

# Special Event Fundraising

## How can The Winnipeg Foundation support you?

Donors from all walks of life begin endowment funds 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). 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 will...

- meet during your early planning phase to review Canada Revenue Agency (CRA) regulations and provide the benefit of our experience.
- provide appropriate acknowledgements to your donors in a timely fashion upon receipt of all gifts.
- issue charitable tax receipts for all financial gifts of \$10 or more.
- manage the gifts from your donors, in a prudent fashion.
- give our Fundholders access to a secure online platform which provides access to information relating to their 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
- BeCause Radio programming opportunities ([BeCauseRadio.org](http://BeCauseRadio.org))

## 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 your application, and any supporting documents.
5. Your Donor Engagement contact will contact 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. Organizers will submit all paperwork required **within 30 days upon completion of your event**.
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 Engagement at (204) 944-9474 or [donorengagement@wpgfdn.org](mailto:donorengagement@wpgfdn.org)

***Best wishes for a successful event!***

