



# Co-Creating a Community Knowledge Data Collection Framework with Manitoba Community Foundations

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*“Seeing a variety of examples of how other CFs work serves as inspiration and guidance for our own initiatives.”*



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# Executive Summary

The focus of this research partnership between the Rural Development Institute, Endow MB, and six rural community foundations was to investigate the community foundations' understanding of community knowledge generation and to reflect on their past and current practices of data collection, analysis and use. This 12-month research project collaboratively explored and reflected on how community foundations conduct community knowledge generation, identifying the specific data collection tools, barriers and opportunities. The impacts of this research is valuable to all three partner groups:

- For RDI - the project was a case study on community knowledge data collection that provided key insights into community capacity and data collection
- For Endow MB - the project provided valuable guidance and input on how to support CFs in community knowledge generation as well as direction on the creation of a common well-being tool
- For the participating CFs - the project provided an opportunity to learn and reflect on their current data collection activities, to identify current capacity needs regarding data collection and to inform the design and implementation of the common wellbeing tool

## FINDINGS

The project's findings cover four different areas, evolving from "*Where is data collection in CFs now?*" to "*Where do they want to go?*", "*How do they get there?*" and "*Considerations and other Opportunities*". An overview of the key outcomes is provided on pg 4 and detailed descriptions of the findings can be found in pgs 5-16; the highlights for each area include:

- CFs generate substantial community knowledge from a large range of tools; this knowledge tends to be informal or undocumented
- CFs are open to and interested in the development of a common tool that would allow them to share knowledge with similar CFs
- CFs would like to build more capacity around data collection and analysis to increase the knowledge and leadership they can provide to their communities
- CFs want more networking and collaboration within their community and between CFs to improve community knowledge generation

## RECOMMENDATIONS AND CALLS TO ACTION

A full description of the recommendations can be found on pg 18. These recommendations are focused on three calls to action:

1. **Continue Building the Capacity of Community Foundations** - Create opportunities for skills building and training around collecting community knowledge.
2. **Increase Collaboration and Knowledge Sharing** - Create a space and place for regular networking and sharing of tools and collaboration opportunities.
3. **Create a common wellbeing tool for Community Foundations** - Utilize the Community Knowledge Data Collection Framework to inform the development of a common tool for community wellbeing assessment that can be adapted to the different capacities and contexts for CFs.

# Background

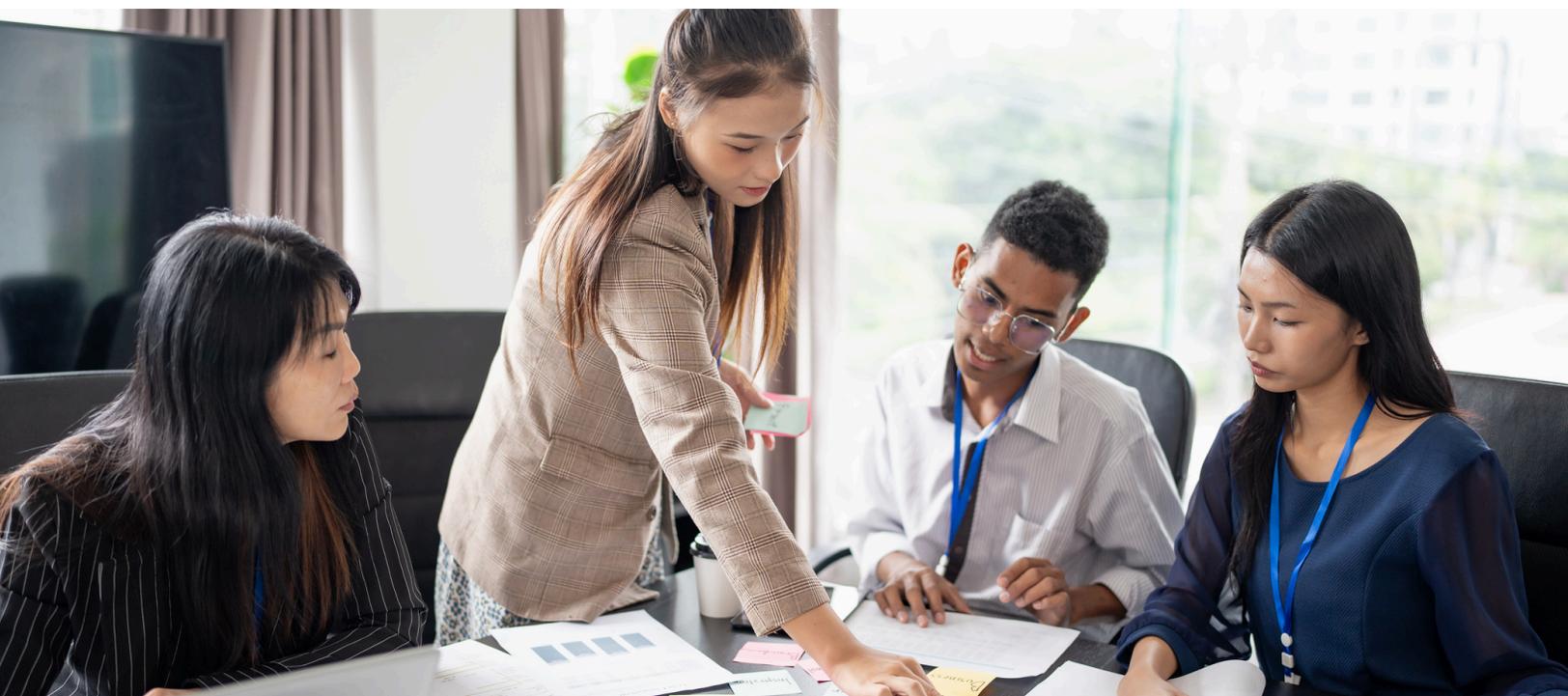
Endow Manitoba, a program of The Winnipeg Foundation (TWF), partnered with Brandon University's Rural Development Institute (RDI) to research and collaborate with Manitoba community foundations (CF) to explore how the CFs generate and use community knowledge in their operations. This project emerged from the findings of the 2020 - 2021 research partnership between Endow Manitoba and RDI that undertook a literature scan focused on the main attributes and best practices of the five core functions of CF activities. One of the key results of this research is the recognition that CFs' activities were often described in terms of enhancing community well-being. Community knowledge is needed to support efforts to enhance well-being, and it is essential to understand how CFs generate and use community knowledge to inform any well-being initiatives and assessments. In light of this context, the current project used a community-based research approach employing focus groups to investigate the community foundations' understanding of community knowledge generation and to reflect on their past and current practices of data collection, analysis and use.

