

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.

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
- items to sell
- permanent items, such as cameras or filing cabinets
- Field trips and outings

Note: Money can be used on a fundraising event (i.e. buying supplies to host a trivia night) up to a maximum of \$250.

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

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!

Administrative Grant Expense Sheet

Please keep all your receipts and a list of all your expenses throughout the year. This completed sheet and photocopies of your receipts must be sent, along with the cheque for any leftover money from your administrative grant to The Winnipeg Foundation in June (see timeline for specific deadline).

Item: (e.g. parking, bus fare, stamps)	\$ Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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