



Children and Youth Program Grants Applicant Guide

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Application Checklist

Before you apply:

- Review the [About the Program](#) and [Who Can Apply](#) sections of this guide and the Children and Youth Program Grants Policies in the application to ensure you meet eligibility and grant history requirements.

- Please be aware of the grant application's opening and closing dates, as late submissions will not be accepted.
 - 💡 Helpful tips: 1) Print or save this applicant guide so you can refer to the document as you complete your application. 2) Due to high request volumes, applicants are encouraged to begin and submit applications early to avoid last-minute issues.

- Please review the granting portal to familiarize yourself with its features. The portal's frequently asked questions can help you navigate your organization's granting history at The Foundation.
 - 💡 Helpful tips: 1) Set up your organizational profile if you have not done so. If you have completed your profile, review this section and update your information. 2) Think about who will be your organization's primary contact person for the grant before starting the application, since this individual will receive all key communications, including any questions or follow-up from Foundation staff.

- Gather the supporting documents you will need to upload for this application, such as:
 - o If applicable: Your organization's safety policies and guidelines for youth program(s)
 - o Optional additional documents: Human Resource Policy; Current Strategic Plan; and Diversity, Equity, and Inclusion Mandate/Policies/Plan

When you're ready to apply:

- Access the application by logging in to the grant portal on or after January 16, 2026. All applications must be submitted through [The Winnipeg Foundation grants portal](#).
- Review and update your organizational contacts.
 - o Review all contacts in the grant portal, including your organization's leader as well as your application contact and ensure they're up to date.

- 💡 Helpful tip: Review the frequently asked questions in the granting portal to help you navigate the system, including how to manage your organizational contact list and the key people who need to be on the list.

- ❑ **Optional:** If you are working on the application with a colleague, you may designate them as a co-applicant in the application contact section.
 - Before adding a co-applicant, please ensure that your colleague is listed as one of your organizational contacts.
 - You and the co-applicant cannot edit the application at the same time.
 - **Only the main applicant can submit the application.** The portal will not allow the co-applicant to submit the application.

- ❑ Answer the application questions, using this guide for additional information. If possible, ask one of your colleagues to review your responses for clarity.
 - 💡 Helpful tip: Complete your answers as if you are sharing the information with someone new to your organization, like a new staff member, volunteer, board member, or community partner.

- ❑ Consider attending a Children and Youth online drop-in session.
 - The session is designed to assist applicants before applying. Our Grants Team will be available to answer any inquiries about the grant program or specific to your proposal. It is informal and flexible, so you can join or leave at any time.
 - The sessions are on the following dates: Thursday, January 29, 2026, from 12:00 noon to 1:00 p.m. (CST) and Tuesday, February 3, 2026, from 1:00 p.m. to 2:00 p.m. (CST).
 - Please register in advance for this meeting and complete the short questionnaire so we can better support you through [Children and Youth Program Grants webpage](#) on The Foundation's website

- ❑ Allow ample time to complete and submit your application. This will enable you to submit your Children and Youth final report, review your work, and address any unexpected technical issues. Applications missing required information will be ineligible.
 - If you need technical assistance, or require support while completing your application, please email grants@wpgfdn.org. **The team will be limited to supporting only technical issues three days prior to the deadline.**

- To submit a satisfactory Children and Youth final report, go to the [Grant Reporting](#) section for tips on how to complete your report.

- Submit your application by **Friday February 13, 2026, at 12:00 noon (CST)**. Late applications will not be accepted. There will be no exceptions. **Support will be limited on the morning of February 13, 2026**, due to the anticipated high volume of requests on the deadline day.

After applying:

- Ensure your application status is "**submitted**" in the grant portal and you have received email 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 before the end of May 2026.

About the Program

The Winnipeg Foundation is on a continuous journey of learning and reflection and is always striving to improve our grantmaking. In 2024, we combined our three children and youth serving grants programs—Nourishing Potential, Camp and Summer Program Grants, and Growing Active Kids—into one granting stream: Children and Youth Program Grants.

Program objectives:

Children and Youth Program Grants awards grants to youth-serving organizations or established youth programs that serve children and youth facing systemic barriers to participation, including Black, Indigenous, People of Colour (BIPOC) and 2SLGBTQ+ youth, youth from economically disadvantaged communities, and youth with disabilities or chronic illnesses.

The goal of the program is to support opportunities for youth who do not have equitable access to programs and services. The demographics listed in the program description are a few examples of the youth we strive to support; it is ultimately the applicant's responsibility to demonstrate how the youth they serve are a good fit for this grants program.