Endow Manitoba selected six community foundations listed below to participate in the research project.

- Big Grass Community Foundation
- Brokenhead River Community Foundation
- Dauphin and District Community Foundation
- Minnedosa and District Community Foundation
- Rivers and Area Community Foundation
- Winkler Community Foundation

During April through September 2024, RDI's researchers interviewed research participants through multiple rounds of focus groups and large group discussions. Through these engagements, observations and conclusions were made, which are outlined in the research findings.

This report highlights the key outcomes and recommendations from those discussions, increasing understanding about current practices, challenges and opportunities for CFs generating community-knowledge.





# HOW COMMUNITY INSIGHTS CAN ENHANCE COMMUNITY FOUNDATION IMPACT



## Phase 1

**INFORMATION SHARING**

- Community Foundations shared practices and tools used for knowledge generation in preparation for conducting wellbeing assessment

**FOCUSED CONVERSATION**

- How does your CF currently obtain information on your community's needs and opportunities?
- How do you use this information to impact your CF's fund development, grant making, and community engagement activities?

**OUTPUT**

- Celebration of work being done by the CF.
- Understanding of current practices in gathering and using community insights

## Phase 2

**INFORMATION SHARING**

- Endow MB introduces the beginning elements of a "community learning and decision-making tool"
- What value would it bring? What would it produce for the Foundation?

**FOCUSED CONVERSATION**

- How could the Community Foundation use this "community learning and decision-making tool"?

**OUTPUT**

- Introduction (and response) to the "community learning and decision-making tool"
- Ideas and possibilities for future use and further development of this tool

## Phase 3

**INFORMATION SHARING**

- Application of a Community Learning and Decision tool
- Does it meet the data needs and expectations of Community Foundations

**FOCUSED CONVERSATION**

- What challenges are there to using a "community learning and decision-making tool?"
- What resources (financial and non-financial) would your CF need to lessen these challenges?

**OUTPUT**

- Inventory of challenges and resources required to use a "community learning and decision-making tool"

**FINAL OUTPUT**

- Data development and advocacy for resource in using effectively the "community learning and decision-making tool"
- Feedback that will enhance further development of the tool

The visual provides the research design and focus that was developed in collaboration with Endow Manitoba in a community-based research approach.

# Key Outcomes

Where are we?	Where do we want to go?	How do we get there?	Considerations & Opportunities
1.1 CFs use a wide range of unique tools for collecting community knowledge	2.1 Overall, CFs have a positive attitude towards adopting a common tool	3.1 CFs want to increase engagement within their community and between CFs	4.1 It is a challenge for CFs to expand their data collection methods
1.2 A core set of tools are used by most CFs	2.2 CFs prefer a common tool that is tailorable	3.2 Volunteer capacity is a challenge for some CFs	4.2 Stronger collaboration will help CFs share knowledge and better understand their communities
1.3 Ease of access and ease of use matters for community knowledge tools	2.3 CFs believe a common tool would help create comparative opportunities between similar CFs	3.3 CFs want to build their capacity so they can better serve their communities	4.3 CFs want tools like a portal for sharing current practices

**Legend for Level of CF Identification/ Agreement:**

Identified by/agreed upon by 5-6 CFs	Identified by/agreed upon by 3-4 CFs	Identified by/agreed upon by 1-2 CFs
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Each Key Outcome is expanded on in the next section, with more context, examples and discussion. We can see from this table though that there is a high level of agreement amongst the participating CFs. The main insights from these key findings are:

-  CFs generate substantial community knowledge from a large range of tools; this knowledge tends to be informal or undocumented
-  CFs would like to build more capacity around data collection and analysis to increase the depth of community knowledge generation
-  CFs want more networking and collaboration within their community and between CFs to improve community knowledge generation

# 1. Where are we?

## FOCUS:

- Celebration of work being done by the CF
- Understanding of current practices

## Key Outcome:

# 1.1 CFs use a wide range of unique tools to collect community knowledge

## What do we know?

- **Many tools are used for generating community knowledge:** The 6 participating CFs identified 40 tools, activities, and sources used to acquire community knowledge.
- **Unique yet similar tools are being used:** The tools identified by the 6 CFs used variations of tools that were either developed or adapted specifically for their community. Tools developed and used in one CF were often similar in nature & description to tools used in another CF (e.g. *Board Member Knowledge vs Board Member Experience vs Board Member Connections*)
- **The tools group into 9 different types of data collection:** While there is difference and nuance between the tools identified, they can generally be grouped into 9 different types of tools that collect informal internal feedback, informal external feedback and review secondary data/materials.

## 9 types of tools used by the 6 CFs



For a full list of the unique tools used by the 6 CFs, please see Appendix 1

## What does this mean?

- CFs use a wide range of tools to collect community knowledge to increase the CF's understanding of a community's interests and priorities
- CFs select tools that can identify community priorities from different perspectives and sources to build and maintain cooperative relationships between CFs and communities.
- The types of tools being used by participating CFs can be grouped into 9 tool groups that emphasize informal, undocumented feedback, and the review of secondary data/material.

