

# Agency Fund Overview

January 2024

## Agency Funds at The Winnipeg Foundation

An Agency Fund is a permanent endowment, which provides an annual source of revenue to be used at the discretion of the charitable organization that established it; the capital is owned by The Winnipeg Foundation (The Foundation).

To establish an Agency Fund, a charitable organization must have an endowment-building strategy as part of its financial plan, as well as its own registered charity number.

An Agency Fund is a long-term strategy that should be integrated into an agency's operations. Its purpose is to support sustainability or maintain charitable programming (including educational awards) consistent with the agency's mission.



The Urban Stable Fund was launched in 2023.  
*Photo: An Urban Stable participant enjoys time with one of the program's horses..*

Agency Funds are part of The Foundation's on-going support for local charities.

## Spending policy and fees

The Foundation makes disbursements from Agency Funds in accordance with our [Spending Policy](#).

In 2024, the Spending Policy provides an annual disbursement of 5% based on an average of the previous 12 quarters' market value of the fund. The spending rate is reviewed and set annually. The annual recovery for both administration and investment management expenses is based on The Foundation's [Fee Policy](#). For 2023, the charge was 0.89% reflecting 0.50% for administrative and 0.39% for investment related expenses.

## Additional Agency Funds

After establishing an Agency Fund, an agency may start additional named funds, known as sub funds, with an initial minimum balance of \$10,000 each.

The Foundation directs all gifts to the Agency Fund or sub fund as appropriate, provides tax receipts accordingly, and pools gifts with all other investment assets in its Consolidated Trust Fund (CTF). On a monthly basis, The Foundation allocates the monthly rate of return to all funds held in the CTF. This means the market value of an Agency Fund will fluctuate on a monthly basis; changing market value will affect Spending Policy calculation in future years.

## Agency Fund policies and guidelines

Agency Funds are established by a formal agreement between a Winnipeg registered charity (agency) and The Foundation.

The agency's name must be included in the name of the Agency Fund.

All payments from an Agency Fund go directly to the agency.

The minimum initial contribution to establish an Agency Fund is \$20,000.

To create an Agency Fund, the registered charity must have a physical location in Winnipeg, serve an audience largely made up of citizens of Winnipeg.

A national registered charity with a legally affiliated branch or association in Winnipeg may establish an Agency Fund upon review.

No program, agency or activity can have more than one Agency Fund program.

Consistent with The Foundation's Community Grants policy, an Agency Fund may not support congregational activity or benefit only those of a specific faith or religion.

The Foundation has the right to decline an Agency Fund.

If an agency ceases to operate or changes its original mission, The Foundation will work with the outgoing Board of the agency to find another registered charity with similar mission and values to benefit from the Agency Fund. If none is found, the Agency Fund will be used as a Field of Interest Fund or Cause Fund to support the original charitable purpose.

The agency must submit Board minutes reflecting the approval of the Agency Fund relationship.

## A long-term perspective

The purpose of The Foundation's Spending Policy is to provide a dependable flow of grants, no matter the economic climate. The Spending Policy, along with our Investment Policies, take a long-term view and react gradually to volatility in the markets.

Our spending rate also takes into account the need to balance inflation protection with annual spending. Endowments are forever and we take a long-term perspective, constantly monitoring the markets. We make gradual, regular changes and incremental adjustments to find the right balance between stewardship of capital and disbursement of grants to the community.



North Point Douglas Women's Centre established their agency fund in 2021.

*Photo: Tenant Landlord Cooperation program coordinator, Lindsay Schaitel, meeting with a client. Photo taken in 2016.*

## Matching grants for Agency Funds

Currently, The Foundation has a matching grants program for agency fundholders. After the September year end, the Board of The Foundation reviews and approves matching grants, after taking into account its ability to award such amounts. Where an agency has an Agency Fund and sub funds, matching grants are deposited into the main Agency Fund.

### Initial gift matching

Start the fund with an initial gift of \$20,000 and The Foundation will add \$15,000 to the main fund.

### Phase I matching grant

After the initial gift, the next \$75,000 in gifts will be matched on a \$1 for \$5 basis to a total match of \$15,000.

### Phase II matching grant

After Phase I is complete, the next \$270,000 in gifts will be matched on a \$1 for \$9 basis to a total match of \$30,000.

### Phase III matching grant

Additional \$1 for \$9 matching formula provided for larger endowment building campaigns. The next \$2,700,000 in gifts added to the fund will be matched on a \$1 for \$9 basis to a total match of \$300,000.

Example of a fund that maximizes the matching annually:

Matching phase	Amount from agency	Matching from The Foundation	Fund balance
Initial gift	\$20,000	\$15,000	\$35,000
Phase I (\$1-\$5)	\$75,000	\$15,000	\$125,000
Phase II (\$1-\$9)	\$270,000	\$30,000	\$425,000
<b>Totals</b>	<b>\$365,000</b>	<b>\$60,000</b>	
Phase III (\$1-\$9)	\$2,700,000	\$300,000	\$3,425,000

#### Please note:

There is no time limit to complete the matching. Only gifts or capitalized income received into the respective funds by September 30 will be considered for matching. The matching grant will be added to the fund prior to December 31.

The maximum matching grant in any given year is \$15,000. Any unmatched gifts made to an Agency Fund will be carried forward for matching the next year. The Foundation does not match gifts to Agency Funds from any level of government. The agency matching grant program is subject to change from time to time.

## Agency Fund benefits

### Online giving capability

Donors may give to Agency Funds through The Foundation's secure website, and those who give online immediately receive tax receipts by email. The agency may include a link on its website or e-mail to take donors directly to the online giving page for its fund.

## Agency Fund benefits *(continued)*

### 24/7 access to fund information

Agency Fundholders have access to a secure, online donor portal, where they can view and download gifts, disbursements and monthly Interim Reports related to their fund. The Foundation updates gifts and grants daily and fund reports are available approximately 4-6 weeks after period end. The portal also houses a variety of reports for Agency Fundholders.

### Promotion assistance and other supports

The Foundation offers tools to help agencies promote their funds, through presentations at the annual Agency Fund meeting, communications workshops and online resources. On request, The Foundation may produce promotional brochures for Agency Funds, in consultation with the agency. The Foundation regularly promotes Agency Funds in its publications and via social media.

### Donor supports

The Foundation's Donor Engagement team can provide estate and legacy gift information and support as requested through our Legacy Circle program to recognize planned gifts to Agency Funds. In addition, the Donor Engagement team will work with an agency should they require donor stewardship supports for donors to the agency endowment fund including notification of gifts, shared stewardship planning, participation in our Legacy Circle luncheon for your planned giving donors, and strategies to help you grow your Agency Fund.

For more information about Agency Funds, or to watch our Agency Funds video, visit [wpgfdn.org](http://wpgfdn.org).



The Winnipeg Humane Society Foundation Endowment Fund was established in 2003.  
*Photo: Adoption supervisor, Daniel Jabungan with ambassador dog, Jack. Photo taken in 2019.*

## Questions about Agency Funds?



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