Program features:

- Applicants may request up to \$25,000.
- This funding can support several eligible costs, including food, food handlers' and first aid training, equipment, supplies, fee subsidies, staff, fieldtrips, transportation, facilitators, and honorariums.
 - Please note that The Foundation does not support costs that are the primary responsibility of government or which are required for licensing, including staffing and first aid in early learning centres and hospitals
- Because The Foundation consistently receives more requests for funding than we are able to support, and because of the spirit of and the trust conditions associated with the funds that support this program, Children and Youth Program Grants does *not* support family programs (i.e. programs that support both adults and children or youth) or schools. A full list of [who can apply](#) and the [eligible costs](#) can be found in this Guide.
- Applicants are required to provide a project budget and timeline specific to their request, not their overall annual operating budget.

Important dates:

- **January 16, 2026** – Applications open
- **January 29, 2026 from 12:00 noon to 1:00 p.m. (CST)** - Online drop-in session
- **February 3, 2026 from 1:00 p.m. to 2:00 p.m. (CST)** - Online drop-in session
- **February 13, 2026 at 12:00 noon CST** – Application deadline
- **May** – Decisions communicated to all applicants via email before the end of May

Important notes:

- Organizations may submit **one application** for funding under this program per intake.
- All applications must be submitted online through The Winnipeg Foundation’s grants portal.
- Use the Application Checklist and Glossary in this package to help you plan, answer questions, and finish your application. If you would like to know more about what makes a successful application, go to the [Assessment](#) section of this guide.
- **Late or incomplete applications will not be accepted.**

Who Can Apply

To be eligible to apply for a Children and Youth Program Grant, your organization must:

- ✓ Be a **registered charity** or [qualified donee](#).
- ✓ Apply for a program that **primarily benefits children and youth from Winnipeg**.
- ✓ Be a youth-serving organization or be applying for an established youth program (i.e. running for more than a year).
- ✓ If applicable, have **successfully completed and reported on** any past Children and Youth Program Grants.
- ✓ Follow the [Manitoba Human Rights Code](#), meaning your organization does not discriminate based on any protected characteristics.

Ineligible organizations

The following organizations are not eligible for Children and Youth Program Grants:

- ✗ Current Winnipeg Foundation Multi-Year Grant recipients
- ✗ Current recipients of a Community Grant or Major Capital Grant requesting support for the same cost(s) in their Children and Youth application (i.e. you cannot apply for the same thing twice).
- ✗ Organizations piloting a new program for children and youth.
- ✗ National organizations that do not have established programming in Winnipeg.
- ✗ Organizations whose primary purpose is to distribute grants, scholarships, or awards.
- ✗ Schools
- ✗ Family programs (i.e. programs that serve both adults and children or youth).
- ✗ Organizations focused solely on religious worship or instruction, or those that engage in proselytization (defined as converting or recruiting people to a specific set of religious or other beliefs), particularly those targeting youth or other vulnerable groups.

Collaborations Are Not Eligible

- ✗ **Collaborative applications are not accepted** for this grant program. If you would like to apply as part of a collaboration, [please review our other grant programs](#) to find a better fit, or email grants@wpgfdn.org.

Assessment

Assessment Criteria

All proposals will be assessed on four key areas:

1. **Number of children and/or youth served** – Your organization will be asked to provide the number of unique children and/or youth your proposed project or program will reach. Note that The Foundation recognizes value in both programs that serve many youth as well as programs that build deep relationships or have lasting impact on a smaller number of youth.
2. **Community served** – This granting program aims to increase access to opportunities for youth facing systemic barriers to participation, including, but not limited to, BIPOC and 2SLGBTQ+ youth, youth from economically disadvantaged communities, and youth with disabilities or chronic illnesses. Your application will be assessed on how closely it aligns with this goal.
3. **Diversity, equity, and inclusion (DEI) practice** – We consider how your organization is working to embed equity in its operations, including efforts toward Truth and Reconciliation. We also consider how your project will create an environment of inclusion and belonging, where participants feel safe to take part regardless of gender, ability, sexual orientation, ethnicity, race, or socio-economic background. We understand that each organization and sector will have its own approach to diversity, equity, and inclusion.
4. **Impact** – We assess the anticipated impact of your proposed project or program by considering the community needs it addresses, its effect on the lives of participants, the history of the program, and the qualifications of its staff and volunteers, including training and lived experience.

Please note that this granting program consistently receives more applications than we can support. As a result, the Foundation will also consider your project's urgency and scale, and your organization's grant history as part of the assessment.

Application Questions

Even if you have already received a grant from The Winnipeg Foundation in the past, please describe your organization's strengths and assets.

💡 Helpful tip: Collaborate with colleagues to develop comprehensive responses. Ensure your answers follow the application materials and clearly demonstrate alignment with the program criteria.

About

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 funding must also adhere to The Code.

