

Youth in Philanthropy's Online Grantmaking System

Step 1: To access the online grantmaking system, you will need to go to the YiP website at www.wpgfdnyip.org. Scroll to the bottom of the page and click, "Submit Your Grants".

Want to update your saved grant recommendations? Go to your Account



YiP Committees! Are your grant recommendations ready?

Submit Your Grants >



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Step 2: Once on the grant intake form site, you will need to create a profile using your email address and a password to log in. If you are new to the online grantmaking process, click, **"New Applicant"**. Once this has been created, you can **click "Login"**. Alternatively, you can use a previously created username and password.

THE WINNIPEG FOUNDATION

Please Sign In

Welcome to The Winnipeg Foundation Online Application System!

1. If you are a **new applicant**, please click the **"New Applicant?"** link below the E-mail field to create an account.
2. If you are a **returning applicant**, please enter your email and password to access your saved and completed applications.

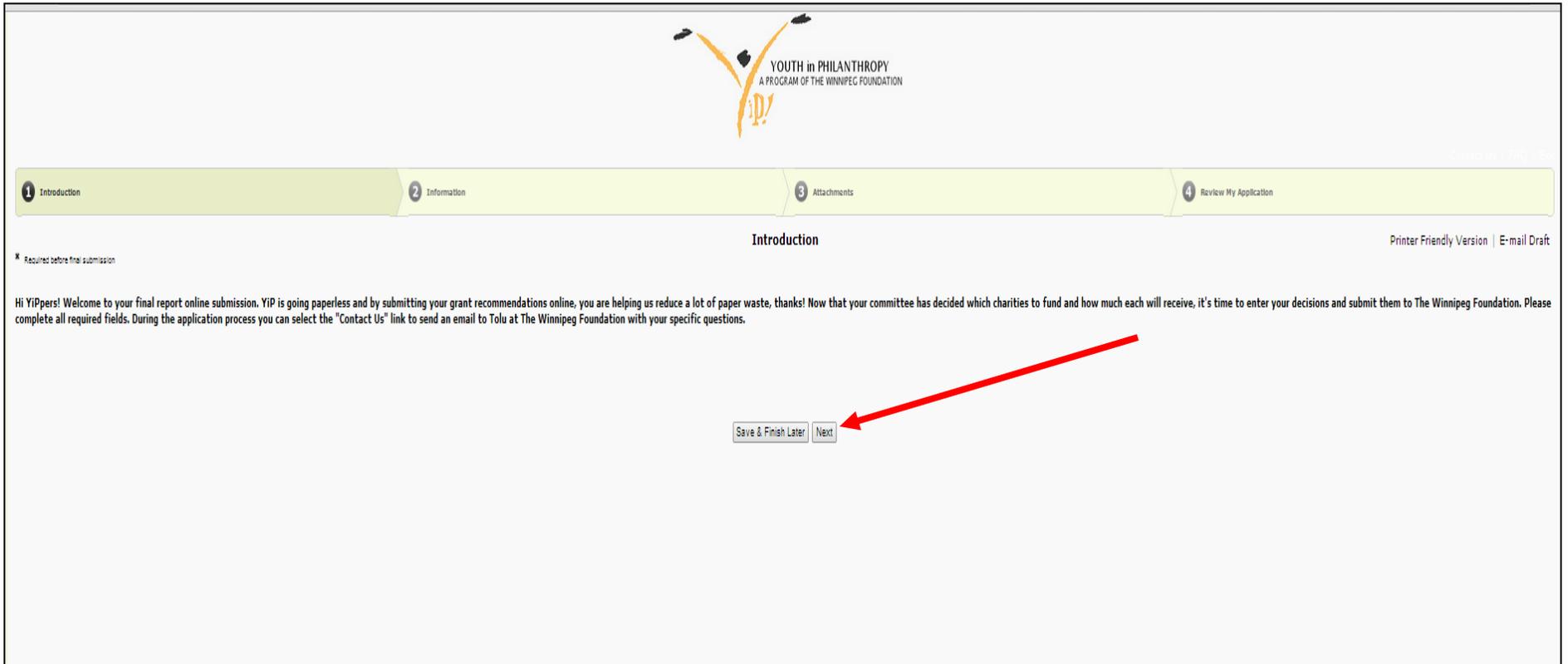
Please note that as of Sunday, September 22nd:

- Passwords will now be case sensitive.
- All passwords will be automatically changed to lowercase, until applicants update their password.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

Step 3: Once you have logged on, read over the introduction page and **click “Next”**.



