

Community Grants - How to Apply Online

Please check to make sure that your internet privacy options are set to accept The Winnipeg Foundation as a trusted site.

Account Login

Before proceeding to the online grant application, you will be asked to login to your account.

If this is your first time using the online grant application, click "I am a new online applicant" and continue. You will be prompted to create an account and asked to provide an email address and a password.

Once you click "Create an Account" you will be forwarded to the online grant application. You will also receive a confirmation email that includes the URL for the Account Login page, enabling you to return to it later.

If you have previously used The Winnipeg Foundation online grant application, for any grant program, click "I am a returning online applicant" and enter your password.

Through your account, you will be able to return to in-progress applications to finish later, and access previously submitted online applications for up to five years.

Tax ID

When you access the online grant application, you will be asked for a Tax ID #. This is the CRA Registered Charity # for your organization (eg: 123456789RR0001).

Eligibility Quiz

After providing your Registered Charity # you will advance to an eligibility quiz to determine if your organization meets the grant requirements. You must answer the questions to proceed.

Application

Once you have successfully completed the eligibility quiz, you will be able to access the online grant application. The application consists of 3 sections which you must complete:

- **Organization Information** - Here you will provide information about your organization
- **Application Information** - Here you will answer a series of questions about your proposed project
- **Attachments**

Attachments

Project Budget - As part of your application, you will be required to provide a Project Budget. The Winnipeg Foundation has developed a Project Budget Form to help you provide project budget details. [Click here to download a copy of the Project Budget form.](#)

In addition, you will need to upload the following attachments as separate documents:

- List of Board of Directors/Officers and their affiliation
- Most recent audited financial statements
- Most recent annual report
- Income and expense budget for the current fiscal year
- Quotes (for renovations or purchase of capital items)
- Other (eg: letters of support)

The Project Budget and List of Board of Directors are required to successfully submit your online application. If you do not have your audited financial statements, annual report, income and expense budget and/or quotes in electronic format you can submit a hard copy.

“Save and Finish Later”

You do not have to complete the entire application at one time; you may save your work at any time by clicking the "Save and Finish Later" button at the bottom of the page.

When you create an account you receive an automatic email with a link to the account log-in page. You may use that link to log-in and access your saved application, or you may follow this link: https://www.GrantRequest.com/SID_550. You may also wish to bookmark this page for future reference.

Completing the Application

When you are satisfied that your application is complete, click the "Review and Submit" button at the bottom of the last page. After you have reviewed your application, click the "Submit" button. PLEASE CLICK THE SUBMIT BUTTON ONLY ONCE.

Once you click “Submit”, a message will appear thanking you for your application. You will also receive an auto email confirming that your application has been successfully submitted. This email will include a summary of your grant application and a five digit tracking number. Please save this email for your records.

Within 5 business days of the grant application deadline, you will receive an email from the Community Grants Administrative Officer. This email will include your assigned grant number (eg: 20100123) and specific details of when the application will be considered by the Board of The Winnipeg Foundation. If you have not received acknowledgement of your online grant application submission within 5 business days of the grant application deadline, please contact us at grants@wpgfdn.org.

Questions

If you have questions at any point in the application process, click on the "FAQ" link in the upper left of the application pages, to see the Frequently Asked Questions.

The Winnipeg Foundation

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