

Part 2 – Organizational structure (cont'd)

Q10 Designation

- a) Has the organization been formed to give more than 50% of its income to qualified donees (e.g., other Canadian registered charities)?
 Yes No
- b) What percentage of the organization's officials listed in Q18 are **not at arm's length** with the other officials (e.g., **related** by blood, marriage, business or employer/employee relationships)?
 50% or more are not at arm's length
 less than 50% are not at arm's length

In the case of 50% or more, identify the relationships that exist among the organization's officials.

- c) Has the organization received, or will it receive, more than 50% of its capital (e.g., funds or assets) from one person (i.e., individual, corporation, trust, unincorporated entity) or a group of persons who are **not at arm's length** with each other?

Yes (Go to Q10 d) No (Go to Q11)

- d) 1. Identify the source of the funds or assets described in (c) and, if applicable, the relationships between the major contributors. See "Q10 Designation" in section II of Guide T4063 for a definition of major contributor.

- d) 2. Will the major contributor(s), or anyone not at arm's length with the major contributor(s), have any ongoing involvement whatsoever with the organization? If yes, describe.

- d) 3. Identify any personal or business relationships that exist between the organization's officials (e.g., directors/trustees) and the major contributor(s) or any person not at arm's length with the major contributor(s).

Part 3 – Activities of the organization

Q11 Charitable purposes and activities

- a) This section should be used to describe the organization's purpose(s) as outlined in its governing documents, and its corresponding activities (both actual and proposed). The purposes should be entered exactly as they appear in the organization's governing documents. Enter where each activity will take place, what it will involve, and who will carry it out, following the example set out below. **Provide information on pages 4 and 5.** (Purpose 1, 2, 3, etc.). If the activities will be carried on outside Canada, also see Q11 c). Record fundraising activities only at Q12.

Example:

Purpose – To relieve poverty by operating a soup kitchen.

Activities in support of Purpose – The organization will operate a soup kitchen at 555 Any Street, Any Place, Canada. We will offer breakfast, lunch, and dinner 365 days a year. The facility is staffed by 4 volunteers and also provides clothing and other basic necessities to those in need. The soup kitchen's services are advertised at local churches and community centres.

Part 3 – Activities of the organization (cont'd)

b) Is the organization currently carrying out any of the activities described in Q11 a)?

Yes

No

If *no*, when does the organization plan to begin operations?

c) **Activities outside of Canada**

Are any of the organization's activities listed in Q11 a) taking place outside of Canada?

Yes

No

If *yes*, **go to pages 7 and 8**, give the location(s) and include a detailed description of how the organization will undertake these activities. If these activities will be conducted under an arrangement with another organization or individual, describe the arrangement, and attach copies of any current or proposed written arrangement. See "Q11 c) Activities Outside of Canada" in part 3 section II of Guide T4063 for more information.

d) **Attach all minutes of** meetings, newspaper articles, videos, CDs, fundraising materials, pamphlets, brochures, or other items that further describe the organization's work and purposes.

Attached

N/A

Q12 Fundraising activities

a) Describe the organization's fundraising activities. Include the fundraising method, the frequency of each event, and the percentage of people involved who are volunteers.

Examples:

1. We will operate a silent auction 4 times per year. 95% of people involved are volunteers.
2. We will use the Internet and email solicitation as means of ongoing fundraising. No volunteers are involved in this activity.

b) Has the organization hired, or does it plan to hire, a fundraiser from outside the organization to carry out the fundraising activities?

Yes

No

If *yes*, identify the fundraiser, the amount it will be compensated, the terms of payment (e.g. lump sum vs. percentage of gross revenue), and attach a copy of any current or proposed contracts.

c) Does the organization intend to receive non-cash gifts on a regular basis?

Yes

No

If *yes*, describe the nature of the non-cash gifts (e.g., art work).

d) Is the organization currently involved with, or have any plans to become involved with, or is in any way associated with a tax shelter arrangement? See "Q12 d) Fundraising Activities" in part 3 section II of Guide T4063 for a definition of a "tax shelter arrangement".

