

# Youth in Philanthropy

2021-2022 YiP Timeline

Important Dates, deadlines, meetings and tasks to keep you organized

## NOVEMBER Checklist:

- Recruit new members, establish committee
- Decide on the meeting structure and schedule
- Nominate / Elect chair(s) and other committee member roles (High School)
- Individual school visits by the WCF begin (workshop – to teach about foundations & endowments)
- Prepare an Outline for school year (i.e. fundraising, volunteering, granting)

**Important Date:** November 15<sup>th</sup> National Philanthropy day

## DECEMBER Checklist:

- Determine grant making areas of focus
- Review Granting Guidelines and Conflict of Interest Policy (Found on WCF Website)
- Start researching organizations that match your area of focus and criteria

**Important deadline:** December 31 - List of Staff Advisors and contact information forward to Winkler Community Foundation (WCF) at [myra@winklercommunityfoundation.com](mailto:myra@winklercommunityfoundation.com) .

## JANUARY Checklist:

- Make a list of the organizations you would like to grant to
- Search the Canada Revenue Agency (CRA) online list of registered charities to ensure that the charities you would like to learn about are in fact registered charities OR
- Contact the Organization itself and ask if they have a charitable registration number
- Begin Volunteering / Fundraisers

## FEBRUARY / MARCH Checklist:

- Inform WCF of what your YiP has done or plans to do. (WCF board members are willing to support YiP initiatives. By informing us of what is happening allows individuals to contribute to your fundraisers.)
- Volunteer
- Fundraisers
- Research charitable organizations in our community



YiP Board Representative:  
Stacy Wiebe [wiebest@hotmail.com](mailto:wiebest@hotmail.com)

WCF Executive Director: Myra Peters 204.362.9292  
[myra@winklercommunityfoundation.com](mailto:myra@winklercommunityfoundation.com)

**APRIL/MAY Checklist:**

- Discuss & review your committees granting recommendations
- Submit grant presentation date to WCF
- Email grant recommendations to the WCF for approval (see grant submission dates below, Grand recommendation template available on website)

Following Grant Approval by the WCF Board:

- Prepare for grant presentation (ie. Assembly, cheque presentation, photo op)
- Hand in all fundraised dollars to WCF (this must be in before grant cheques can be written)
- Notify all grant recipients and grant declines (For YiP committees that accept grant applications)
- Hand in all grant applications to the WCF (For YiP committees that accept grant applications)
- Invite grant recipients to Grant presentation
- Invite media to Grant presentation
  - Golden West Radio News Room ([news@peminavalleyonline.com](mailto:news@peminavalleyonline.com))
  - Ashley Viveiros @ Winkler Morden Voice ([news@winklermordenvoice.ca](mailto:news@winklermordenvoice.ca))
- Host Grant Presentation – photo opportunity

GRANT SUBMISSION DATES TO WCF	GRANT PRESENTATION DATES
April 4	April 13 – May 9, 2022
May 2	May 10 – June 13, 2022
June 6	June 14 – June 30, 2022

**JUNE Checklist:**

- Submit Final Administration Expenses (Form available on website.)
- Submit Final report. Include pictures. May also include suggestions for improvements, changes and affirmation of the YiP program.
- Let us know intentions of YiP participation for the following year.
- Begin recruiting members for next year

**Important Deadline:** June 6, 2022 Deadline for Financial Report, Administration Expense requests

Note: Expenses and fundraising income can be submitted to the Winkler Community Foundation throughout the year. Please use Expense Income form found at <https://winklercommunityfoundation.com/what-we-do/youth-in-philanthropy/>



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