



## Foundation Club Project Application

1. Your club must be in “good standing” as per the District & National Bylaws to utilize the Foundation
2. Prepare a plan & budget
3. Fill out the Application Form below and forward to the Foundation at the contact information as listed below for approval
4. Acceptance and approval will be provided in writing and/or email.
5. Run your project, paying expenses as you go. If possible, issue temporary receipts or a copy of a donation for cash and/or gift-in-kind donation form, including all contact information and description of item. If you do not have one, please contact us and we will provide one for you. Gift-In-Kind donations must include description of item and estimated “fair market value” or proof of purchase receipt. The Foundation will determine the “fair market value” for you.
6. Database template including contact information as requested on template as attached
7. The Foundation will require the following once your project has been completed:
  - a) Copy of all temporary receipts for cash donations and/or gift-in-kind donations, estimated “fair market value” information and/or proof of purchase receipt;
  - b) Final budget and financial statement;
  - c) Cheque made payable to District 4 Kin Foundation for the amount of tax receipt donations, plus admin fee for each tax receipt; and
  - d) Name of and/or list of charity(s) registered and approved by Canada Revenue Agency
8. The Foundation will review your financial statement and will issue cheques as requested for the designated charities and to the club’s general account (only if requested) for up to 15% of the project’s net proceeds. A receipt admin is charged for each receipt written at \$2.00/tax receipt. (*This is subject to change with prior notice to your club*)
9. You present your cheque(s) to your designated charities as sent back to you from the Foundation or the Foundation may submit with a covering letter on your club’s behalf if requested **Should you submit on your club’s behalf, we ask that you please indicate when you send your cheque(s), that the donation is coming from your club and NOT the D4 Kin Foundation. We want YOUR CLUB to receive the recognition and receipt of donation, not the Foundation**
10. The Foundation will mail out the official tax receipts on your behalf to the donors provided by your club. The Foundation covers the cost of the postage (which is included in the cost of issuing the tax receipt)

### Qualification for Receipts:

- Cash donations of \$20.00 or more
- Gift-In-Kind donations of proof of purchase of \$20.00 or / “fair market value
- Corporations or businesses that donate goods or services relating to projects for an amount no greater than the “fair market value” of those goods or services.

**\*\*\* All projects must have, printed on all promotion, tickets, posters etc. "In conjunction with the District 4 Kin Foundation" with the Charitable registration number. The Foundation will provide the registration number for you in the letter of approval.\*\*\***

## PROJECT APPLICATION FORM

**Kinsmen/Kinette/Kin Club of:** \_\_\_\_\_

**Name of Chairperson(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Date of Project:** \_\_\_\_\_

**Description of your project (this may be printed on a separate page for more space)**

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**BUDGET INCLUDED?** YES NO

**Approximate amount receipts required:** \_\_\_\_\_

**Is your Club requesting 15% for General Account?** Yes No

**Note:** the amount donated to a specific charity must be 80% or more of total of amounts for which tax receipt are to be issued. This point should be kept in mind when any project is considered for issued, to cover postage, envelopes and receipts. Based on the list of donors requesting receipts, this service charge should be included in the project's statement of expenses.

**Foundation Sponsorship:** The Foundation will retain a service charge, which is currently \$2.00 per permanent receipt (*This is subject to change with prior notice to your club*)

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20**\_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

Please Forward Application by mail or email to:

Foundation Chair  
P.O. Box 12055 Edmonton, Alberta T5J 3L2  
Or Email: [d4foundation@d4kin.ca](mailto:d4foundation@d4kin.ca)