Yes

No

Part 3 – Activities of the organization (cont'd)

Q13 Revenue from the sale of goods, services, or use of assets

Does the organization plan to charge fees or receive regular income from the sale of goods or services, or from the use of the organization's assets?
Example: The organization is an art gallery that operates a coffee shop in the facility for visitors to use.

- Yes No (Go to Q14)

If yes:

a) Describe the activities in detail, and explain how these activities are linked to the organization's purpose(s).

b) For each of the activities described in Q13 a), give the approximate percentage of the organization's total resources (human, financial, and physical) that it will devote to these activities.

c) What percentage of human resources involved are volunteers? _____

Q14 Political activities

See "Political purposes" in section I of Guide T4063 for a definition of political activities.

a) Does the organization intend to undertake any political activities? Letter-writing campaigns, public rallies, and advocacy are usually considered political in nature.

- Yes No (Go to Q15)

b) If yes, describe the political activities in detail. Include details about the frequency, and explain how these activities help to achieve the organization's purposes.

c) For each of the activities described in Q14 b), give the approximate percentage of the organization's total resources (human, financial, and physical) that it will devote to its political activities.

Q15 Financial transactions with the organization's officials

Has the organization entered into, or does it intend to enter into, any financial, real estate, or other transactions with its officials (e.g. directors/trustees), founders, members, employees, or any person/organization related to these people?

- Yes No

If yes, give a detailed description of these transactions.

Q16 Ownership

a) Does the organization own more than 2% of the outstanding shares of any class of shares of a corporation? See part 3 section II of Guide T4063 at Q16 for an explanation of the terms used.

- Yes No

b) Does the organization currently own any real property, or does it have any future plans to own real property (e.g., land or buildings)?

- Yes No

If yes, on a separate page, provide the address (including the country) and a description of the current property and title-holder arrangements, and/or proposed title-holder arrangements for future property.

Part 4 – Financial Information of the organization

Q17 Proposed budget

All applicants must complete Part 4. Give a proposed operating budget of revenue and expenditures and a list of anticipated assets and liabilities for the organization.

If the organization has been operating for more than one year, attach a copy of its most recent financial statements.

Attached N/A

What is the organization's fiscal period end? Month _____ Day _____

Proposed operating budget for the next fiscal period (covering 12-months)

a) Revenue

| Gifts | Amount |
|---|---------------|
| Gifts from individuals | 001 _____ |
| Gifts from corporations and businesses (give name if known) | 002 _____ |
| _____ | |
| _____ | |
| _____ | |
| _____ | |
| Gifts from other registered charities (give name and Business Number if known) | 003 _____ |
| _____ | |
| _____ | |
| _____ | |
| Government grants, contributions, or contracts | 004 _____ |
| Fundraising activities (described in Q12) | |
| Fundraising activities carried on by the organization itself (report gross revenue) | 005 _____ |
| Fundraising carried on by fundraisers outside of the organization (report gross revenue) | 006 _____ |
| Revenue from the sale of goods, services, or the use of assets (described in Q13) | 007 _____ |
| Other | |
| List any other sources of revenue not already included above | 008 _____ |
| _____ | |
| _____ | |
| _____ | |
| Total estimated revenue from all sources (Add lines 001-008) | 009 _____ |

Part 4 – Financial Information of the organization (cont'd)

b) Expenditures

Charitable activities (described in Q11)

Amount

List **each** charitable activity (described in Q11a) and c))

010 _____

Gifts to qualified donees (e.g., Canadian registered charities)
Include the name and Business Number of the qualified donee

011 _____

Fundraising activities (described in Q12)

Expenditures incurred for fundraising carried on by the organization itself

012 _____

Expenditures incurred for paying fundraisers outside of the organization

013 _____

Expenditures related to the sale of goods, services, or the use of assets (described in Q13)

014 _____

Expenditures incurred for political activities (described in Q14)

015 _____

Management and administration

Remuneration (e.g., salaries, benefits) not already included

016 _____

Accounting and legal services

017 _____

Occupancy costs not already included

018 _____

Supplies and equipment not already included

019 _____

Printing, publications, and advertising not already included

020 _____

Travel not already included

021 _____

Other

List any other expenditure not already included above

022 _____

Total estimated expenditures

(Add lines 010 to 022)

023 _____

Part 4 – Financial Information of the organization (cont'd)

c) Revenue and expenditures outside of Canada

Revenue

Is any of the organization's estimated revenue included in Q17 a) received from donors outside of Canada?

