



Thank you for your interest in the Foundation. We are committed to provide you the best service we can to enable you to raise funds in order to donate to your charities of choice in efforts to increasing the betterment of your communities.

In this package you will find the necessary forms and access to resources that you will need to start and complete your project.

All the best to your club and your project.

- District 4 Kin Foundation

This package includes:

1. Foundation Club Application
2. Project Application Form
3. Formula Example (for cash & gift-in-kind donations)
4. Template for Donees Database
5. Sample letter re: donation to registered charity
6. Checklist

(we are currently in the process of working with software that will provide you with these forms in fillable formats (ie Word, Excel and PDF) – thank you for your patience.)



District 4 Kin Foundation **Foundation Club 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/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)

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

Excel Spreadsheet for creating data base of donees will be sent to you

This will include:

First Name
Middle Initial (if applicable)
Last Name
Company Name
Residential/Municipal Address
City/Town/Prov
Postal Code
Donation Date
Donation Amount
Email Address

Formula #1
Cash Donations

(Example)

250 Cash (or cheque) tax receipt donations collected <i>(NOTE: the club has complete control of these funds)</i>	\$10,000.00
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Requested Amount of Tax Receipts 250 receipts x \$2.00 per receipt <i>(admin fee, subject to increase upon notice)</i>	\$ 500.00
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Cheque Payable to District 4 Kin Foundation (amount of donations + cost each tax receipt)	\$10,500.00
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The Foundation will hold in trust the amount of \$10,000.00 until it receives the club's request for Foundation cheques to be issued to Registered Charity/list of Registered Charities as approved by the Canada Revenue Agency/District 4 Kin Foundation on the club's behalf.

Formula #2
Gift-In-Kind Donations
(ie donations for silent auctions, door prizes etc)

(Example)

50 Gift-in-Kind tax receipt donations collected (each donation's proof of value is determined by proof of purchase receipt, certificate of authenticity (basis for "fair market value" as determined by the Foundation) <i>(NOTE: the club has complete control of these funds)</i>	\$5,375.00
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50 receipts x \$2.00 per receipt <i>(admin fee, subject to increase upon notice)</i>	\$ 100.00
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Cheque Payable to District 4 Kin Foundation (amount of donations + cost each tax receipt)	\$5,475.00
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The Foundation will hold in trust the amount of \$5,375.00 until it receives the club's request for Foundation cheques to be issued to Registered Charity/list of Registered Charities as approved by the Canada Revenue Agency/District 4 Kin Foundation on the club's behalf.

Formula #3 -Golf Tournament

What are the players being offered when they purchase their ticket?

(Example)

\$300 per person ticket price includes:	round of golf	\$35
	club rental (if applicable)	\$15
	golf cart	\$25
	other mode of transportation (to and from event)	\$20
	meal	\$25
	refreshments (ie alcohol)	\$15
	Total:	\$135.00

Cost of Ticket:	\$300.00
Golf Expenses	\$135.00

Balance: \$165.00 – donation to charity (cost of allowable income tax receipt)

20 golfers at \$300 per golfer (\$165.00 charitable donation)	\$3,300.00
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20 income tax receipts at \$2.00 per receipt (admin fee)	\$ 40.00
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Cheque to District 4 Kin Foundation:	\$3,340.00
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Cheque to CRA registered approved charity from District 4 Kin Foundation on behalf of club:	\$3,300.00
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If sponsorship is given for advertising on or throughout the golf course, hole sponsorship, a tax receipt may be given for the amount of sponsorship (less any costs for meals, rounds of golf, cart rental etc.

(Kin Crest/Kin Logo)
Kinsmen/Kinette/Kin Club of _____
(address)

ABC Charity
(address)

Dear Sir/Madam:

Re: Club Event – Donation 20____

Enclosed please find our club's donation in the amount of \$_____ made payable to you from the District 4 Kin Foundation on behalf of the Kinsmen/Kinette/Kin Club of _____.

Please forward your acknowledgment and/or receipt to the address as listed above.

Thank you.

Sincerely,

(Club Project Chair)
Kinsmen/Kinette/Kin Club of _____.

Encl.

CHECKLIST

Have you included / followed / completed the following:

- ☐ Foundation Club Application
- ☐ Project Application Form
- ☐ Template for Donees Database
- ☐ Submitted to:

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

- ☐ Formula Example (for cash/gift-in-kind/golf tournament donations/sponsorship)
- ☐ Sample letter re: donation to registered charity