

PROJECT GIFT ADMINISTRATION GUIDELINES

What is the Project Gift Administration Program?

Parks Foundation Calgary (PFC) acts as catalyst to help the citizens of Calgary enhance parks, amateur sport and river valleys throughout the city. Recognizing the valuable role citizen-led initiatives play in creating healthy and vibrant communities, Parks Foundation Calgary offers Project Gift Administration. We appreciate that many community organizations are volunteer-driven and may not have the capacity, experience or expertise to manage the financial transactions of a project. To that end, PFC's Project Gift Administration supports communities by providing the following services:

- Opening a unique account for each approved project
- Receiving donations on behalf of the project and issuing tax receipts for eligible donations
- Processing payments for approved invoices for the project
- Providing financial reports for the project upon request

Project Gift Administration is offered at no cost to organizations initiating projects with budgets of \$1 million dollars or less.

For organizations undertaking projects valued at more than \$1 million dollars or those interested in establishing an endowment fund, the project will be subject to an administration allocation. Please contact our office to discuss prior to applying.

What type of groups are eligible?

Any non-profit citizen group fundraising for projects within Calgary is free to apply for the Project Gift Administration service.

To be considered for Project Gift Administration your organization must be a non-profit and must provide all of the following documentation as proof:

- Certificate of Incorporation or proof of filing
- List of Board of Directors (names, position on the Board and contact information)
- Copy of organization by-laws
- A completed application form
- A detailed project budget
- A letter of permission from the landowner (if applicable)
- Photos or a conceptual drawing of the project (*Note: for projects in the initial stages of planning, you may want to consider applying for a [Conceptual Drawing Grant](#) as well)

If your organization is eligible for a GST rebate and would like us to apply on your behalf, please provide a copy of your organization's most recent GST return.

What projects are eligible?

Projects with budgets of \$1 million or less:

- Organizations may apply for Project Gift Administration for their project as a free service, which must be approved by the PFC's Board of Governors
- Organizations entitled to a GST rebate must submit a copy of the most current GST return or proof to entitlement
- If an organization chooses to apply for Project Gift Administration for only a portion of the total cost of the project, the administration fee will be negotiated to enable PFC to recover costs

Projects with budgets over \$1 million:

- The Project Gift Administration fee is currently set at 2% of total funds raised
- Organizations entitled to a GST rebate must submit a copy of the most current GST return or proof to entitlement

How do we apply for the Project Gift Administration?

Please submit a complete application form found at <http://www.parksfdn.com> to Parks Foundation Calgary. To avoid delay in processing your organization's application, please ensure that you have included all the information requested. If you have questions about the application process, please contact us at 974-0751 and we would be pleased to assist you.

Where do we send our applications?

Applications may be sent either physically or electronically through the following methods.

Mail:

Project Gift Administration Program Manager
Parks Foundation Calgary
225 - 13th Avenue SW
Calgary, AB T2R 1N8

E-mail:

info@parksfdn.com

Are there application deadlines?

Grant applications are reviewed on an ongoing basis.

What is the application process?

- Step 1: Complete an application form and ensure the mandatory documents are received.
- Step 2: The application is then presented to the Parks Foundation Calgary Board of Governors for approval.
- Step 3: Once approved, the organization is sent a detailed package to be reviewed and signed.
- Step 4: The organization will return the signed documents to Parks Foundation Calgary along with a cheque for \$2,500 in order to open an account for the project. ***This is not a project fee charged by Parks Foundation Calgary. All funds deposited into the project account can be contributed to the project.*

How do we get more information?

Should you have any questions about this service or process, please contact Dolores Sakauye at (403)974-0753, dsakauye@parksfdn.com, or Steve Duncan at (403)974-0752, sduncan@parksfdn.com.