

PROJECT APPLICATION FORM

Organization:			
Contact Person:		Email:	
Phone (H):		Phone (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)			
What methods will be used to raise the funds?			
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. If specific individuals will benefit from this project, please attach a list of their names.

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 (only required if the fundraiser is initiated at the club level)	
As a representative of _____ (Provincial Sport Organization) I have reviewed the details of this fundraising project and on behalf of the PSO 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: _____

PROJECT APPLICATION 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 per cent 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 per cent 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.