



# YOUTH IN PHILANTHROPY

A Winkler Community Foundation program

***All the information you need to know to lead your  
Youth in Philanthropy Committee***

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***IT IS NOT THE SIZE OF THE GIFT, BUT THE IDEA OF GIVING, THAT IS IMPORTANT.***



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)

## Section 1: What is Youth in Philanthropy?

Youth in Philanthropy (YiP) is a Winkler Community Foundation (WCF) program designed to introduce motivated youth to philanthropy and local community development. The program will give you a hands-on experience working as a team, and learn about local charitable organizations to help your city thrive. **It is a valuable way for young people to learn about their community and how they can have an impact as philanthropists.**

## About the Winkler Community Foundation.....

### **Who are we**

The Winkler Community Foundation is a community foundation. That means it's a charitable organization with two main purposes: to receive donations and support local charities through grants.

### **What we do**

All designated donations made to The Winkler Community Foundation are invested permanently and never spent. Those investments earn interest and that interest is used to make grants to charities. Over the years, the Foundation has received hundreds of donations – big and small – from donors of all walks of life. Because all donations to the Foundation are invested together, even small gifts can have big impact. And, over time, that impact grows.

### **How YIP works:**

YIP group is formed within a school. They run meetings and determine ways they can fundraiser, learn about different charities, then in spring they chose organization they will support and grant

The WCF will match the amount your YiP raises for you to grant back to the community up to **\$500 per elementary school** and **\$2500 for High Schools**. The program begins in fall each year, when schools form YiP committees. Elementary schools grant full amount raised plus their matched dollars back into the community. For High Schools, the money your YiP group raised will be placed in the YiP Endowment Fund and the community foundation makes grant money available to be granted back into the community by your committee. (More details in Section 3).

First, you must discuss your areas of grant making focus and determine the goals of your committee. Then you research charities that meet your criteria and learn more about what they do. Mostly, we want the students to learn about the charitable organizations in our community and how their work impacts the community we live in. Create awareness in your school about YiP and generate fundraisers within your community.



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With input from each committee member, your group decides which charities will receive grants, how much money each will receive, and how that money will be spent. You will then submit your grant recommendations to the Board of the Winkler Community Foundation for final approval. In May, the program winds down with each YiP committee presenting grants to their chosen recipients.

Through YiP you will learn about some amazing people and organizations doing powerful work to make our community better.

**“We hope that your experience with Youth in Philanthropy will inspire you throughout your life.”**

**“YiP gives you the chance to make a real difference in the world around you.”**



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## Section 2: Administrative Grant

Every year, an administrative grant of \$250 from the Winkler Community Foundation is available to each Junior High Youth in Philanthropy group and \$500 for High School Youth in Philanthropy. This money is a grant from the WCF, made possible by donors who have given gifts to improve the community. In order to access this money, staff advisors need to submit expense forms with receipts to the Foundation for reimbursement. Administrative money will be reimbursed between January and June of each year. When handing in your expense form (Accessing YiP Administrative funds) you are committing to participate in the YiP program and will raise funds that will be matched by the Foundation and granted to local charities.

Your committee's administrative grant is to be spent on costs associated with running your committee.

### What **TO** use your grant on:

- Gas for transportation to and from site visits
- Sending students/staff to a YiP conference
- Snacks for meetings / Thank-you lunch
- YiP clothing (used to help them look unified or a part of a group) We encourage the use of the YiP logo when possible.
- Fundraising supplies

### What **NOT TO** use your grant on:

- Meals or trips to restaurants for the committee
- Permanent items, such as cameras or filing cabinets

NOTE: If you have any doubt about appropriate use of the administrative grant, please contact the Winkler Community Foundation before spending the money!

Please use the expense sheet provided to track how you spend your administrative grant. It is also available on our website under ***"What We Do"***.



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## Section 3: Your School Endowment Fund (High School YIP Programs)

Want to grant more money each year? To do that, you need to grow your endowment fund!

Each High School Youth in Philanthropy committee contributes to their granting activities through their own School Philanthropy Fund at the Winkler Community Foundation.

At the end of your fundraising period in April/May, any funds raised are sent to the Winkler Community Foundation. (Money may be handed in throughout the year if preferred.) For High School YIP groups, this goes directly into your school's endowment fund. The Winkler Community Foundation matches what you submit for the purpose of granting to charities of your choice in our community. Each year, each High School YIP committee will also receive the additional granting funds earned from your school's endowment fund. In this way, the grant-making capacity of each committee will gradually increase every year.

Elementary School YIP groups have chosen to grant full amount (amount raised plus WCF matching) annually. They are not working towards building an endowment fund at this time.

***"Remember: the work you do this year for Youth in Philanthropy will be felt in the community for years to come."***

## Section 4: About your Committee

### **Do you have enough committee members?**

Experience has shown that a committee of 8-20 members works well because there are enough people to share the workload, but not so many that agreeing on meeting times and grants is too difficult. That's not to say that a committee of 5 or 25 can't work – just that it might be a little more challenging!

