

# **NATIONAL SPORT TRUST FUND**

Canadian Council of Provincial & Territorial Sport Federations, Saskatchewan Division  
1870 Lorne Street, Regina, Saskatchewan S4P 2L7 (306) 780-9300

August 16, 2016

Lee Hart  
Wascana Archery Club  
1234 Carrick Crescent  
Regina SK S4N 7N9

Dear Lee:

**Re: SK:16:012 – Wascana Archery Club Development Project**

This letter is to advise that your request to raise funds through the National Sport Trust Fund has been approved by the National Sport Trust Fund Provincial Adjudication Committee. Your association will be required to adhere to the following conditions:

- a) The proceeds from your campaign must be directed towards assisting Saskatchewan athletes with costs associated to participating in provincial team programs. It is important that all funds raised be used as originally intended and approved.
- b) Donations, even though they may be solicited by individual athletes, must be directed towards the fund, and **not** directed toward an individual athlete. It is important to understand that all donations, to be eligible for a charitable tax receipt, must be made **voluntarily** without any conditions and that **no benefit** can accrue to the donor (or related parties) as a result of the donation. Donations cannot reduce any obligation that the donor (or related parties) has for expenses such as membership fees, training or program registration fees, travel expenses or other like expenses that the donor would normally be required to pay for participation on a provincial team. Civil penalties can be imposed against individuals for misrepresentation of tax matters.
- c) Donations from parents or related parties **will not be considered** as an eligible donation for tax purposes as this is deemed as the donor receiving a “benefit” from his/her donation.
- d) The team donation letters that were provided as samples with your application need to reflect the fact that you are soliciting “donations” and not “sponsorships”. As indicated below donations can be tax receipted, however sponsorships can not.

Once again, donors need to be approached with the understanding that they are supporting the program and/or cause and not the individual athlete. Corporate donors are eligible to receive a charitable receipt as long as the above conditions are adhered to and the corporation does not expect anything in return for their donation (advertising, logo recognition, etc.). The donation must be considered to be truly philanthropic.

If a corporate donor does request sponsorship recognition then your association can simply issue them a “non-charitable” receipt which they can use as a tax deductible expense.

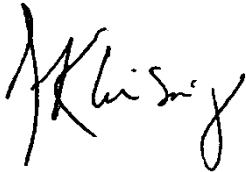
As per our policies, your organization will be required to complete a Fund Request Form (see attached) and submit it to the National Sport Trust Fund requesting support for your project. A Fund Request Form will need to be submitted, along with a copy of all receipts, in order to withdraw any funds. A Project Report Form will also need to be submitted to our office following the completion of the project. All forms can be found in the Appendix of the NSTF-SK Manual that is accompanied with this letter.

The eligible amount and the amount of the advantage will need to be determined before tax receipts can be issued. The advantage amount will consist of the value of the meal as well as any gifts that may be given at an event such as a dinner or golf tournament. The eligible amount to be tax receipted will be the price of the event less the advantage amount.

Good luck with your fundraising efforts.

If you have any questions please contact me at (306) 780-9336 or [dkleisinger@sasksport.sk.ca](mailto:dkleisinger@sasksport.sk.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'DKleisinger', written in a cursive style.

Dean Kleisinger  
Fund Development Manager

enclosures: NSTF SK – Manual

CC: Gil Segovia

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