



Manitoba Heritage Trust Program (MHTP)



Guidelines for museums and archives located inside Winnipeg

The following is a step-by-step outline:

1. Visit the Endow Manitoba website (EndowMB.org). Under Programs, the Manitoba Heritage Trust Program page has the program information and application form.
2. Complete the MHTP Application Form with The Winnipeg Foundation as your local community foundation and submit it to the email address on the form. Form is available on the Endow Manitoba website.
3. Complete a two-way agreement with The Winnipeg Foundation.
4. Provide the initial threshold gift of \$2,500 to start the Heritage Trust Fund which will be permanently endowed with The Winnipeg Foundation. The Winnipeg Foundation will manage the newly created Heritage Trust Fund as per the agreement.
5. Encourage donors to give to your Heritage Trust Fund. The Winnipeg Foundation will post your Heritage Trust Fund on their online donation page on Endow Manitoba website.
6. Gifts to your Heritage Trust Fund can be tax receipted by your organization (if you are a registered charity), your supporting organization or The Winnipeg Foundation. All receipted gifts must be added to the capital of the Heritage Trust Fund.
7. Heritage organizations may use any type of non-government derived funding sources to build their Heritage Trust Fund (for example: held over operating funds, fundraising from events held prior, and unused funds from capital accounts, etc.).
8. Fundraise in accordance with the MHTP guidelines.
9. All stretch monies will be calculated on the eligible gifts received to a Heritage Trust Fund as of September 30. Heritage Trust Fund managed at The Winnipeg Foundation will receive the transfer as of September 30.

The Winnipeg Foundation will provide you with information about your Heritage Trust Fund, including fund reporting, details of gifts received and granting available.

The Manitoba Heritage Trust Program is administered by:



Program partners:



ASSOCIATION *inc.*
MANITOBA ARCHIVES



ASSOCIATION *of*
MANITOBA
MUSEUMS

heritage@wpgfdn.org