## Key Outcome:

# 1.2 Most CFs use a core set of tools

### What do we know?

Almost all of the CFs used tools that were grouped into the categories: board knowledge, grant application, and local knowledge. Word of mouth was used by 1/2 of the participating CFs. The CFs also used other tools to generate community knowledge, but no other types of tools were used by more than 2 participating CFs.



Board member community knowledge is a critical source of community knowledge for all the CFs

- **Board Knowledge & Experience:** 5 CFs identified board members or directors as sources of community knowledge.
- **Needs Identified in Grant Applications:** 5 CFs specifically identified grant applications as a source of community knowledge.
- **Input from Local Partners:** 5 CFs identified tools like reports that focused on input from local partners
- **Word of Mouth:** 3 CFs used grant applications as a way to understand the issues and priorities identified by community organizations and residents.
- **Community Events:** 2 CFs used participating or hosting in community and CF events as venues for collecting community knowledge.
- **Using Partner Survey Results:** 2 CFs mentioned the results from community organizations or partners as tools for community knowledge.
- **Newspapers & Local Websites:** 2 CFs utilized local newspapers and websites to collect community knowledge.
- **Feedback through Social Media:** 2 CFs identified social media platforms such as used Facebook and LinkedIn as ways to collect community knowledge.
- **Community Statistics:** 2 CFs identified tools related to community data and statistics.



Grant applications are also almost a universal source of knowledge for CFs

### What does this mean?

- CFs employ a range of different methods to acquire community knowledge to expand their engagement activities, ensuring they are gathering input from different groups within the community (youth, seniors, newcomers).
- CFs use community knowledge generation tools strategically to ensure representation across different interests and groups in the community.
- CFs use a mixture of traditional and digital methods of data collection to be current and responsive when reaching out to audiences beyond word of mouth, community surveys, or community events.
- CFs use Board Knowledge, Grant Applications, and Local Partners as the most common types of tools across CFs for generating community knowledge.

**Key Outcome:****1.3 Ease of access and ease of use matters for community knowledge tools****What do we know?**

- Ease of access to and use of the tool matters - 6 CFs recognized that the 40 tools and activities identified to collect community knowledge varied significantly in terms of access and ease of use.

**Easy:** Approximately 65% of the tools, activities and sources of community knowledge, accounting for 26 tools, were easy for CFs to access and use. These tools were convenient, straightforward and involved minimal effort or resources to access or use.

**Moderate:** About 30% of the tools, activities and sources of community knowledge, 12 tools, were identified as medium in terms of difficulty to find or obtain.

**Hard:** A small percentage, 5% (2 tools), were considered hard to access; Retrieving information from these sources involved complex processes and overcoming technical barriers, or high costs associated with obtaining the data.

**CFs utilized tools ranked at varying levels of accessibility**

The complete listing of tools used can be found in Appendix 1

**What does this mean?**

- CFs separate tool access from tool use. This helps explain the contrast between how easily different types of data can be accessed but cannot be readily used by some CFs.
- CFs rely primarily on easy knowledge generation tools that do not require additional time and resources to learn how to apply the tool: conducting an informal survey at a country fair is much easier and less costly than accessing usable local data from the Statistics Canada database.
- CFs rely on easy to use knowledge generation tools. This shows that CFs adopt a more passive/organic approach to collecting community knowledge rather than an active/systematic one requiring specific training and experience.

# 2. Where do we want to go?

## FOCUS:

- Introduction and response to community learning and decision-making tool

## Key Outcome:

# 2.1 Overall, CFs have a positive attitude towards adopting a common knowledge generation and decision-making tool

## What do we know?

- There is a desire to increase compatibility and sharing amongst CFs
  - 5 CFs expressed a firm desire to adopt a common tool to collaborate with other CFs.
- A common tool requires adopting a common language around CFs issues, ideas, priorities
  - 3 CFs recognized that adopting a common tool can aid in community understanding of CF activities through consistent communication.
- CFs expressed a desire to share with other similar CFs in how they utilize tools and practices
  - 5 CFs expressed a willingness to learn from other CFs' successes, challenges, and experiences.

“Continuously learning and improving processes”

5 CFs expressed a positive attitude towards adopting and learning through a common tool

“We don't know if all the information we have is accurate; we don't know if there's gaps in the data. [We] don't know what [we] don't know.”

1 CF expressed the reality of their uncertainty about data collection and analysis

## What does this mean?

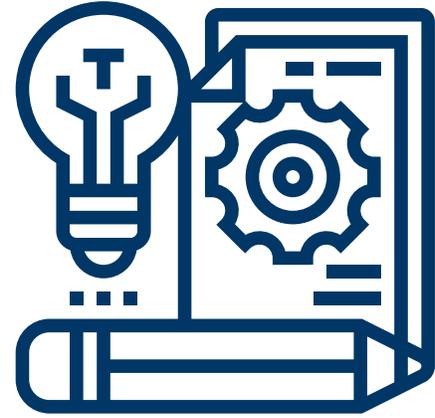
- CFs understand the importance of undertaking new approaches and activities to address any perceived uncertainty or lack of confidence that can undermine a CF's decision-making.
- CFs anticipate funding and supports are needed to adopt a new and unfamiliar common tool, which may need to be practiced over a number of granting cycles to be integrating into a CF's operations and community engagement activities.

## Key Outcome:

# 2.2 CFs prefer a common tool that is tailorable

### What do we know?

- **Adapt the common tool to fit the CF's resources and capacity limitations:** 3 CFs prefer a common tool that can be adjusted to address the CF's capacity, staffing and financial resource limitations, timelines, and account for the local community's priorities and needs.
- **CFs are already using similar tools tailored to their specific CF/community:** All 6 CFs regularly use similar tools that they have developed or adapted to meet their specific needs. For example, CFs use similar tools for board development and recruitment but have adapted them to their specific context and community.



