



Guidelines for museums and archives located outside Winnipeg

The following is a step-by-step outline:

1. Visit the Endow Manitoba website (www.endowmanitoba.ca) under Manitoba Heritage Trust Program for 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.
4. Complete a three-way agreement with your local community foundation and The Winnipeg Foundation.
5. Provide the initial threshold gift of \$2,500 to start the heritage trust fund which will be permanently endowed with the local community foundation. The Winnipeg Foundation is acting as the administrator for the three-year funding period and will manage the newly created heritage trust fund.
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. Forward all gifts your organization receives and details to The Winnipeg Foundation for tax receipting.
8. Communicate with your local community foundation, follow ewires and explore Endow Manitoba website for information and resources.
9. Fundraise in accordance of the MHTP guidelines over the three-year period of April 1, 2018 to March 31, 2021.

Your local community foundation will provide you with information about your heritage trust fund, including fund reporting, details of gifts received and granting available.