



## NATIONAL SPORT TRUST FUND – NOVA SCOTIA CHAPTER

### FUNDRAISING AND APPLICATION PROCEDURES

#### APPLICATION

- ◆ Fundraising project applications are sent to the National Sport Trust Fund, c/o the Nova Scotia Amateur Sport Fund. 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 proceeds.
- ◆ The Provincial Fund Manager will review applications monthly and will verify, on behalf of the National Sport Trust Fund, the bona fide nature of the venture and the proposed usage of the proceeds. Projects over an established limit also require approval from the Adjudication Committee.
- ◆ The Provincial Fund Manager will provide written notification back 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 solicitation 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 National Sport Trust Fund.
- ◆ Donations in the form of cash or cheque are subject to a \$3.00 flat administrative fee plus a % of the donation amount as follows:

\$ 20.00 - \$ 1000.00	5%
\$ 1001.00 - \$ 5000.00	3%
\$ 5001.00 and over	1%

Please contact Terri Timmons at 425-5450 (ext. 369) if you wish to solicit donations that are not in the form of cash or cheque (ie. value in kind, shares, grants, etc.)

#### GRANT APPLICATION

- ◆ The applicant submits a Grant Request Form to apply for funding. A project report must accompany the grant request.

## **DATABASE MANAGEMENT AND ISSUANCE OF TAX RECEIPTS**

- ◆ On behalf of the NSTF, the Provincial Chapter will enter the donor's information into the database.
- ◆ A tax receipt will be issued and mailed to the donor (minimum \$20.00 donation).

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