

## Fundraising and Application Procedures

### Application

- Fundraising project applications are sent to the New Brunswick Amateur Sport Trust Fund, c/o Sport New Brunswick. 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 the proceeds.
- The Provincial Fund Manager will review the applications and will verify, on behalf of the National Sport trust Fund, the bona fide nature of the venture and proposed usage of the proceeds.
- The Provincial Fund Manager will provide written notification 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 solicitations 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.
- The donor must submit the Donor Form, along with funds payable to the NB Amateur Sport Trust Fund (National Sport Trust Fund).
- Donations in the form of cash or cheque are subject to an administrative fee. The fee is calculated as a percentage of the donation as follows:

\$ 20.00 – 1000.00	5%
\$ 1001.00 – 5000.00	3%
\$ 5001.00 and over	1%
- Please contact Sport NB at 451-1320 if you wish to solicit donations that are not in the form of cash or cheque (ie. value in kind, shares, grants, etc.)

## **Database Management and Issuance of Tax Receipts**

- The applicant must supply the complete summary of all donor information. This information will be maintained in the donor database.
- The tax receipts will be based on the information provided by the applicant.
- Tax receipts will be issued by the Provincial Fund Manager on behalf of the NSTF and mailed directly to the donor.
- Tax receipts will not be issued for any donation under \$20.00

## **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 available for review, inspection and audit by the Provincial Fund Manager on behalf of the NSTF or by the Canada Revenue Agency. The following records and documents must be kept.
  - Approved fundraising 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