3 CFs expressed an interest in applying a common community knowledge creation tool that can be tailored to their community



### What does this mean?

- CFs recognize that forcing a one-sized tool, which is too complicated, in all communities can frustrate a CF's progress in enhancing well-being.
- CFs have a strong desire to be community development enablers yet know that achieving this objective needs to be measured and realistic.
- Adopting a tailorable tool provides a more manageable strategy so that as a CF becomes experienced and gains enough confidence the CF may adopt more challenging elements of the tool: By developing skills and experience through practice, CFs will be able to "mine" the common tool for more data and advanced analysis.

**Key Outcome:****2.3 CFs believe a common tool would help create comparative opportunities between similar CFs****What do we know?**

- Comparability with other CFs through the use of a common tool:
  - 5 CFs identified that the common tool would enable CFs to learn from shared experiences, successes and challenges.
  - 5 CFs identified that the common tool would enable CFs to understand and learn from the compatibility of their access to and analysis of data.

“Apples to apples”

5 CFs expressed a positive attitude towards adopting and learning through a common tool

1 CF expressed the reality of their uncertainty about data collection and analysis

“Comparing ourselves to other CFs helps us understand what is truly possible.”

**What does this mean?**

- Recognizing informative comparisons would help CFs:
  - to appreciate that they are not as isolated as they perceive themselves to be when focusing on their unique realities and circumstances, and
  - to work collectively rather than in competition.
- Recognizing the similarities between CFs and between communities would help CFs to establish partnerships for creating tools, sharing resources, and coordinating activities.
- Recognizing informative comparisons would help CFs to consider how successes in similar CFs and communities may suggest lessons that can be applied in multiple cases.

# 3. How do we get there?

## FOCUS:

- Inventory of challenges and resources required to use a community learning and decision-making tool

## Key Outcome:

### 3.1 CFs want to increase engagement within their community and between CFs

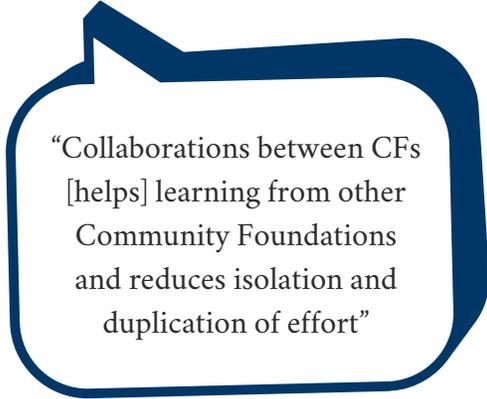
#### What do we know?

- **Community engagement is critical for gathering community knowledge:** Although 6 CFs acknowledged that board members' knowledge and experience is core, at least 3 CFs noted that other board engagement tools focused on outreach to the wider community are also necessary.
- **Community engagement can be time and resource intensive:** 6 CFs acknowledge that 35% of community knowledge tools are moderate to hard to access and use but appreciate that the information attained does assist in CFs activities and priorities.
- **Desire to work collaboratively with other CFs with similar capacities:** 5 CFs described the need to work / partner with other CFs to learn from their experience and reduce duplication of efforts when possible.



“Fostering a sense of solidarity and mutual support as other CFs face similar challenges

5 CFs expressed the importance of working with one another



“Collaborations between CFs [helps] learning from other Community Foundations and reduces isolation and duplication of effort”

#### What does this mean?

- CFs recognize that collaborative community engagement activities need to be flexible given the context and situation. Flexible engagement activities improve opportunities to collect unexpected community knowledge that may be less accessible when following routine procedures.
- CFs appreciate the increased connectivity gained through collaboration and the opportunity to build closer cooperation among CFs. Participants felt that collaboration builds a stronger sense of solidarity and mutual support among CFs facing similar challenges.

## Key Outcome:

# 3.2 Volunteer capacity is a challenge for some CFs

## What do we know?

- **Over-taxed CF board volunteers is a challenge in many communities:** While this is a common refrain in rural and volunteer spaces, only 2 CFs noted this issue
- **Resource imbalance challenges:** 3 CFs specified that insufficient access to resources may hinder a CF's ability to generate and use community knowledge, which may impact its operations and ability to undertake other community engagement activities to fulfill community needs.

“Gathering information can be time-consuming, requiring hours of sorting through data until finding usable insights, which can strain volunteer resources.”

2 CFs expressed a concern over the demands placed on board members.



## What does this mean?

- The number of hours expected of CF board members (weekly, monthly, periodically through the year) dedicated to CF meetings and other scheduled activities as well as informal/unscheduled activities (ad hoc community engagements / reading local newspaper) in contrast to personal life, employment, family and leisure time means the board members either have or must make free-time to engage in CF activities.
- Depending on the need, CF members may engage in personal / professional development activities to enhance their capacity to fulfill CF activities, engagements or to (re)develop skills for collecting & analyzing community data.
- Reliance on volunteer board members may be addressed by expanding the volunteer base to include others from different demographic groups in the community, who are requested to engage in specific tasks under the direction of the CF board. This would help with CF Community engagement and involvement. A few additional volunteers may lessen the load overall, however.

