



## **Community Support Program Form**

Kin Canada clubs wishing to run a community project able to issue taxable receipts must do so as a project of the Kin Canada Foundation (“KCF”) under the umbrella of its Community Support Program and subject to its ongoing direction, control and supervision. The purpose of the Community Support Program fund aligns with the following KCF charitable purposes:

to receive, maintain, manage and invest a fund or funds and to apply, from time to time, all or part thereof and the income earned therefrom from time to time, to organizations which are “qualified donees” under the Income Tax Act (Canada), as amended from time to time, or equivalent designation under such legislation from time to time; and

to create, organize and conduct educational services, programs, classes, meetings, discussions, seminars, workshops and conferences, as well as developing and distributing related educational, resource and study materials, to teach and develop leadership skills and leadership training, with a primary but not exclusive focus on providing such leadership skills, leadership training and related materials to members of Kin Canada throughout Canada;

to create, develop, maintain, assist and/or preserve public amenities, public recreational and athletic facilities, public community centres and events, and public community programs and services, all for the purpose of benefiting local communities and the general public throughout Canada;

to give donations, bursaries and scholarships for charitable or educational purposes.

Projects which are proposed through this process need to have a clear, complete and detailed project description, an identified timeline for both project milestones (if applicable) and final completion, proper approval by the applicant Club, and a willingness to regularly report to KCF and follow through on the project with complete paperwork as required by KCF. All monies raised for any approved project will be restricted for use by KCF only for its detailed project description.

Tax Receipts can only be issued to donors by KCF for any approved project as per the Income Tax Act and Canada Revenue Agency’s applicable policies and guidelines on charitable donation receipting. KCF will only issue receipts for project donations of \$20.00 or more, and only if requested after the said donations are received by the Foundation.

A 2% service charge will be assessed by KCF on all gifts and other funds received for an approved project. Financial statements, copies of bank statements, receipts and all cancelled cheques, will be kept by KCF and the Club, as applicable, for record keeping and be made readily available to KCF if requested. All promotional materials and media for an approved project must include text indicating "This Project is operated on behalf of the Kin Canada Foundation" and include KCF's charitable registration number. (KCF will provide the registration number for you in the letter of approval. Only Kin Canada Clubs in good standing may apply to carry out a project for the Foundation through this program, with all proposed projects taking place ONLY within Canada. As a registered charity, KCF can only provide funding raised through these projects to "qualified donees". Under the Income Tax Act (see full list below), qualified donees are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. Registered charities, being one kind of qualified donee, can also make gifts to other qualified donees. For all projects, this means KCF will need to make the cheques out for any gifts (using monies raised during the project) directly to the identified qualified donee(s) and provide them to you so you can present them on KCF's behalf.

**Qualified donees are as follows:**

- a registered charity (including a registered national arts service organization)
- a registered Canadian amateur athletic association
- a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged
- a registered Canadian municipality
- a registered municipal or public body performing a function of government in Canada
- a registered university outside Canada, the student body of which ordinarily includes students from Canada
- a registered charitable organization outside Canada to which Her Majesty in right of Canada has made a gift
- Her Majesty in right of Canada, a province, or a territory
- the United Nations and its agencies

Her Majesty in right of Canada, a province, or a territory, and the United Nations and its agencies are qualified donees that do not have to be registered to be recognized as such.

KCF will be able to provide additional instructions to a Club on its conducting of an approved project and reserves the right to cancel an ongoing project where there are issues of concern or non-compliance with the project's terms and conditions. If a project is cancelled by KCF before its completion, then the Club shall promptly pay over to all project funds in its possession and provide a full accounting of its activities on the project.

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**The steps in bold are what you need to do.**

**Decide on a project. Do your planning & budget - How you are running the project?**

A signing Officer of your Club (usually the President) must fill out the complete application including a detailed description of your project. The Foundation will review this information to determine approval for you to run this project on behalf of the Foundation. **List ALL potential beneficiaries (qualified donees).**

**Select if your Club is applying for an Intermediary Management Fee (IMF).**

Approval will be provided through an e-mailed letter of approval sent by KCF to the applicant. The applicant, on behalf of the Club, will need to provide written agreement to the terms set out in the letter of approval.

The email will also provide an email link for your donors to make on-line Donations directly through our portal. This process automatically provides a tax receipt to the donor and transfers the funds to the Foundation. Note: These donations are subject to an additional 2.0% handling fee for credit card processing.

**Run the project as per the instructions identified in your Acceptance Letter. Approved expenses (as per the agreed budget) may be paid by the club as you go, or may be submitted to the KCF for payment.**

As you receive cash donations for the project, make sure you get complete name, e-mail and mailing address for each donor. These monies are to be held in trust by you for KCF and be held separate from your Club's own monies. **Transfer/Deposit all donations received to KCF**, i.e. both those that require a tax receipt and those that do not. For donations requiring tax receipts, forward the detailed donor information (Name, e-mail, address, amount). This can be done individually or as a single deposit with a detailed donor report (The Foundation will provide a Donation Report template.)

**Forward the following items once the project has been completed:**

- Final Donation Report
- Final project financial report showing all income and expenses
- List of Beneficiaries of Proceeds and percentages if applicable

The Foundation will review the final reports and issue cheques as requested for designated charities from the donations received directly from the Club and from online donations to KCF. **NOTE: Receipts cannot exceed value of money received. Cheques to qualified donees cannot exceed funds received less our service charge.**

You present the cheque(s) on KCF's behalf to the designated charity(s), collecting photos and presentation details if possible. Email these photos and presentation details to the Kin Canada Foundation for project records and publication on Foundation social media.

If you have opted to receive the Intermediary Management Fee, your club will be issued a cheque for up to 10% of the Net Proceeds once all paperwork has been received and approved by

the KCF. Note: Any expenses paid by the club but not approved will be subtracted from this amount.

KCF issues and mails out tax receipts based on Final Donation Report.

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### **Admin Notes**

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### **Contact Information**

Club President's Name

Club President's Phone Number

Club President's Email Address

Confirm

Chairperson's Name

Chairperson's Phone Number

Chairperson's Email Address

Confirm

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### **Proposed Project Details**

Proposed Project Name

Detailed Project Description (You can type the description in here, or submit via Word document in next field)

Detailed Project Description — Upload

Project Budget (Submit as Excel spreadsheet, please) — Upload

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### **Proposed Project Beneficiaries**

NOTE: All project beneficiaries must be a Qualified Beneficiary under CRA Rules...

**Legal Name of Proposed Project Beneficiary**

**Name of Qualified Donee for Beneficiary**

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## **Alignment to Charitable Purposes**

Please identify which Charitable Purpose your project aligns with:

- (a) ...
- (b) ...
- (c) ...
- (d) ...

**Please tell us how the project aligns with the selected Charitable Purpose**

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## **Administration**

Lowest \$ Amount Receipts to be Written (Minimum \$20)

Request Intermediary Management Fee (Yes/No)

For more information, email: [kincanadafoundation@gmail.com](mailto:kincanadafoundation@gmail.com)