YOUTH in PHILANTHROPY
A PROGRAM OF THE WINNIPEG FOUNDATION

1 Introduction 2 Information 3 Attachments 4 Review My Application

Introduction [Printer Friendly Version](#) | [E-mail Draft](#)

* Required before final submission

Hi YIPpers! Welcome to your final report online submission. YIP is going paperless and by submitting your grant recommendations online, you are helping us reduce a lot of paper waste, thanks! Now that your committee has decided which charities to fund and how much each will receive, it's time to enter your decisions and submit them to The Winnipeg Foundation. Please complete all required fields. During the application process you can select the "Contact Us" link to send an email to Tolu at The Winnipeg Foundation with your specific questions.

Step 4: Fill out the grant recommendation form. You will need the organization's CRA number, the contact information of the person who took you on your site visit, and the organization's address. Once the form has been completed, **click, "Review Submission"**.

Information

* Required before final submission

Carefully fill out the required information. When you have completed the online form, press the review and submit button. If you have missed filling in a required field, at the top of page one you will be asked to correct the problems identified in red. After correcting the problem, you will need to click UPDATE then you will need to click SUBMIT to fill out a new recommendation for each agency. You do not have to complete the entire application at one time; you can save your work at any time by clicking the "Save & Finish Later" button. But remember, a completed final report is due by April 08, 2014. If you have any questions, contact [Toll](#) at The Winnipeg Foundation.

Click [Here](#) to ensure you are entering a valid CRA Number. (i.e. 123456789RR0001)

Grantee Information

* Organization Name:

CRA Number

* Organization Address:

* City: * Province: * Postal Code: * Country:

Grantee Primary Contact Information - This is the person you met with on your site visit or the person you will send the Celebration invitation to.

* First Name: * Last Name: Title:

Contact Email Address:

Program Info

* Amount of Grant:

* To Be Used For:

Word count of 50

YIP Committee Info

* School Name:

* School Address:

* City: * Province: * Postal Code:

* YIP Staff Advisor:

* YIP Staff Advisor Email:

NOTE: If you are unsure about your application and want to come back to it later, **click "save & finish later"**. You can come back to the application by following the process found below under, *Opening a Saved Application*.

Step 5: Review your application. If there is any red wording, you will need to correct the mistakes before moving forward. If everything looks good, click "Submit".

Grantee Information

* Organization Name:

CRA Number

* Organization Address:

* City: * Province: * Postal Code: * Country:

Grantee Primary Contact Information - This is the person you met with on your site visit or the person you will send the Celebration invitation to.

* First Name: * Last Name: Title:

Contact Email Address:

Program Info

* Amount of Grant (\$1,500 Max)

* To Be Used For: ✓

Word count: 2 of 20

Vip Committee Info

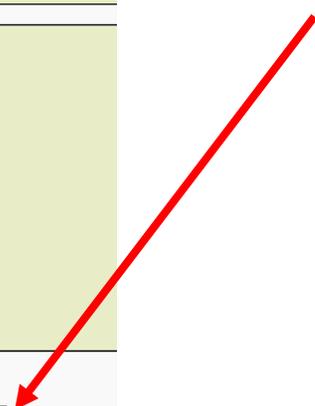
* School Name:

* School Address:

* City: * Province: * Postal Code:

* YIP Staff Advisor:

* YIP Staff Advisor Email:



Step 6: Fill in your next grant recommendation by clicking **“Next Submission”**. Your committee will need to fill in a new form for each grant that you will be submitting. You **DO NOT** need to submit a form for grants that you will be declining.

Account: tilelaboye@wpgfdn.org | Change E-mail/Password
Last Log in: 2/26/2016 5:29 PM GMT-05:00

Contact Us | FAQ | Exit

Applications

Thank you for submitting your grant recommendations online!
To submit another another recommendation/form, please click on the link: [Next Submission](#)

Online Application Account

You may access your In Progress and Submitted applications from this Account page by choosing "In Progress Applications" or "Submitted Applications" from the "Show" drop-down on the right-hand side of the page.