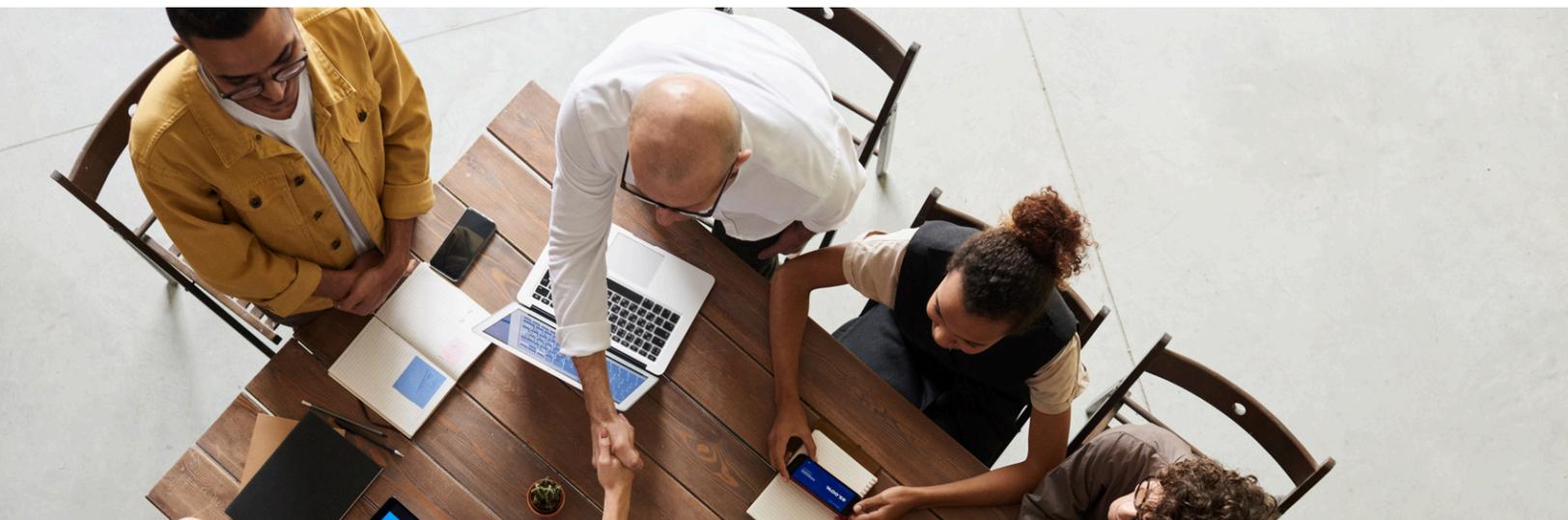
## Key Outcome:

# 3.3 CFs want to build their capacity so they can better serve their communities



### What do we know?

- **Board development and organizational capacity building:** 5 CFs recognized the importance of collecting community knowledge from board members and intend to use this practice to recruit from other demographic groups for board development purposes.
- **Embracing board diversity and inclusion builds CF organizational capacity:** 5 CFs identified that having broader representation on the board is an effective means of expanding community engagement, even as 2 CFs acknowledge having trouble reaching this goal.
- **CF board diversity and inclusion builds community:** 2 CFs recognized the importance of building and drawing on the internal strength from board members and their personal supporters for enhancing impacts throughout the community and regional partners.



### What does this mean?

- Involving and engaging with other community organizations and residents is crucial to show that CFs work collaboratively to assist community projects being completed through CF grants and partnerships with other community initiatives.
- Building the capacity (expertise & experience) of CF board members enhances the community's opportunities to leverage the CF's resources to pursue more challenging, longer-term development initiatives with regional partners.
- Enhancing CF capacity advances the community's ability to be more responsive to the changing needs and priorities of community members, business enterprises, and organizations.

# 4. Other Considerations & Opportunities

## FOCUS:

- Inventory of challenges and resources required to use a community learning and decision-making tool

## Key Outcome:

### 4.1 It is a challenge for CFs to expand their data collection methods

#### What do we know?

- **Data collection is time intensive:** CF's have challenges with data collection as it is time-consuming; it involves gathering and organizing large sets of information to identify trends and insights.
- **Insufficient detail of data:** Insufficient detail of data is a challenge faced by CFs when the available data lacks the specificity needed to address local issues effectively; for example, Statistics Canada's data, while valuable, is often aggregated at a regional or provincial level, which may not capture the unique characteristics, challenges, and needs of small CFs operating within specific localities.
- **Interpretation and communication of data:** the challenging process is conveying data findings clearly and accurately, ensuring that stakeholders (both the CF and the broad community) understands the significance and implications of the data.
- **Deriving insights from data:** insights are crucial for decision-making and strategic initiatives; the quote "I'm hoping that revelation comes to us during the process," highlights the dynamic nature of data analysis and the potential for unexpected discoveries.

"Access to expertise and resources is crucial."  
"We don't have a plan. We still don't have a plan [on collecting data]."

5 of 6 CFs identified challenges with collecting, analyzing, and communicating data to inform community members and organizations of CF decision making

"Relying on [external] capacity and skills set on aspects of community knowledge (esp. reading statistics and reports)."

#### What does this mean?

- Capacity barriers in data collection and analysis limits CF community knowledge and inhibits informed decisions. Increasing ability to collect, analyze and utilize more knowledge is critical for CFs to assess community priorities and well-being, and to support development initiatives.

## Key Outcome:

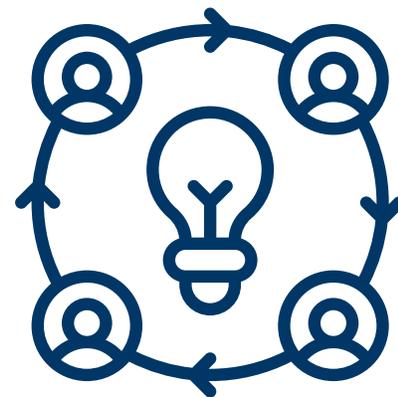
# 4.2 Stronger collaboration will help CFs share knowledge and better understand their communities

### What do we know?

- **Community Development Support:** All 6 CFs identified collaboration and networking as a means of fulfilling CFs' responsibility in facilitating and improving local community development. These engagements support critical CF activities including strategic planning, effective granting and understanding stakeholder priorities needed to address community needs.
- **Relationships with other Community Organizations:** 3 CFs stressed the importance in establishing and maintaining effective partnerships with community organizations, which are crucial for data collection, resource sharing, and stakeholder engagement.
- **Conferences and Networking:** 2 CFs recognized the importance of conferences as a means of sharing experiences and learning; one CF mentioned the possibility of establishing a more regional network for the CFs who share closer proximity.

