

Project Proposal

Fundraising event for On the Tip of the Toes Foundation



IMPORTANT

Your project proposal must be accepted by the On the Tip of the Toes Foundation before the beginning of the organization and promotion of your fundraiser. Please understand that it may take up to two weeks for the analysis of your project proposal.

We recommend you to read the
**Organizer's Guide – holding a fundraiser for
On the Tip of the Toes Foundation before** completing this form.

Only complete the sections that apply to your project.

The organizers

- Person
- Company
- School
- Association / Organization
- Other group

NAME:

PERSON IN CHARGE:

ADDRESS:

POSTAL CODE:

TELEPHONE:

EMAIL:

Names and contact information of members of the Organizing Committee

NAMES	TELEPHONE NUMBERS

Why has your group chosen the On the Tip of the Toes Foundation as recipient for this activity?

Project

NAME OF ACTIVITY:

DAY AND TIME:

VENUE:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

EMAIL:

ACTIVITY DESCRIPTION:

Sponsors

Sponsors supporting charitable projects agree to pay an amount of money or provide goods and services in exchange for visibility during the event. The On the Tip of the Toes Foundation benefits from privileged partnerships with numerous sponsors. Many of them often support more than one project. To avoid aggressive solicitation or sponsor incompatibility, we ask you to make a list of those you wish to approach:

Tax receipts

It is important that organizers do not commit with donors, participants and sponsors on the eligibility of a donation under the policies of the Income Tax Act of the Canada Revenue Agency for tax receipts off without knowing all the particularities. At On the Tip of the Toes Foundation, the current policy provides for automatic delivery of a tax receipt for all donations of \$20 or more. Upon request, a tax receipt can be issued for donations of less than that amount. Please contact the person in charge of fundraising in your area about donation eligibility before committing to your donors and participants.

Will there be issuing of tax receipts?

- YES**
- NO**

If so, you need to provide:

- a detailed statement of revenues and expenses of your activity to establish the exact value of each contributor's donation;
- a complete list of contact information of contributors and the amount of their donation.

Estimated revenues and expenses

If you need more space, you can attach your activity budget on another sheet.

Projected gross revenues

Indicate the amount of money you plan to raise:

DESCRIPTION	ESTIMATED REVENUES
Total gross revenue:	

Expenditure:

Indicate the amounts you will have to pay out:

DESCRIPTION	ESTIMATED EXPENSES
Total expenses:	
Projected net revenues:	

Will the profits from this activity be shared with another organization?

- YES**
- NO**

If so, which one(s):

Amount to be remitted to the On the Tip of the Toes Foundation:

Does the Organizing Committee agree to remit this amount within 60 days following the event?

- YES**
- NO**

If not, why?

IMPORTANT:

You must have the necessary permits to hold your activity (bingo, raffle, liquor license).

Is the venue where the activity is to be held covered by an insurance policy?

- YES**
- NO**
- Does not apply**



On the Tip of the Toes Foundation promotional products

Please indicate the number of products from On the Tip of the Toes Foundation you will need and we will be happy to provide, as available.

Communication and visibility

- "Mission of the Foundation" banner
- Movie *Souris Marie, la Vie est belle* (20 minutes - 52 minutes)
- Movie *Chute libre* (16 minutes - 52 minutes)
- Movie *Célébrons la vie* (12 minutes)

Note: The banner must be returned immediately after the holding of your event.

Work devices

- Giant cheque _____

On the Tip of the Toes Foundation representation

If you want a Foundation representative to attend your event, please make the request at least 30 days prior holding the activity. The Foundation cannot guarantee that a representative will be present given the high number of events at certain times of the year.

Please note...

The On the Tip of the Toes Foundation will not accept door-to-door, pyramid selling, funds dedicated to one single person solicitation activities and will commit to no cash advance for starting the activity.

- All promotional material for the activity must be approved by the Foundation before production.
- The Organizing Committee releases the On the Tip of the Toes Foundation to any liability of any kind related to fundraising, and if necessary shall bear any prosecution resulting from that activity.
- The Organizing Committee cannot incur expenses on behalf of the On the Tip of the Toes Foundation. Therefore, the On the Tip of the Toes Foundation cannot be held liable for any shortfall or the commitments made by the Organizing Committee as part of the activity.
- The On the Tip of the Toes Foundation is not responsible for ticket sales of the activity.
- The Organizing Committee must obtain approbation from the On the Tip of the Toes Foundation prior to seeking the support of a public figure as the spokesman of the activity.

Agreement

The organizer has read the step-by-step approach and the Organizer's Guide – Holding a fundraiser for On the Tip of the Toes Foundation, duly read and completed this form and undertakes to respect the Foundation's partnership policy for this activity. This agreement is valid only for this activity.

FORM COMPLETED ON:

BY (printed letters) :

SIGNATURE:



Please return the completed form to the Foundation's office. Please, send the form to On the Tip of the Toes Foundation/Fundraising event organization by mail or fax.

Note: Please allow about two weeks for a response.

By mail to:

On the Tip of the Toes Foundation
240 Bossé Street
Chicoutimi (Québec) G7J 1L9

By fax: 418 543-9912

Section reserved On the Tip of the Toes Foundation Administration

The organizer has read the step-by-step approach and the Organizer's Guide—holding a fundraiser for On the Tip of the Toes Foundation, duly read and completed this form and undertakes to respect the Foundation's partnership policy for this activity. This agreement is valid only for this activity.

FORM RECEIVED ON:

PROPOSAL EXAMINED ON:

- Proposal accepted**
- Proposal rejected**

COMMENTS:
