



Community Grants Program Applicant Guide

Updated October 7, 2025

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About This Guide

This guide is designed to help eligible applicants prepare for, complete, and submit their Community Grant application. It includes:

- **Key information** about the Community Grant Program
- The complete list of **application questions**
- **Tips and guidance** for completing your application
- **Definitions** of important terms used throughout the process

We encourage you to review this guide carefully to ensure your application is as strong and complete as possible.

About the Program

Community Grants are short-term grants designed to support a wide range of projects in our community. These grants are awarded for specific purposes and are intended for projects with a defined timeframe. Community Grants are The Winnipeg Foundation's main grant program.

Organizations can apply for up to \$100,000; however, The Winnipeg Foundation will consider the size and scale of your project, and your operating revenue when evaluating your budget.

Successful first-time applicants typically receive grants at, or below our median grant amount of \$30,000. Projects that benefit a large number of community members or have a widespread impact are more likely to receive larger grants of \$50,000 or more.

Organizations can apply once per year.

Timeline

October 3, 2025 – Application opens

October 31, 2025 – Application Deadline

Applications must be submitted online via The Winnipeg Foundation grants portal by Friday October 31, 2025 at 12:00 noon CST.

Applications submitted after the deadline will not be considered.

Incomplete applications will not be considered.

Application Checklist

Before you apply:

For First Time Applicants:

- Register your organization on the [grant portal](#)
 - Your organization must be a registered charity to register. If you are a qualified donee, please contact grants@wpgfdn.org for assistance with your registration.
- Review The Winnipeg Foundation's [Strategic Plan](#) priorities to ensure your project aligns with our vision and goals.
- Carefully review the [Community Grants Policies & Guidelines](#) to confirm your project meets eligibility criteria and funding parameters.
- Clarify your project's purpose, goals, and community impact and be prepared to clearly describe how they align with our funding priorities.

For Returning Applicants:

- Check "Action Items" on your [grant portal](#) home page for any outstanding Community Grant final reports.
- Submit any outstanding final report(s) from approved Community Grants.
 - Please note: Your previously funded project(s) must be finished before submitting your report. That is, you have completed the activities described in your proposal, used the funds provided by The Foundation, and demonstrated the outcomes of your project.
- Review your organization's profile and contact list to ensure the information is current.

For all applicants:

- Watch the [Community Grants information video](#).
- Review the application questions and this guide.
- Gather the required documents that must be included with your application:
 - Current list of Board of Directors
 - Most recent audited financial statements
 - Approved operating budget for the current fiscal year

- Quotes for renovations/equipment (if applicable)
- Letter of support from partners (only for collaborative project)

- Optional:** Gather additional documents related to your application, for example:
 - Letters of support (from your Board, collaborative partners, or community members)
 - Most recent annual report
 - Safety policies and guidelines (e.g. from organizations serving children and youth)

When you're ready to apply:

- Access the application at granting.wpgfdn.org on or after October 3, 2025. All applications must be submitted through The Winnipeg Foundation Grants Portal.
- Select your organization's primary contact person for the grant. This individual will receive all key communications, including the agreement if your application is successful.
- Answer the application questions and ask one of your colleagues to review your answers if possible.
- Upload the required documents for your application.
- If applicable, upload optional documents for your application.
- Double-check your work.
- Submit your application via The Winnipeg Foundation grants portal by **October 31, 2025 at 12:00 noon CST.**

After applying:

- Ensure your application status is "submitted" and you have received confirmation of your submitted application.
- Celebrate your hard work! Submitting the application is a big step, take a moment to acknowledge it.

All applicants will be notified of the outcome of their application via email by March 2026.

Eligibility

To be eligible for a Community Grant, organizations must meet the following criteria:

- ✓ Be a registered charity or [qualified donee](#)
- ✓ Have met the reporting requirement for any past Community Grants
- ✓ Adhere to the [Manitoba Human Rights Code](#) and not discriminate based on actual or perceived group characteristics identified in the Manitoba Human Rights Code

The Winnipeg Foundation does not fund organizations that violate the Manitoba Human Rights Code. This includes discrimination or unequal treatment based on characteristics such as race, gender, disability, age, or religion. It also includes harassment, failure to provide reasonable accommodation, or taking negative action against someone for raising a human rights concern.

Eligible Projects

The following types of projects are eligible:

- ✓ Capital and renovations
- ✓ Conferences and events
- ✓ Equipment and infrastructure
- ✓ Program operating
- ✓ Reports and planning
- ✓ Short-term operating support

For examples of recently approved projects, visit <https://www.wpgfdn.org/granting/recent-grants/>

Ineligible Projects

We do not support the following:

- ✗ Individuals
- ✗ Project costs incurred before the grant decision
- ✗ Annual fundraising campaigns, fundraising positions, or annual fundraising events
- ✗ Paying down mortgages or reducing deficits

- ✘ Political activities
- ✘ Exclusively religious activities (defined as religious worship or instruction), or organizations that engage in proselytizing (defined as converting or recruiting people to a specific set of religious or other beliefs), particularly in the case of youth or other impressionable audiences
- ✘ Other grantmaking or scholarship/award programs

Collaborations

While an organization may receive only one Community Grant per calendar year, a second Community Grant may be accepted in the case of a collaboration. To ensure your application meets the eligibility criteria for a collaboration, please consult with a Program Officer before applying by contacting grants@wpgfdn.org.

We define collaborations as two or more registered charities, or a registered charity and a non-profit organization, jointly planning and implementing a project. For-profit businesses are not considered collaborative partners.

All collaborative partners must work toward a common goal to increase organizational or program efficiency/effectiveness or to tackle a community issue.

We suggest that collaborating partners submit a letter of support for the project.

Application and Review

Assessment Criteria

Organizations will be reviewed based on:

- Adherence to the Manitoba Human Rights Code
- Previous track record
- Grant history
- An organization's capacity to contribute to the project

The project itself will be reviewed based on:

- Clear goals and activities
- Benefit to the community
- Needs of the population being served
- Alignment with the organization's mission

💡 Helpful tip: Refer to or print out the Application Checklist and Glossary in this package to help you plan, answer and finish your application.

Application Questions

The [grant portal](#) allows your organization to access the questions and save as you complete them. Once the application has been submitted, no further changes can be made.

Below are the application questions.

Section 1: Eligibility

In this section you will be asked to answer Yes or No to the following statements:

- Your grant proposal primarily benefit the citizens of Winnipeg.
- Your organization is operating in compliance with its bylaws and with Canada Revenue Agency.
- The Board of Directors of your organization is aware of and authorizes the information contained in this application and can attest to its accuracy.
- Please confirm that your organization adheres to the Manitoba Human Rights Code and does not discriminate based on actual or perceived group characteristics as identified in the Manitoba Human Rights Code.

💡 Helpful tip: When confirming whether your organization adheres to the Manitoba Human Rights Code, it means your policies and practices must not discriminate, intentionally or unintentionally, against individuals or groups based on protected characteristics. This includes areas like hiring, service delivery, and program participation. For example, organizations cannot

exclude people based on sexual orientation, gender identity, religion, disability, or other protected traits, even if those exclusions are based on internal beliefs or traditions. To ensure compliance, review your policies and practices to confirm they promote inclusion and equal opportunity for all. If you're unsure whether a policy might be discriminatory, consult the Manitoba Human Rights Commission's resources on what constitutes discrimination and how to provide reasonable accommodations.

[Learn more about your responsibilities under the Manitoba Human Rights Code](#)


Section 2: General

Applicants will be asked to enter a primary contact that will be the point of contact regarding the grant application. You will be asked to enter their:

- Name
- Position
- Phone number
- Email

Information about your organization will automatically populate based on your Organization Profile. Please ensure your profile is up to date so the most current information is displayed.

If you would like to invite someone to help you prepare the application, you can send them an invitation in this section. The Co-Applicant will need to register for the grant portal to gain access to the application. Co-Applicants who accept the invitation will gain permission to edit and submit the application.

 Helpful tip: For support registering the co-applicant in the grant portal, please contact grants@wpgfdn.org.

Section 3: Application

This section should describe your funding request including the amount requested.

Please include information about your organization and how it aligns with our program areas and current strategic priorities. The Winnipeg Foundation is committed to supporting a wide range of organizations from diverse sectors.

- **Project Name** – A brief title for the project or program
- **Requested Amount** – The grant amount you are requesting for the project. (Max. request \$100,000)

💡 Helpful tip: While organizations can request up to \$100,000, the average approved grant amount is \$25,000.

Project Summary - A brief description of your project in one to two sentences. If your organization consents to us sharing your project with donor advisors, this summary will be shared.

- **Start Date** – The anticipated first date of the project.
- **End Date** – The anticipated end date of the project.

💡 Helpful tip: Keep in mind that costs incurred before the project approval date are not eligible. When selecting start and end dates, double check the calendar year to ensure accuracy.

- **Program Area** – Select one option from the drop-down menu that best aligns with your project: Community Services; Literacy, Education, and Employment; Health, Wellness, and Recreation; Environment and Climate Change; or Arts, Culture, and Heritage.
- **Strategic Priority Coding** – [The Winnipeg Foundation's Strategic Plan](#) outlines six Vital Priorities: Sense of Belonging; Mental Health; Addictions; Hunger and Food Insecurity; Housing and Homelessness; and Trust and Confidence in Institutions. Select one or more of the Vital Priorities from the drop-down menu that applies to your organization.

We recognize that these priorities may not apply to every organization. In that case, select Other Benefits to Community. This will not impact your eligibility for support.

- **Strategic Priorities (Word Count: 500)** – If your project aligns with any of our strategic priorities, please describe the alignment with the Vital Priorities or benefits the community.
- **Consent to Share** – The Winnipeg Foundation seeks your consent to share grant summary information with donors and other stakeholders. You may answer yes or no.
- **Collaboration** – This section is only required if this is a collaborative project. If your organization is collaborating with another registered charity or non-profit organization, you are asked to:
 - List the collaborative partners involved in your project
 - Describe the collaboration, including shared vision and the roles and responsibilities of all collaborative partners in each phase of the project (planning, implementation, and evaluation).

- Organizations that are not directly involved in the planning or delivery of the project are not considered collaborators. Avoid including other funders as collaborators.
- **Community Served** – Describe the community this project will serve.
- **Community Engagement and Accountability** – The Nothing About Us Without Us principle recognizes people with lived experiences provide valuable insights into a project. Describe the involvement of the communities served and any partners, particularly if the community served by the project differs from your organization’s leadership, in the development, implementation, and evaluation of this project.
- **Diversity Equity and Inclusion** – Describe your organization's commitment to diversity, equity, and inclusion. This may include information about governance, human resources, policies, activities, and overall strategy.

💡 Helpful tip: When responding to the question about your organization’s commitment to diversity, equity, and inclusion (DEI), please provide an up-to-date and authentic answer. Avoid copying responses from past applications. We are interested in learning about any progress, new initiatives, or reflections that show how your DEI efforts are evolving.

- **Skills/Knowledge/Expertise** – Describe the qualifications of the staff and volunteers working on this project (e.g. professional skills, lived experience, cultural competency).
- **Project Implementation** – Describe how you will implement the project, including specific activities, timelines, and where the programming will take place. It is helpful to share the number of participants, frequency, hours involved in the program, or any other information that helps to indicate the scale and size of the project.
- **Project Timing** – Describe why this project is needed at this time.
- **Outcomes** - In point form, list 1 to 3 outcomes for this project, and identify how you will measure the success of each.


Section 4: Budget

Budget Table

Please ensure your project is saved before completing the budget table. Click “open” to complete the budget table. It will open in a new window. You will be asked to list:

1. All confirmed and projected sources of revenue including:
 - Your grant request from The Winnipeg Foundation
 - Government and other grants
 - Fundraising
 - In-kind donations
 - Other revenue
2. All confirmed and projected expenses related to the project including:
 - Salaries and benefits
 - Professional fees
 - Equipment and supplies
 - Program costs
 - Construction/renovation costs
 - Administration
 - In-kind support
 - Other expenses

If you would like to add additional context or explanation to anything listed on your budget, please use the “Notes” box beside the budget line. Revenue and expenses must be equal before your budget can be saved.

