

How to Apply Online

(For all Foundation special grant programs)

Please check to make sure your internet privacy options are set to accept The Winnipeg Foundation as a trusted site.

Account Login

Before proceeding to the online grant application, you will be asked to sign in.

If this is your first time using The Winnipeg Foundation online grant application, click “New applicant?” and continue. You will be prompted to create an account and asked to provide an email address and a password.

Through your account, you will be able to return to saved in-progress applications, and access previously submitted online applications for up to five years. You will use the same account for each grant program.

Once you click “Create an Account” you will be forwarded to the online grant application. You will also receive a confirmation email that includes your password, and the link for the Account Login page. Save this email for your records, as you will need this information for future grant applications.

If you have previously used The Winnipeg Foundation online grant application, for any grant program, enter the email address and password for your account, and click “Login”.

CRA Registered Charitable Number

To access the online grant application, you will need to provide the CRA Registered Charitable Number for your organization (eg: 123456789RR0001).

Eligibility Quiz

Each grant program has an eligibility quiz to determine if your project meets the grant requirements. You must answer the questions to proceed.

Application

The application consists of three sections:

1. **Organization Information** - Here you will provide information about your organization.
2. **Grant Request Information** - Here you will answer a series of questions about the proposed project.
3. **Attachments** - Here you will find details about the additional documents you must attach to your application.

Completing the Application

At the end of the online application form there is an opportunity to review all of the information you

have entered. Once you have filled in all of the required fields, and are satisfied that your application is complete, click the "Submit" button.

A message will appear thanking you for your application. You will also receive an automatic email confirming that your application has been successfully submitted. This email will include a summary of your grant application and a five digit tracking number. Please save this email for your records.



Within five business days of the grant application deadline, you will receive an email from The Foundation. This email will include your assigned grant number (eg: 20130123) and specific details of when the application will be considered by the Board of The Winnipeg Foundation. If you have not received acknowledgement of your online grant application submission within five business days of the grant application deadline, please contact us at grants@wpgfdn.org.

Features

The online grant application has a number of features:

- **Save and Finish Later** - You do not have to complete the entire application at one time; you may save your work at any time by clicking the "Save and Finish Later" button at the bottom of the page. You can access your saved application by logging in to your account.

Note: All saved, in-progress applications will be deleted once the application deadline has passed.

- **Printer Friendly Version** - You can print a hard copy of your application by clicking on the upper right hand corner of the online application.
- **Email draft** - You can share a copy of the application with colleagues by using the "Email Draft" feature on the upper right hand corner of the application. Others will be able to review the application without having to log in to the account.
- **Information** - Click the information icon  to get more detail about each question.
- **Spell check** - Click the check mark icon  at the far right of the screen to check your spelling.

Questions

If you have questions at any point in the application process, click on the "FAQ" link in the upper right of the application pages, to see the Frequently Asked Questions. You may also click "Contact Us" to send an email to our Grants team.