing cabinets
- field trips and outings
- Money can be used on supplies for a fundraising event (i.e. for a bake sale or trivia night) up to a maximum of \$250.

Unused Administrative Grant Funds

In most cases, committees don't use the entire \$500 through the year. By the end of June, any unused money, along with any funds your committee has raised, **MUST** be returned to The Winnipeg Foundation. This amount will be matched by the Foundation (up to \$500 each year) and deposited in your school or organization's endowment fund. This means the more money you return, the faster your fund will grow and the more your committee will be able to grant to charities in future years!

An Administrative Grant Expense Sheet is available at the end of this document. Please keep a list of all your expenses and fill out this sheet at the end of the YiP year. The completed sheet must be sent, along with the cheque for any leftover money from your administrative grant, to The Winnipeg Foundation at the end of the YiP year. Check the website for due dates and deadlines.

Summary

1. Interim Report

Don't forget to include...

- Names of your committee members
- Your committee's area of focus, criteria and mission statement
- Photo of your committee
- List of organizations your committee plans to visit

2. Final Report

- Online Application:** submit your committee's grant recommendations
- Site Visit Forms:** fill out forms for each organization your committee visits
- Letters to Grantees:** let them know if their grant was approved or declined
- Your Stories:** write about your experience and publish it on Community News Commons (cncwpg.org)

- Administrative Grant:** what to and what not to use your grant for.

Questions?

Contact: yip@wpgfdn.org
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Facebook: The Winnipeg Foundation
Twitter: @wpgfdn
Instagram: wpgfdn

Check out the other topics in this series!

Grantmaking 101
TWF and YWC
Developing your committee
Site Visits
Taking Initiative!
Research and Reporting



YOUTH in PHILANTHROPY
A PROGRAM OF THE WINNIPEG FOUNDATION