### **Is your committee diverse?**

Do you have members with a variety of interests? Do your members represent a variety of grade levels? Is there a good mix of guys and girls? The more diverse the committee, the more perspectives you're able to represent, and the more effective your grants will be.



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## Section 5: Conflict of Interest

*Definition:* Conflict of Interest is a situation in which a person's decisions in one setting (e.g.: as part of a YiP committee) could benefit him or her (or his or her family or friends) in another aspect of their lives.

To ensure the integrity of the grant-making process, it is important that Youth in Philanthropy committees and members remain unbiased in their decision-making.

## Section 6: Areas of Focus

There are many charitable organizations in Winkler and area that provide a variety of services in different areas. Establishing area of focus will help your committee find organizations that meet your grant-making goals.

Some things to think about when deciding your areas of focus include:

- The needs within the community
- The priorities identified by your committee
- Individual interests of your committee members
- Areas that your committee has focused on in the past

## Section 7: Developing Criteria

There are 2 criteria that apply to all Youth in Philanthropy grants:

- The organization must be a registered charity.
- The project must primarily benefit the citizens of Winkler.

Other criteria can be established by your committee, depending on your priorities as grant-makers. To help you get started here are a few examples established by other committees:

- Has the organization received a YiP grant in the past.
- Organizations that are well-established and have a good reputation in the community.
- Organizations that are smaller, less-known and may need help raising awareness.
- Organizations that serve the community around our school.
- Organizations that provide examples of how a YiP grant could be used.
- Organizations that demonstrate a need for funding.
- Organizations that have not received YiP grants in the past.
- Projects that meet our areas of focus.
- Projects that can be completely funded by your YiP grant.



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## Section 8: Research Organizations

Once your committee has narrowed down your areas of focus and developed your criteria, the next step is to research charitable organizations that your committee would like to know more about.

Some resources to help your committee come up with a list of organizations that fit your areas of focus and criteria include:

- The Community Charitable Non-profit Organizations List provided by the WCF
- The internet

Once your committee has determined a list of organizations that you would like to learn about, use the Canada Revenue Agency website to ensure that the organization is a registered Canadian charity.

- 1) Visit CRA Charity Listing website to search the list of registered charities.
- 2) If the organization appears in the search results, then it is a registered charity. Click on the organization and copy down the BN/Registration Number. This number is the organization's charitable registration number, which is required to submit to WCF along with the organizations mailing address.
- 3) If the organization does not appear in the results, then either:
  - a. It is not a registered charity
  - b. It is a registered charity that is registered under a different name, or is affiliated with another organization. Contact the organization directly, or The Winkler Community Foundation, for more information.

## Section 9: Granting Guidelines (WCF granting policy)

### Granting objectives are:

- To support social services to advance the welfare of the needy and the alleviation of human suffering and poverty;
- To support and develop recreation and physical fitness activities;
- To assist and promote the arts, culture and heritage activities;
- To advance education;
- To support and advance the provision of medical services;
- To support the enhancement of the environment;
- To support and advance other community activities or facilities of a charitable nature.

### Granting Guidelines:

1. Project must primarily benefit the people of Winkler and District.
2. Grants are made only to non-profit organizations with CRA Registration Numbers and other qualified recipients under the Income Tax Act.



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3. Organizations seeking funds must demonstrate a strong and committed board, fiscal responsibility, and management qualifications.
4. Grants are made annually.
5. An appointed grants committee makes a recommendation of grant recipients to the board of directors. The recommendation requires a majority vote of approval by the board.
6. Grants are awarded for definite purposes and for projects covering a specific period of time.
7. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
8. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased response from other sources.
9. Preference is given to projects which:
  - support capital projects / bursaries & scholarships
  - encourage more efficient use of community resources;
  - address the underlining causes of problems in our society rather than dealing only with symptoms;
  - are developed in consultation with other agencies and planning groups and those which promote coordination, cooperation and sharing among organizations and the elimination of duplicate services;
  - promote volunteer participation
  - demonstrate evidence of community support and organization initiative
10. Grants are not made to, or for:
  - projects or programs that will be completed before the grant decision takes place
  - operating expenses/ capital deficits/ mortgages
  - annual fund drives
  - establish or add to endowment funds;
  - specific medical research projects or scientific research projects;
  - direct religious activities; political activities
  - individuals

*Come up with your own creative way to celebrate philanthropy and tell us about it. We would love to include your National Philanthropy adventure in the Winkler Community Foundation's fall newsletter.*

*For More Information check out these websites:*

- The Winkler Community Foundation:  
[www.winklercommunityfoundation.com/what-we-do/youth-in-philanthropy](http://www.winklercommunityfoundation.com/what-we-do/youth-in-philanthropy)
- The Winnipeg Foundation:  
<https://www.wpgfdn.org/youth-programming/youth-in-philanthropy/>
- Community Foundations of Canada Youth and Philanthropy initiative: [www.goypi.org](http://www.goypi.org)



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