“Improved connections allow us to understand which organizations are actively participating [in each community] and which are not, providing clearer insight into community involvement and grant application trends”

All 6 CFs identified that working together can build capacity and enhance outcomes for communities



### What does this mean?

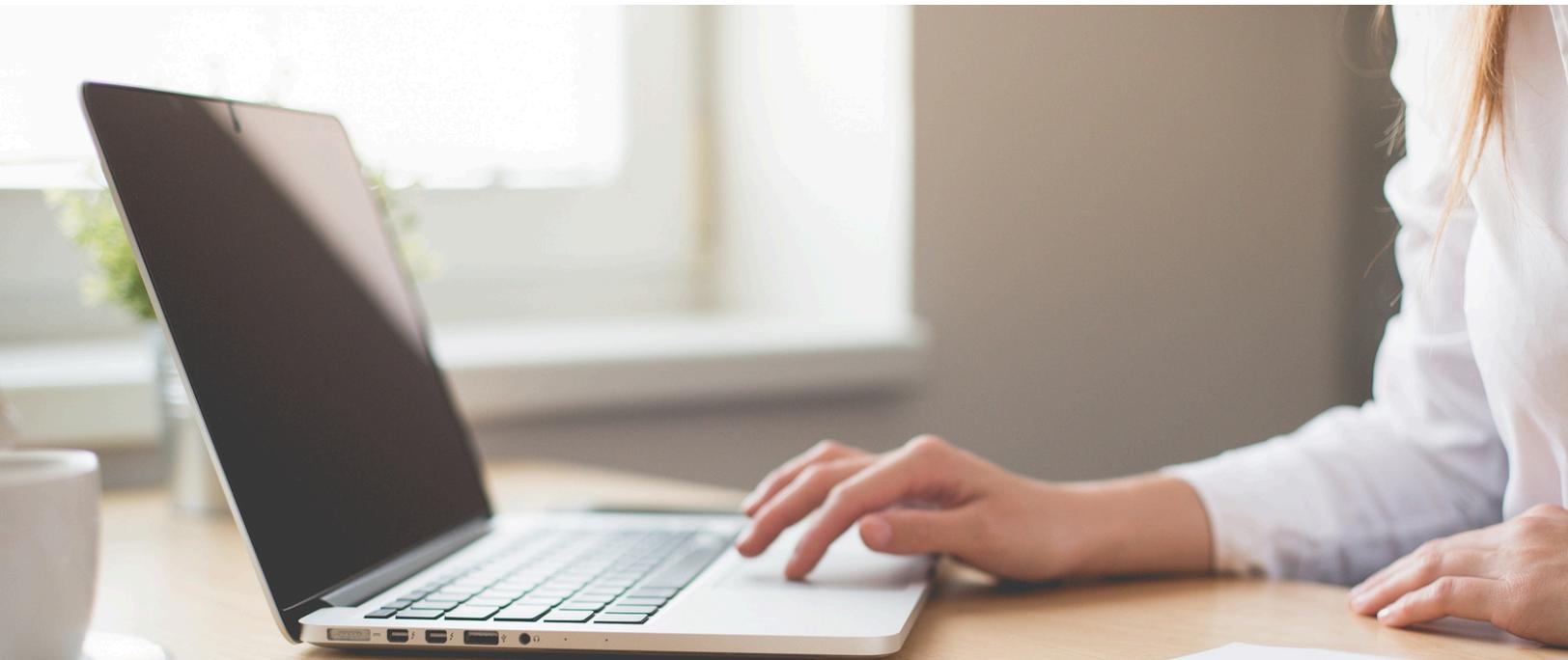
- CFs are engaged in community development to enhance well-being. Achieving the goal of well-being involves recognizing the priorities of all community stakeholders and sharing resources wherever possible; this is in contrast to a perception that CFs can do this work alone.
- CFs rely on knowledge mobilization and communication within the local community to acquire community knowledge. Working together with this community knowledge can help build a common vision of community well-being.
- Collaborating, networking, and partnering helps foster connections and collective activities that can help address community priorities more effectively. Collaboration supports cooperation and coordination which can help to reduce the duplication of efforts when time and resources are always limited.

## Key Outcome:

# 4.3 CFs want tools like a portal for sharing current practices

## What do we know?

- **Develop a tool for sharing:** 2 CFs stressed the need for a platform designed to facilitate the sharing of challenges, success stories and best practices to address the sense of isolation experienced by CFs attempting to resolve challenges on their own.
- **Develop a tool to facilitate learning:** 5 CFs were specific in using “sharing” to stress the impact of learning by having access to information, resources, and preferred practices developed by other CFs.
- **Develop the tool to expand networking opportunities:** 2 CFs signaled the importance of conferences as one of many opportunities needed to learn from other CFs.



