



## Guidelines for museums and archives located outside 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, application form, local community foundation and resources.
2. Complete the MHTP Application Form and submit it to The Winnipeg Foundation. Form is available on the Endow Manitoba website.
3. Contact your local community foundation. Contact information for each community foundation is available on the Endow Manitoba website under Find My Foundation.
4. Complete a three-way agreement with your local community foundation and The Winnipeg Foundation or alternatively with just your local community foundation (some restrictions apply contact Denise for details).
5. Provide the initial threshold gift of \$2,500 to start the Heritage Trust Fund which will be permanently endowed with your local community foundation. If The Winnipeg Foundation is acting as the administrator they will manage the newly created Heritage Trust Fund, otherwise the investment of the fund will be the responsibility of the community foundation that you have chosen.
6. 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.
7. Gifts to your Heritage Trust Fund can be tax receipted by your organization (if you are a registered charity), your local community foundation or The Winnipeg Foundation. All receipted gifts must be added to the capital of the Heritage Trust Fund.
8. 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.).
9. Fundraise in accordance with the MHTP guidelines.
10. All stretch monies will be calculated on the eligible gifts received to a Heritage Trust Fund as of September 30. Heritage Trust Funds managed at The Winnipeg Foundation will receive the transfer as of September 30 and Heritage Trust Fund managed at other community foundations will receive a deposit by the end of October.

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 *for*  
MANITOBA ARCHIVES



ASSOCIATION *of*  
MANITOBA  
MUSEUMS