

# The Winnipeg Foundation

## Youth Timeline 2021-2022

### September 2021

- Welcome back!

#### Important Dates

September 17 Deadline to confirm committee participation

September 30 Endowment Matching

### October 2021

- Recruit new members, establish committee, decide on meeting structure and schedule
- Elect chair(s), Winnipeg Foundation Youth Reps and other committee member roles
- Follow up with 2020-2021 grant recipients
- Sign up for an "in-school" workshop through the [YiP Workshops Google Spreadsheet](#)

#### Important Dates

October Receive \$500 admin grant from The WPG FDN

October 6 Advisors Meeting 5:00pm; Teams

October 12 YiP workshops begin; Online (committee's preferred platform)

October 15 Deadline to submit beginning of the year package and sign up for a workshop

October 27 YiP Conference 12:30 – 3:40; Zoom

### November 2021

- Start your list of organizations you'd like to interview
- Write down each organization's charitable number, ensuring they are registered through [Canada Revenue Agency \(CRA\)](#)
- Contact the organization or The Winnipeg Foundation if it is not listed on the CRA website
- Enter list of organizations and charitable numbers in the [YiP Interviews Google Spreadsheet](#)

#### Important Dates

November 3 1<sup>st</sup> WPG FDN Youth Rep Meeting 5:00pm; Teams

November 30 Last day for workshops

### December 2021

- Complete interim report, including Cause, mission statement, and photo
- Complete list of organizations you want to interview
- Write down each organization's charitable number, ensuring they are registered through [Canada Revenue Agency \(CRA\)](#)
- Contact the organization or The WPG FDN if it is not listed on the CRA website



- Enter list of organizations and charitable numbers in the [YiP Interviews Google Spreadsheet](#)
- Start developing interview questions

### Important Dates

December 10 Deadline to submit your interim report, including the list of organizations you'd like to interview

### January 2022

- Book optional second "in-school" workshop from The WPG FDN
- Once you receive confirmation from The WPG FDN, contact organizations to schedule interviews
- Begin organization interviews

### Important Dates

January Optional second "in-school" workshop; Online (school's preferred platform)  
January 7 Receive confirmation on organization interviews  
January 10 Begin interviews  
January 12 2nd WPG FDN Youth Rep Meeting 5:00pm; Teams

### February 2022

- Continue organization interviews
- Send a thank you letter or email to all organizations interviewed
- Begin submitting grant recommendations online

### Important Dates

February 4 Non-instructional Day – Winter volunteer activity or workshop  
February 7 YiP grant recommendations portal opens

### March 2022

- Finish organization interviews
- Share interview reports with your committee and make granting decisions
- Send a thank you letter or email to all organizations interviewed (if not already done)
- Submit all grant recommendations online

### Important Dates

March 7 Applications to be a Summer Internship Program (SIP) intern open (online)  
March 9 3rd WPG FDN Youth Rep Meeting 5:00pm; Teams  
March 25 Online grant recommendations due  
March 26 - April 3 Spring Break



## April 2022

- After grants have been confirmed by The WPG FDN, formally notify grant recipients and grant declines

### Important Dates

- April Receive notification of approved/declined grant recommendations from The WPG FDN
- April 13 4th WPG FDN Youth Rep Meeting 5:00pm; Teams
- April 15 Applications to be a SIP intern close

## May 2022

- After grants have been confirmed by The WPG FDN, formally notify grant recipients and grant declines

### Important Dates

- May 2 Non-instructional day – Spring volunteer activity or workshop
- May 13 Deadline to invite grantees to YiP Celebration and notify declines
- May 27 RSVP deadline for the YiP Celebration
- Late May Successful intern applicants are notified

## June 2022

- Submit financial report and unused admin grant funds back to The WPG FDN

### Important Dates

- June 2 YiP Celebration
- June 3 Expense sheets and unused administrative grant money due

## July 2022

### Important Dates

- July 4 SIP breakfast/internships start

## August 2022

### Important Dates

- August 26 SIP ends