## What does this mean?

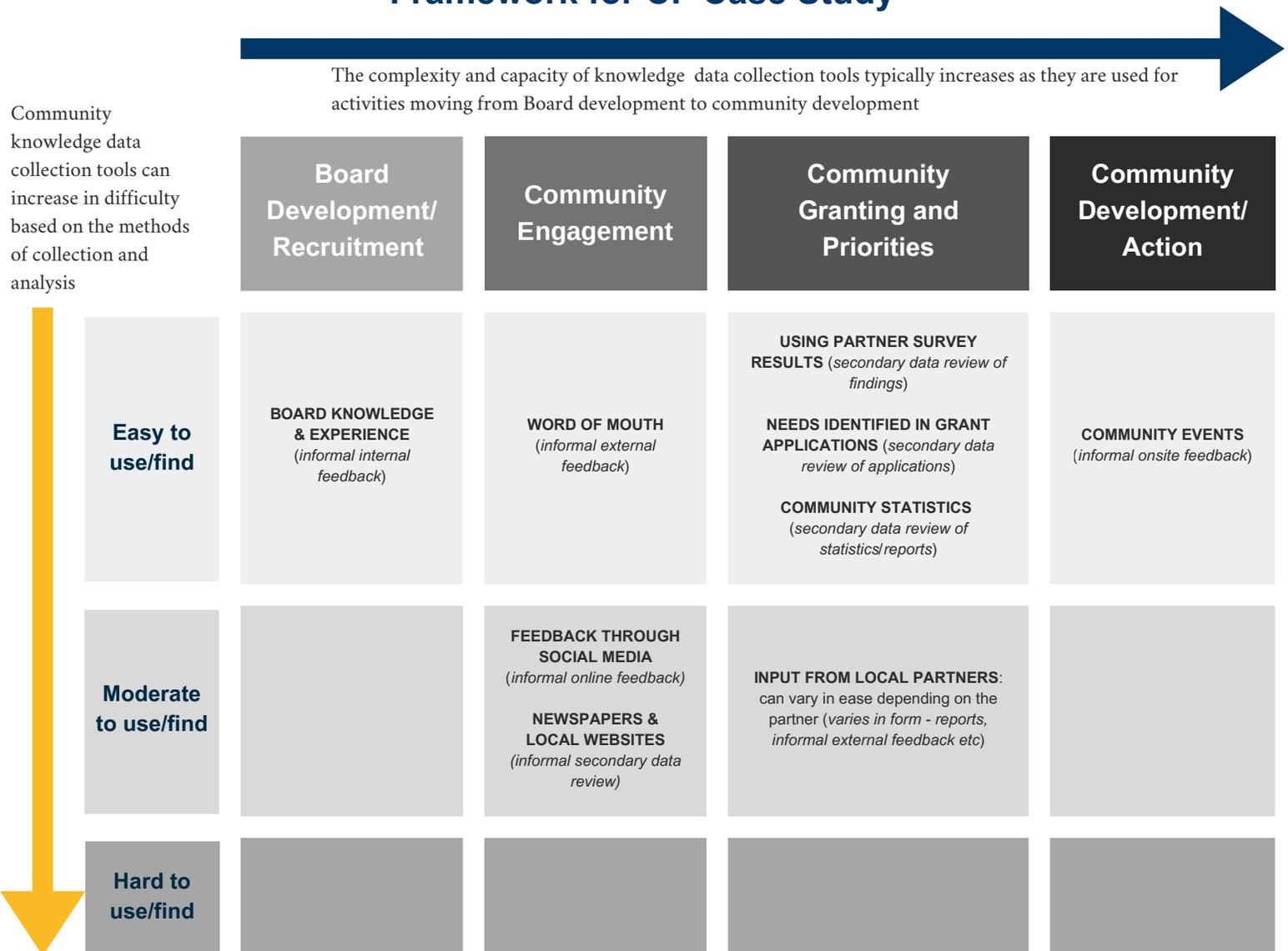
- The portal may serve as a “private” chat room for CFs to provide an informal setting for discussion and shares learning.
- The portal may serve as a venue to collaborate and lead to the development a common sets of practices and resources for CFs with similar capacities and resources, which may be a step towards formalizing CF activities on a provincial-wide basis.
- The portal will require resources to moderate, facilitate, and update the database of resources.

# Community Knowledge Data Collection Framework

The Community Knowledge Data Tool Framework for Community Foundations (CFs) has been developed and then populated initially from the research project's findings, combined with the expertise of its project partners, the Rural Development Institute and Endow Manitoba.

This framework creates a process for aligning each tool with contextual data, guiding CFs in selecting the most appropriate tools for collecting community knowledge. Although the CF Tool Table in Appendix 1 serves as a valuable starting point, it lacks comprehensive elements. The framework outlined below documents community data collection tool elements identified during the project and in earlier research. These data collection tools are categorized based on their purpose for the CF and their ease of use. Clearly defining the criteria included in the framework allows other CFs to review and adapt the tools more effectively and efficiently. The 40 data collection tools identified in Appendix 1 were synthesized into 9 groups to avoid repetition. An important next step will be to further define the resources and training required to formalize each of the tools groups to evolve the informal tools into documented data collection opportunities.

## Framework for CF Case Study



# Recommendations

The research findings and team review of those findings, outcomes and project goals have resulted in the following set of recommendations for Endow MB, the participating CFs and actors working with community foundations in rural communities.

## **CONTINUE BUILDING THE CAPACITY OF COMMUNITY FOUNDATIONS**

To support community foundations in both current and expanded community roles, it is essential to *Create opportunities for skills building and training around collecting community knowledge*. Specific capacity building opportunities include but are not limited to:

- Create data collection training modules and opportunities based on the data collection needs and priorities for CFs
- Continue community data collection discussions and reflections with each CF to continue building the knowledge of CFs regarding their current and potential data collection activities.

## **INCREASE COLLABORATION AND KNOWLEDGE SHARING**

The research identified the importance and desire for CFs to collaborate more often and to share lessons. Specifically, there was a desire to: *Create a space and place for regular networking and sharing of tools and collaboration opportunities*. Related to this space and collaboration, recommendations are to:

- Create an online portal for housing and sharing tools and practices from CFs
- Plan dedicated sessions at future CF events that are dedicated to discussing and sharing practices
- Schedule regular “lunch and learn” type events where CFs can present to and share with each other

## **CREATE A COMMON WELL-BEING TOOL FOR COMMUNITY FOUNDATIONS**

The context for this research project was to explore the interest in and potential for a common or shared wellbeing assessment tool that could be used by CFs. The findings indicate that the participating CFs are interested in the opportunity to: *Develop a common tool for community wellbeing assessment that can be adapted to the different capacities and contexts for CFs*. Specifically, the tool should:

- Utilize the CF Community Knowledge Data Collection Framework to determine the different capacity requirements and outcomes of the current wellbeing tool and which community knowledge activities (formalizing them if necessary) already fit within the wellbeing tool.
- Work with CFs to review and establish knowledge-sharing peer groups for wellbeing based on the self-identified capacity and size groupings of participating CFs.
- Evolve the CF Community Knowledge Data Collection framework so that it identifies the specific tools, skills and level of skills needed to conduct tailored wellbeing assessments for each of the knowledge-sharing peer groups.

