Create a profile in our grant application system

Please follow the steps to create a profile for your organization in The Winnipeg Foundation’s new grant application system, SmartSimple. If you’re still having difficulty setting up your profile, please email the Grants Team at grants@wpgfdn.org

1. Click on the register button.

2. Click on Canadian Charity with a CRA Business Number.

3. Enter the organization Registration Number OR Name of organization.
   If using the Registration Number, do not include spaces or dashes, example: 123456789RR0001.
   OR
   If using the name of the organization, use a keyword, example: “Winnipeg” instead of “The Winnipeg Foundation”.

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4. Click on Search.

Organization Search

Enter one of the following criteria below to search for your organization.
- **Registration #** - Do not include spaces or dashes, example: “123456789RR1234”
- **Name** - Keyword search is sufficient, example: 'Toronto' instead of 'Toronto downtown jazz society'
- **Province** - Use the two letter abbreviation for province or territory, example 'ON' instead of 'Ontario'

5. Click on the row to select to organization

Organizations

Instructions:
- Click on the row to select the organization.

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State / Province</th>
<th>Zip / Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>119300960RR0001</td>
<td>THE WINNIPEG FOUNDATION</td>
<td>1350 ONE LOMBARD PL</td>
<td>WINNIPEG</td>
<td>MB</td>
<td>R3B0X3</td>
</tr>
</tbody>
</table>

Record searched: 86158. Records found: 1. Time used: 2 milliseconds
6. Scroll to the contact information and complete the page, then click on submit.

You will receive an email to finish registering the profile and to choose a password.