

Canadian Council of Provincial & Territorial Sport Federations Inc. National Sport Trust Fund – Nova Scotia Chapter

5516 Spring Garden Rd., 4th Floor • Halifax, Nova Scotia B3J 1G6 • Phone (902) 425-5450

PROJECT APPLICATION FORM

Organization: _____
Contact Person: _____ Phone: _____ (h)
Email: _____ (b)
Address: _____
City/Town: _____ Postal Code: _____
Non-profit Society #: _____ Date of Incorporation: _____

Project Information:

Name of Project: _____
Project Start Date: _____ Completion Date: _____
Project Description (attach additional info if required): _____

The proceeds from this fundraiser will be used for the following cause(s): _____

Projected amount of money to be raised: \$ _____

Describe how this project will assist in promoting or developing amateur sport on a national level

I have attached a copy of the project promotional material and/or fund solicitation letter.

I understand the Canadian Revenue Agency guidelines relating to charitable donations and the procedures of the National Sport Trust Fund and will ensure that these regulations are adhered to.

Signature of Contact Person

Position held in organization

Date

Provincial Sport Organization Endorsement

As a representative of _____, I have reviewed the details of this fundraising project and on behalf of the PSGB, verify the bona fide nature of the club, the fundraising venture and the proposed usage of the proceeds.

Signature of PSO representative

Date

For office use only: Approved: _____ Approval #: _____ Authorization: _____

IMPORTANT INFORMATION

for Authorized Representative of Recipient Sport Organizations

The Canadian Council of Provincial & Territorial Sport Federations [CCPTSF] is registered with the Canadian Revenue Agency, Taxation – Charities Division [CCRA] as a Registered Canadian Amateur Athletic Association [RCAAA] and as such is eligible to issue official tax receipts. Donations to a Fund, such as the National Sport Trust Fund [NSTF], support a sport organization whose primary purpose and function is the promotion of amateur athletics in Canada on a nation-wide basis.

Donations made to the NSTF in respect of specific projects may be eligible for tax receipts subject to meeting the required CRA compliance criteria.

Qualifying Contributions – Tax receipt available

A gift is a voluntary transfer of property without valuable consideration. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value.

Non-Qualifying Contributions – Tax receipt not available

In the context of the NSTF, non-qualifying contributions would include payments that are, in fact, personal obligations such as training fees, program fees, travel expenses, membership fees and other similar or like expenses.

Eligible or Permitted Expenditures (Use of Funds Received)

Eligible expenditures would include the general expenditures necessary to provide the administrative structure to encourage and further amateur sport, or support those projects or programs that contribute towards the development of amateur sport.

Recently Proposed Civil Penalties for Misrepresentations of Tax Matters

The Federal Government announced in the February 16, 1999 Budget, that for – Other tax planning arrangements – a penalty

“will apply to a person who plans or promotes an arrangement that the person knows or would have known, but for circumstances amounting to gross negligence, includes a false statement or omission that may be used for tax purposes.”

Advising or participating in a false filing – a penalty

“will apply to a person who makes (or participates in the making of) a statement or omission that the person knows or would have known, but for circumstances amounting to gross negligence, is a false statement or omission that may be used for tax purposes by or on behalf of another person in a return ...”

In the former case the penalty is the greater of \$ 1,000 and 100% of the gross revenue derived by the person in respect of the arrangement. In the latter, the penalty is the greater of \$ 1,000 and 50% of the amount of tax sought to be avoided.

For Further Information

If you have any questions regarding the donations or its use, please do not hesitate to contact the Provincial or National Fund Manager to enable them to advise you. If necessary they will coordinate an inquiry of CRA.

Applicant's Initial: _____

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FUNDRAISING AND APPLICATION PROCEDURES

Application

- Fundraising project applications are sent to the National Sport Trust Fund, c/o the Nova Scotia Amateur Sport Fund. Projects originating at the local club level must be forwarded to their respective Provincial Sport Organization (PSO), which will verify the bona fide nature of the club, review the fundraising goals and the proposed use of proceeds.
- The Provincial Fund Manager will review applications monthly and will verify, on behalf of the National Sport Trust Fund, the bona fide nature of the venture and the proposed usage of the proceeds. Projects over an established limit also require approval from the Adjudication Committee.
- The Provincial Fund Manager will provide written notification back to the applicant as to the status of their application.

Fundraising

- Solicitation of donations must not occur until approval of the project has been received.
- All solicitation letters and promotional material must be approved by the Provincial Fund Manager. Such letters must be in support of the project as a whole, not an individual project fundraising participant.
- If the project funds raised are to directly subsidize specific athlete expenses (such as travel), the organization must submit a list of the people who are to benefit from the project along with the names and addresses of their parents/guardians.
- The donor must submit the Donor Form, along with funds payable to the National Sport Trust Fund.
- Third party donations will not be accepted; other than foundation grants approved through this application process.

Fees

- The attached fee structure document forms part of the application. It must be signed and returned along with the project application.

Grant Application

- The applicant submits a Grant Request Form to apply for funding. A project report must accompany the grant request. The project report must include a financial summary detailing the revenues and expenses associated with the project.

Database Management and Issuance of Tax Receipts

- On behalf of the NSTF, the Provincial Chapter will enter the donor's information into the database.
- A tax receipt will be issued and mailed to the donor (minimum \$20 donation).

Applicant's Initial: _____

General Books and Accounts

- The accounting records relating to the fundraising project must be properly maintained and filed by the applicant for a period of six (6) years and must be made available for review, inspection and audit by the Provincial Fund Manager on behalf of the NSTF or by Canadian Customs & Revenue Agency. The following records and documents must be kept.
- Approved fundraising project application.
- Project reports.
- Bank statements showing deposits and disbursements relating to the fundraising project.
- General books and accounts containing transactions relating to the fundraising project.
- Expenditure receipts.
- Financial statements for the fundraising project.

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ADMINISTRATIVE FEES

Application Fee.....	\$50 (fixed fee)
Annual Project Fee	\$25 (for active projects greater than one (1) year in duration)
Donations (Cash, Cheque, In-Kind).....	5% (max. of \$500/donation)
Donations (Shares)	5% (max. of \$500/donation) + brokerage fees
Third Party Donations/Grants.....	3% (max. of \$500/donation)
Donations (Online)	3% (max. of \$500/donation) + 3.5% processing fees
Online Donation Set Up Fee	\$25 (fixed fee)

I understand that fees are subject to change on April 1st of each year. I agree to the administration fees as outlined above.

Name

Signature

Organization Name

Project Name