In submitting your application, it is assumed that you have read and are in alignment with the program description and eligibility criteria, namely:

Eligibility:

- Only registered charities or other qualified donees are eligible to apply for grants from The Winnipeg Foundation.
- Projects must primarily benefit the people of Winnipeg. For projects that take place outside of the city, applicants must still demonstrate how the project will primarily benefit the people of Winnipeg.
- Organizations may apply for one Children and Youth Program Grant per calendar year.
- Applying for a Children and Youth Program Grant does not preclude an organization from applying for a Community Grant or special program grant in the same calendar year, but it must be for a different project.
- Organizations must complete the project and submit a satisfactory final report on their previous Children and Youth Program Grant before submitting a new Children and Youth Program Grant application.
 - Note that to successfully report on a previous grant, your project must be complete with all funds spent, and you must be able to report on the outcomes and impact of the project.
- Projects must serve children and youth facing systemic barriers to participation, including, but not limited to, BIPOC and 2SLGBTQ+ youth, youth from economically disadvantaged communities, and youth with disabilities or chronic illnesses.

Eligible Costs:

- Food
- Equipment/supplies
- Fee subsidies
- Transportation
- Field trips
- Facilitators
- Food handler and first aid training
- Staff

Grants are not usually made to:

- Individuals
- Family programs (i.e. programs that serve both adults and children and/or youth)
- Schools
- Pilot projects

Grants are not usually made for:

- Capital/renovations
- Project costs related to activities undertaken before the date of grant approval
- Annual fundraising campaigns, fundraising positions, or annual fundraising events
- Pay down mortgages or reduce deficits
- Political activities
- Other grantmaking or scholarship/award programs
- Project costs that are the primary responsibility of government or which are required for licensing, including staffing and first aid in early learning centres and hospitals
- 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

Application & Eligibility

This tab guides you through the eligibility and provides an overview of the project or program for which you are seeking support. **Please note that each question has a maximum word count.** In this section, you will be asked for:

- The **geographic area** your project or program will serve. Select Yes to confirm that your grant proposal will primarily benefit the citizens of Winnipeg. Note that Children and Youth Program Grants only supports projects that primarily benefit children and youth from Winnipeg.
- **Certification of accuracy** confirming that:

- Your organization is operating in compliance with its bylaws and with the 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.
- **Declaration** 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.
- A **project name**. The project name can be the official name of the program for which you are seeking support, or it could be a title that you assign to your project for the sake of this application. Either way, it should help The Foundation staff quickly and easily identify your project.
- The **requested amount**. This is the amount your organization is requesting for your project or program. The total amount requested should align with the budget provided in the upcoming budget section.
- A **project summary** that briefly describes your project in 1 to 2 sentences. If you agree to share your project with donors in the **consent to share** section, this summary is what will be provided to donors.
 - 💡 Helpful tip: Consider the Five Ws (who, what, when, where, and why) when creating a project summary that connects your work with donors.
- The **number of participants** your proposal will serve, including their ages. Please provide unique numbers. The Winnipeg Foundation considers children and youth to be all participants between the ages of newborn to 30 years old.
- The **start date** and **end date** of your project or program. Project length may vary anywhere from a single day up to two years; however, do note that if your application is successful, your organization must complete and report on your project before applying for another Children and Youth Program Grant. **Please plan accordingly.**
- Your **consent to share** your proposal with our donors or highlight your work on our storytelling platforms. Select Yes if you would be willing to share information from your

application with external stakeholders. Selecting *No* will not affect the outcome of your application.

- The **community served** by your proposal. This grants program is intended to benefit children and youth facing systemic barriers to participation, including, but not limited to, BIPOC and 2SLGBTQ+ youth, youth from economically disadvantaged communities, and youth with disabilities or chronic illnesses. It is the applicant's responsibility to demonstrate how the youth you serve are a good fit for this grant program.
 - 💡 Helpful tip: Please include how your organization creates an environment of inclusion and belonging for this project, where participants feel safe to take part regardless of gender, ability, sexual orientation, ethnicity, or socio-economic background. 2) You may add and focus on recent DEI policies and programming that showcase your organization's commitment to the community you serve.
- The **skills/knowledge/expertise** of the staff, volunteers, or community partners working on your project. These qualifications may include training, education, and professional and lived experience. It may also include learnings or success stories from previous iterations of your program.
 - 💡 Helpful tip: This includes your organization's DEI practices in training and any relevant human resources policies. Focus on your recent updates and changes in DEI.
- Your **project implementation** plan, including specific activities, timelines, and where the programming will take place.
 - 💡 Helpful tip: Share your anticipated results and the impact of the project on your community and the lives of your participants. You can use your organization's evaluation framework here. Make sure your outcomes are specific, realistic, achievable, measurable, and timely.

