

Amateur Sport Fund 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 have an administration fee calculated as a percentage of the donation as follows:

\$ 20 – \$1, 000	5%
\$ 1,001 – \$ 5,000	3%
\$ 5,001 and over	1% up to a max \$500
- The online platform applies a 3% processing fee for handling payments electronically, while Sport NB imposes a 2% charge (\$00 max) to cover administrative expenses associated with the program.
- 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.)
- The fees are subject to change on April 1st of each year.

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 NTSF 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 NTSF 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