Yes No

If yes, list the source of revenue and total estimated amount.

| Source of revenue | Amount |
|-------------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Expenditures

Will any of the organization's estimated expenditures included in Q17 b) be incurred for activities outside of Canada?

Yes No

If yes, list the country, corresponding activity (described in Q11 a) & Q11 c)) and the estimated amount.

| Country (including region) | Activity/Recipient | Amount |
|----------------------------|--------------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

d) Assets and Liabilities

Revenue

See Q17 d) "Assets and Liabilities" in part 4 section II of Guide T4063 for more information.

Assets

Enter the cost of the asset or, if the asset was donated, enter the fair market value.

Cash, bank accounts, and short term investments

030 _____

Long-term investments

031 _____

Capital assets (e.g., equipment, buildings)

Specify:

032 _____

Total assets

(Add lines 030-032)

033 _____

Liabilities

Amounts payable (e.g., accounts payable, mortgages, loans)

Specify:

Total liabilities

034 _____

Part 6 – Confidential Information

Q19 Physical location of the organization

Same as mailing address (Q5) or:

(Number, street, room, floor or suite no., lot no., concession)

(City or town, province, and postal code)

(Phone number)

(Fax number)

Q20 Physical location of books and records

Same as mailing address (Q5) or:

Same as physical location in (Q19) or:

(Number, street, room, floor or suite no., lot no., concession)

(City or town, province, and postal code)

(Phone number)

(Fax number)

Q21 Authorized Representative/Contact Person

Name _____
(first name, initial, surname)

Full mailing address

(Number, street, room, floor or suite no., lot no., concession)

(City or town, province, and postal code)

(Phone number)

(Fax number)

Part 7 – Final Steps and Certification

Checklist

Have you attached the following information to this application?

- a copy of the governing documents and a copy of all the amendments, if applicable (see Q9.1). If the organization is governed by a constitution, remember to have the document signed and dated by three current directors (see Q9.2);
- a copy of the by-laws, if any (see Q9.1 or Q9.2);
- the parent organization's Letter of Good Standing;
- a certificate of good standing, if applicable (see Q9.1 c));
- a detailed description of each purpose and its corresponding activities (see Q11 a) & Q11 c));
- a copy of the minutes, newspaper clippings, pamphlets, fundraising materials (see Q11 d));
- a copy of the latest financial statements, if applicable (see Q17);
- the \$500 late-filing penalty, if applicable (see Q7 and the related information in section I of Guide T4063); and
- if applicable, all missing T3010, *Registered Charity Information Returns*, and required attachments (see Q7 and the related information in section I of Guide T4063).

Part 7 – Final Steps and Certification (cont'd)

Certification

This form must be signed by two directors/trustees or like officials of the organization who have authority to sign on behalf of the organization. It is a serious offence under the *Income Tax Act* to provide false or deceptive information.

I certify that the information given on this form and any attachment is, to the best of my knowledge, correct, complete, and current.

| | | |
|----------------------------------|----------|----------|
| Signature | 1. _____ | 2. _____ |
| Name (please print) | _____ | _____ |
| Position within the organization | _____ | _____ |
| Date signed | _____ | _____ |

Electronic mailing list (EML)

Subscribers to the Charities What's New electronic mailing list are automatically notified by email of the latest information available for charities on such things as the Charities Information Sessions, new policies, updated policies, the *Registered Charities Newsletter*, and the Charities Partnership and Outreach Program. Subscribers will receive 2 emails a month from the Charities Directorate.

The Charities Directorate will subscribe the following email addresses for the electronic mailing list service.

Give your preferred email addresses: _____

Once completed, mail this application to:

**Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5**