 Helpful tip: It is helpful to list different budget items separately rather than grouping them together under one broader category.

Operational financial supports - If applicable, identify sources of financial support for ongoing operating costs for this project.

Additional budget notes - Use this space to provide any additional information about your budget. For example, it is helpful to add if the project could be phased, or which costs are priority. This helps our reviewers understand how partial funding could still support meaningful progress.

Section 5: Attachments


The following documents are required. These documents provide important context in our review, and failure to upload will affect your assessment.

- Current list of Board of Directors
- Most recent audited financial statements
- Approved operating budget for the current fiscal year
- Quotes for renovations/equipment (if applicable)

- Letter of support from partners (only for collaborative projects)

You may also upload additional documents related to your application, such as:

- Letters of support (from your Board, collaborative partners, or community members)
- Most recent annual report
- Safety policies and guidelines (e.g. from organizations serving children and youth)

 **Helpful tip: Letter of support** - This letter should be written by an individual or group with whom your organization has a strong relationship. The letter should describe your working relationship and express support for your project.

Decision-Making Process

Decisions

All applicants will receive notification of the outcome of their application by March 2026. Unfortunately, not all organizations will be funded, and some may only receive a portion of what is requested in the budget.

Successful grant recipients

For next steps once your grant is approved visit our website:

[Your Grant is Approved: Next Steps - The Winnipeg Foundation](#)

How to Apply


Organizations may submit one application for funding. A second application may be considered in the case of a collaborative project. Applications must be submitted using the [grant portal](#).

[Apply here](#) by **Friday October 31, 2025 at 12:00 noon CST**. Late applications will not be accepted.

Troubleshooting

If you need technical assistance, or require support while completing your application, please:

1. **Watch the information video** – The video (found under “Helpful Documents”) reviews the program goals, eligibility, assessment and review criteria.
2. **Email** – grants@wpgfdn.org
3. **Drop in to a session** – If, after reading this guide, you have more detailed questions about the program or application, we are offering weekly sessions to answer your questions. Visit [our Community Grants page](#) for the drop-in schedule.

 **Helpful tip: Questions and Pre-consults** - To ensure all applicants receive the support they need, we encourage you to attend our virtual or in person drop-in sessions or email us with any application-specific questions **before the final week leading up to the deadline**. During the last week, our team will be available exclusively for technical support. This will help us provide timely and effective assistance to everyone.

Support will be limited on the morning of October 31st, 2025, due to the anticipated high volume of requests on the deadline day. We encourage organizations to start their application early to avoid issues with submission.

Glossary of Key Terms

Diversity – Differences in the social identities and lived experiences and perspectives of people.

Equity – Refers to achieving parity in policy, process, and outcomes for historically, persistently, or systemically marginalized people and groups while accounting for diversity.

Inclusion – An active, intentional, and continuous process to address inequities in power and privilege, and to build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all.

Pre-consult – A meeting that allows potential applicants to discuss their potential Community Grant proposal to confirm eligibility and clarify the application process.

Qualified donee – Organizations that can issue official donation receipts for gifts they receive from individuals and corporations.

Registered charity – Charitable organizations, public foundations, or private foundations that are created and reside in Canada. They must use their resources for charitable activities and have charitable purposes.

Sources:

The University of British Columbia – “Equity and inclusion glossary of terms”
equity.ubc.ca/resources/equity-inclusion-glossary-of-terms/

Government of Canada - [What is the difference between a registered charity and a non-profit organization? - Canada.ca](https://www.canada.ca/en/govcanada/departmental-accounts/2017/04/what-is-the-difference-between-a-registered-charity-and-a-non-profit-organization.html)

Government of Canada - [Qualified donees - Canada.ca](https://www.canada.ca/en/govcanada/departmental-accounts/2017/04/qualified-donees.html)