Budget

You will be asked to upload a detailed budget specific to your proposal. This budget should reflect expenses and revenues related to your proposed program or project; **it should not be your organization's overall annual budget.** You may upload your budget in your preferred format (e.g. Excel, Word). Your budget should include:

- The total amount requested for your proposal
- A breakdown of expenses by line item

- A clear indication of which line items will be supported by The Winnipeg Foundation funds
- Identification of other funding sources (whether confirmed or pending), if applicable

Eligible expense categories may include:

- Salaries
- Professional fees
- Equipment and supplies
- Administrative costs
- Other program expenses (e.g., transportation, training)

In this tab, you may choose to provide **additional budget notes**, such as when you anticipate hearing back from other funders or alternate plans for if you were to receive partial support. You may also use this section to identify which line items you are requesting The Foundation to support, if not already identified elsewhere.

Attachments

If your organization has safety policies and guidelines relating to your youth programs, please attach them here. You may also choose to upload additional supporting documents related to your application, such as:

- Human Resource Policy
- Current Strategic Plan
- Diversity, Equity, and Inclusion Mandate/Policies/Plan

Contact

This tab captures the basics of your chosen project contact. In this section, you will be asked for:

- **Primary contact** information for the person Foundation staff should contact if we have any questions about your application or require further information.
- **Organization information**
- **Co-applicants**

Decision-Making Process

Decisions

All applicants will receive notification of the outcome of their application before the end of May 2026. Unfortunately, The Foundation receives more requests for funding than we are able to support. Please note that not all organizations will be funded, and most will not be funded at the level requested.

💡 Helpful tip: It is important to review the grant notification you receive from us to assist you on next steps.

Grant Restrictions

Successful Children and Youth Program Grant recipients **will not be eligible** to apply for another Children and Youth Program Grant until their approved project has been completed and reported on, and all funds have been spent. You may, however, still apply to the following programs:

- Community Grants (formerly One-Time Community Grants)
- Major Capital Grants

Note that applications to either Community Grants or Major Capital Grants must be for a different project (i.e. not the same project or program as your Children and Youth Program Grant).

Grant Reporting

Successful organizations are required to submit a final report, typically within two months of finishing their project and completely spending the grant funds. Final reports must be submitted via the application portal and require the following information:

- Number of children/youth served (please provide unique numbers)
- Ages of children/youth served
- An overview of the activities or results achieved through your project/programming
- Impact and lessons learned
- A story that best illustrates the impact of your grant, whether it be on community, your organization, or an individual
- An updated budget, reflecting actual revenues and expenses
- Photos, thank you notes, or other relevant documents (optional)

Glossary of Key Terms

2SLGBTQ+* - Refers to Two-Spirit, lesbian, gay, bisexual, transgender, queer, and those who use other terms related to gender and sexual diversity, derived from the Government of Canada's definition of "2SLGBTQI+".

Black* - Refers collectively to people of African descent across the diaspora including, but not limited to, African Canadian, Afro-Caribbean, Afro-Latin, East African, West African, Southern and Central African, Afro-Arab, Afro-Indigenous, etc.

Children and Youth – The Foundation defines children and youth as those between the ages of newborn to 30 years old.

Culturally responsive - Has the ability to respond, in appropriate and effective ways, to diverse communities – either at the individual, program, organizational, or system levels.

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.

Evaluation framework - This is a roadmap that outlines the purpose, scope, and expected outcomes of a program or project. It includes essential components like evaluation questions, data collection methods, and timelines to ensure an organized evaluation process.

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.

Indigenous Peoples* - Refers collectively to the original peoples of North America and their descendants, as defined by the Government of Canada. The Canadian Constitution recognizes three groups of Indigenous Peoples: First Nations, Inuit, and Métis.

Outcome - Refers to the results or impacts of a program, project, or intervention, reflecting the changes experienced by the target group or environment.

Person living with a disability* - Those with physical, sensory, intellectual, psycho-social, or learning disabilities, and persons living with mental illness that may be long-term, temporary, or fluctuating, and may or may not be apparent.

Person of Colour* - Derived from the Employment Equity Act's definition of visible minorities which includes, but is not limited to, the following groups: South Asian, Chinese, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, and Japanese.

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 were created and remain located in Canada. They must use their resources for charitable activities and have charitable purposes.

*The Winnipeg Foundation acknowledges these are umbrella terms for a diverse spectrum of people who have vastly different historical experiences in Canadian society and recognizes their use to build understanding and solidarity between communities.

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](#)

Government of Canada - [Qualified donees - Canada.ca](#)

Sarah J. Bowen- [Assessing the Responsiveness of Health Care Organizations to Culturally Diverse Groups](#)