# Appendix 1: CF Tool Table

Using tools for: BOARD DEVELOPMENT AND RECRUITMENT	Using tools for: COMMUNITY ENGAGEMENT	Using tools for: COMMUNITY AND GRANTING PRIORITIES	Using tools for: COMMUNITY DEVELOPMENT
<b>Tools are Easy to Find/Use</b>			
Board Member Individual Knowledge (Brokenhead CF)	Word of Mouth (Rivers CF)	Central Agency Statistics (Winkler CF)	Parks and Recreation Centres (Minnedosa CF)
Board Member Connections (Minnedosa)	Board Member Connections (Brokenhead CF)	Chamber of Commerce (Dauphin CF)	Parks and Recreation Statistics (Winkler CF)
Board Members with multiple board representations (Rivers CF)	Word of Mouth (Big Grass CF)	City Data (Winkler CF)	Community Events (Rivers CF)
Community Input - strategically engaged members with 'multiple hats' (Big Grass CF)	Word of Mouth (Brokenhead CF)	CRA (Dauphin CF)	Community Events (Big Grass CF)
	Newspaper (Minnedosa CF)	Foundation Annual Report (Winkler CF)	
	Assisted Living Survey (Minnedosa CF)	Grant and Scholarship Applications (Brokenhead CF)	
		Grant Applications (Big Grass CF)	
		Grant Applications (Minnedosa CF)	
		Group Fund Raising (Minnedosa CF)	
		Input from Local Partners ~ Economic Development Office, Red River College, Regional Connections, School Division, Local Day Care (Winkler CF)	
		Police Community Safety Survey (Winkler CF)	
		Transportation Survey (Winkler CF)	
<b>Tools are Moderate to Find/Use</b>			
Board Experience P2P (Dauphin CF)	Social Media Engagement (Brokenhead CF)	Grant Applications (Rivers CF)	Input from Local Partners (Rivers CF)
	Info Meeting with Grant Organizations (Brokenhead CF)	Input from Local Partners ~ School Division (Minnedosa CF)	Partnership with School Counselor (Brokenhead CF)
	Facebook Chat Room (Rivers CF)	Grant Applications (Dauphin CF)	Websites (Rivers CF)
		City Data (Dauphin CF)	Tourism Committee (Minnedosa CF)
<b>Tools are Hard to Find/Access</b>			
Strategic Board Representation (Big Grass CF)		Input from Local Partners - RHA (Winkler CF)	

## Appendix 2: Research Methods

### Methods

“Focus group discussions” was selected as the primary method for data collection. This approach allowed for dynamic exchanges of ideas and in-depth discussions, as well as a deeper understanding of the participants' experiences and perspectives. Both in-person and virtual sessions were utilized to accommodate participants' availability and geographical constraints.

On April 11, 2024, the ethics certificate was obtained from the Brandon University Research Ethics Committee (BUREC), ensuring that all research activities comply with ethical standards and participant rights are protected. Ethics Certification is valid for up to five (5) years from the date approved, pending receipt of Annual Progress Reports and a Final Report at the conclusion of the project.

The data collection for the research project was carried out through focus group discussions to gather insights and opinions from the research participants. The participants included Board and Staff members from the various CFs, who play a crucial role in the foundation's operations and decision-making processes. The data collection process involved collaboration with The Winnipeg Foundation and the six community foundations. Board members and staff from each foundation actively participated in focus group discussions, providing valuable insights into their experiences and challenges.

**In-Person (focus group) Discussions:** The research team from RDI conducted face-to-face sessions with the board members of the various CFs. These focus group sessions created a platform for a more dynamic exchange of ideas and a more comfortable environment for participants to share their thoughts openly.

**Virtual Discussions:** Other sessions were held virtually, utilizing platform like Microsoft Teams. This approach was particularly beneficial in accommodating research participants with scheduling conflicts or geographical travel constraints. Virtual discussions also allowed for a broader range of participation, as individuals from different locations could join without the need for travel.

Due to scheduling conflicts, some focus group sessions were shifted from in-person to virtual formats to accommodate participants' availability. This change allowed for broader participation and ensured that all voices were heard.

### Analysis

The analysis involved transcribing focus group discussions, coding the data for themes and synthesizing findings across different phases. Each phase's data was analyzed sequentially to ensure that insights from earlier phases informed the subsequent analysis. Thematic analysis was employed to identify and analyze patterns within the qualitative data collected from focus groups. The analysis was guided by a framework focusing on community knowledge mobilization, challenges faced by community foundations, and opportunities for improvement.

### Research Tools

Qualitative data analysis software (e.g., NVivo) was utilized to assist in coding and organizing the data. Excel was used for summarizing quantitative aspects of the data, such as participant demographics and engagement levels.

Partners from The Winnipeg Foundation were involved in reviewing the preliminary findings and providing feedback on the thematic analysis to ensure that the insights were relevant and actionable.

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## Rural Development Institute

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RDI functions as a not-for-profit research and development organization designed to promote, facilitate, coordinate, initiate and conduct multi-disciplinary academic and applied research on rural issues. The Institute provides an interface between academic research efforts and the community by acting as a conduit of rural research information and by facilitating community involvement in rural development. RDI projects are characterized by cooperative and collaborative efforts of multi-stakeholders.

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