

# Professional Development Grants - Policies & Guidelines

*The Winnipeg Foundation makes granting decisions based on an application's merit and does not discriminate on the basis of actual or perceived group characteristics as identified in the Manitoba Human Rights Code. Organizations applying for a grant from The Winnipeg Foundation must also adhere to the Manitoba Human Rights Code.*

The Winnipeg Foundation's Professional Development Grant program awards grants of up to \$5,000 to charitable organizations for a broad range of professional learning opportunities aimed at strengthening leadership capacity.

## Grant Policies

- Only registered charities and other qualified donees are eligible for grants from The Winnipeg Foundation's Professional Development grant program.
- Organizations applying must primarily serve the people of Winnipeg.
- Applicants who have not applied for a Community Grant from The Winnipeg Foundation in the last three years may be required to provide additional documentation.
- Organizations may apply for a Professional Development grant once per calendar year.
- Applying for a Professional Development Grant does not preclude an organization from applying for a Community Grant or other Special Program grant in the same calendar year, but it must be for a different project.

## Grant Guidelines

- Applicants may apply for one professional development opportunity for an individual or group per application.
- Grants are awarded based on a professional and organizational growth plan that is clear, measurable, and achievable.
- Applicants must demonstrate that their professional development proposal will benefit their organization's leadership, others in their community, and their profession.
- A final narrative report and financial summary of actual revenues and expenses are required at the completion of the professional development activity.
- Grants are not made for professional development activities undertaken before the date of decision (approximately 8 weeks post application).

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## Types of Grants

- Eligible professional development opportunities include: conferences and short courses/workshops; leadership and frontline safety training; diversity, equity and inclusion training; advanced management training; leadership mentorships/job shadowing; and governance or board training.
- Eligible expenses include: registration fees; facilitator fees; tuition; and travel and accommodation.
- Applicants may apply for up to \$5,000; however, please note that the amount granted will reflect the overall scope and average cost of the proposed activity. Successful applications for conferences and workshops, for example, are typically granted up to \$1,500.

## How to Apply

Applications are accepted through our online application portal on a continuous basis. Organizations must apply at least eight weeks prior to their proposed professional development opportunity.

Please visit [wpgfdn.org](http://wpgfdn.org) for further details.