Show [Submitted applications](#) ▾

Application Name	Project Title	Requested	ID	Submitted	Action
YIP Intake Form	XX		23 34423	2013/07/17	
YIP Intake Form	Food, books, games		700 34620	2013/08/16	
YIP Intake Form	Toys		200 34621	2013/08/16	
YIP Intake Form	appliances		460 34622	2013/08/16	
YIP Intake Form	Food for afterschool programs		300 36711	2014/02/13	
YIP Intake Form	Food		1,000 36753	2014/02/06	
YIP Intake Form	Food for afterschool programming		1,000 36766	2014/02/07	
YIP Intake Form	food		100 36790	2014/02/10	
YIP Intake Form	food		100 36798	2014/02/10	

NOTE: If you do not have any other grants to submit, you can exit the form by clicking **“Exit”**.

Reviewing and deleting in-progress and submitted applications

If you are unsure if your application was submitted or not, you can review which applications have been submitted and which are in progress on the last page of the application form by [clicking the drop down menu](#) on the right hand side.



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Account: tilelaboye@wpgfdn.org | [Change E-mail/Password](#)
Last Log in: 3/26/2014 2:40 PM GMT-05:00

[Contact Us](#) | [FAQ](#) | [Exit](#)

Applications

Thank you for submitting your grant recommendations online!
To submit another another recommendation/form, please click on the link: [Next Submission](#)

Online Application Account

You may access your In Progress and Submitted applications from this Account page by choosing "In Progress Applications" or "Submitted Applications" from the "Show" drop-down on the right-hand side of the page.

Application Name	Project Title	Requested	ID	Submitted	Show
YIP Intake Form	XX	23	34423	07/17/2013	Submitted Applications ▾ In Progress Applications Submitted Applications
YIP Intake Form	Food, books, games	700	34620	08/16/2013	
YIP Intake Form	Toys	200	34621	08/16/2013	
YIP Intake Form	appliances	460	34622	08/16/2013	

If you have applications under, "In Progress Applications," you can edit them individually by right clicking on the blue "YiP Intake Form" and opening the application in a new tab/window.



THE WINNIPEG FOUNDATION

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Last Log in: 3/26/2014 2:40 PM GMT-05:00 Contact Us | FAQ | Exit

Applications

Thank you for submitting your grant recommendations online!
To submit another another recommendation/form, please click on the link: [Next Submission](#)

Online Application Account

You may access your In Progress and Submitted applications from this Account page by choosing "In Progress Applications" or "Submitted Applications" from the "Show" drop-down on the right-hand side of the page.

Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	Action
YiP Intake For	New chairs	1,000	36147	01/15/2014	 
YiP Intake For	Food	100	36197	01/17/2014	 
YiP Intake For			37257	03/26/2014	 

NOTE: you can also delete "in progress applications" by clicking the garbage can on the right.

Opening a saved application

If you **filled out an application**, clicked “Save and Finish Later,” then exited the form, you can access these applications again by going to the YiP website at www.wpgfdnyip.org.

Once on the YiP site scroll to the bottom of the page and **click on “Go to your Account”**.

Want to update your saved grant recommendations? [Go to your Account](#)



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From there, you will be asked to login using the **same email and password** that you used to sign up.



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Please note that as of Sunday, September 22nd:

- Passwords will now be case sensitive.
- All passwords will be automatically changed to lowercase, until applicants update their password.

E-mail

[New Applicant?](#)

Password

[Forgot Password?](#)

Login

Once logged in, you will have access to all of your saved and submitted applications (please see information above regarding reviewing and deleting submitted and in-progress applications).



Account: tilelaboye@wpgfdn.org | [Change E-mail/Password](#)
Last Log in: 3/26/2014 3:45 PM GMT-05:00

[Contact Us](#) | [FAQ](#) | [Exit](#)

Applications

Online Application Account

You may access your In Progress and Submitted applications from this Account page by choosing "In Progress Applications" or "Submitted Applications" from the "Show" drop-down on the right-hand side of the page.

Show **In Progress Applications** ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
YIP Intake Form	New chairs	1,000	36147	01/15/2014	 
YIP Intake Form	Food	100	36197	01/17/2014	 
YIP Intake Form			37257	03/26/2014	 
YIP Intake Form			37262	03/26/2014	 

