

SECTION 5.5

FINANCIAL ASSISTANCE PROGRAM

CANADIAN AMATEUR WRESTLING ASSOCIATION

FINANCIAL ASSISTANCE PROGRAM

A. INTRODUCTION

The Canadian Amateur Wrestling Association, as a registered Amateur Athletic Association, has the right to issue tax receipts to individuals and companies who make donations to support its programs.

The ability to issue tax receipts is of great value in the solicitation of funds to run the Association's programs. With the right to issue tax receipts comes the responsibility to ensure that donations meet the criteria set down by Revenue Canada.

It is important to emphasize that according to Revenue Canada guidelines, official tax receipts may only be issued for gifts received by the CAWA. A gift is defined as a voluntary transfer of property with no advantages received in return. To qualify as a gift, a transfer of property made by the donor to the CAWA must be made without expectation of material benefit in return.

While donors may make requests with regard to the support of particular programs with their donations, the CAWA is not obligated to follow them. The CAWA shall at all times retain the exclusive right to decide the disposition of all donations, but shall make its best efforts to honour requests as made.

The Financial Assistance Program has been created by the CAWA to satisfy that sector of the Canadian public who wish to contribute financially toward programs focused on the CAWA's mandate to promote the sport of amateur wrestling in Canada. Ninety five percent of all donations go directly toward the Financial Assistance Program. A five percent charge, minimum of \$5.00 per donation, maximum of \$25.00 per donation, is applied to cover CAWA administrative expenses.

Athletes, volunteers, clubs and provincial wrestling associations who wish to embark on fundraising campaigns for the CAWA must have their projects and promotional literature reviewed and approved prior to the issuance of any tax receipts. This approval is requested by submitting a completed Form 1 (see attached), signed by the appropriate provincial wrestling association president, a minimum of 60 days in advance. The CAWA will review the request and will confirm to the applicant in writing at least 30 days before the campaign whether or not tax receipting will be permitted. It is essential that the CAWA knows how the funds are to be raised in order to ensure they will be acceptable to Revenue Canada for tax receipting purposes. All fundraising campaigns must be done through provincial wrestling associations.

Donations are to be made payable to the Canadian Amateur Wrestling Association and must be accompanied by a completed CAWA donation letter (see Form 2) noting, if desired, a specific program the donor would prefer to support. Tax receipts for donations of \$25.00 or more will be

mailed within 30 days of receipt and a letter of acknowledgement from the CAWA will be included.

Decisions on financial assistance for programs will be based on:

- 1) CAWA's financial capabilities,
- 2) a group/individual's own fundraising efforts,
- 3) the priority of the program relative to other funding applications.

B. ELIGIBLE PROGRAMS

The following section outlines the programs for which applications for financial assistance will be considered.

- 1) CAWA Sanctioned Programs or Projects
- 2) National Championships Participation
- 3) Officials' Travel Expenses
- 4) Provincially Sanctioned Programs or Projects

C. PROCEDURE FOR APPLICATION

An application for Financial Assistance (Form 3) must be completed by the appropriate provincial wrestling association and must be signed by the president of the provincial wrestling association. The form must clearly outline the use of the requested funds. The provincial wrestling association must attach an invoice on its letterhead outlining the costs incurred and confirming that the CAWA Financial Assistance travel guidelines (Appendix 1) were followed. An expense breakdown and a training program must also be attached.

Claims should be sent within 30 days after the event. Upon receipt of the claims at the CAWA office and upon the availability of funds, the provincial wrestling association will be reimbursed. Details of travel expenses that may be claimed are outlined in Appendix 1.

CANADIAN AMATEUR WRESTLING ASSOCIATION

Application Requesting Approval of Specific Fundraising

Provincial Wrestling Association: _____

Address: _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

Wrestling Club (if applicable): _____

Description of Fundraising (solicitation target, brochure, etc.):

Declaration:

I (we) agree to follow the Canadian Amateur Wrestling Association Tax Receipting Guidelines and to remit all donations collected to CAWA.

Provincial Wrestling Association President _____

Print Name: _____

Date: _____

Canadian Amateur Wrestling Association
#7, 5370 Canotek Road
Gloucester, Ontario
K1J 9E6

Attention: Office Manager

I would like to make a donation to the Canadian Amateur Wrestling Association to assist with its efforts to promote the sport of amateur wrestling in Canada.

I have enclosed a cheque made payable to the Canadian Amateur Wrestling Association in the amount of \$_____ (donations of \$25 or more will be issued an official tax receipt).

I request that my donation (please appropriate box)

a) Be used for the support of _____
(name of specific program)

OR

b) Be used to support the program area with the greatest need.

I understand that the Canadian Amateur Wrestling Association will do its best to fulfil my expressed wishes, however, I acknowledge that the donation is legally CAWA's and CAWA shall have sole and final discretion in its use.

Signature _____ Date _____

My complete mailing address (printed or typed) is as follows:

Name: _____

Address: _____

_____ Postal Code _____

CANADIAN AMATEUR WRESTLING ASSOCIATION

Application for Financial Assistance

Please complete and send to the Canadian Amateur Wrestling Association.

Provincial Wrestling Association: _____

Address: _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

Wrestling Club (if applicable): _____

Reason for Request (Description of Program):

Location of Program: _____

Date of Program: _____ Number of Participants: _____

Expense Breakdown Attached: _____ Training Program Attached: _____

Declaration:

We promise that all monies received from this request will be used as outlined in the above description. We understand that the allocation of support is based on the availability of monies, our participation in CAWA fundraising efforts, and the importance of the event within the CAWA's mandate to promote amateur wrestling. We have followed the CAWA Financial Assistance travel guidelines (Appendix 1).

Provincial Wrestling Association President _____

Print Name: _____

Date: _____

APPENDIX 1

CAWA Expense Reimbursement Guidelines

Expenses may be claimed for the following items:

| <u>Item</u> | <u>Maximum Allowable Expenses</u> | <u>Receipts</u> |
|---------------|--|---|
| Air Travel | Economy Airfare | Airline Ticket |
| Train or Bus | Actual Amount Paid | Receipt Required |
| Automobile | \$.27/km Rental Costs Where Necessary | Gas Receipts Rental Receipts |
| Accommodation | Actual Room Cost Only \$12 per person per day | Receipts Required No Receipts Required |
| Meals | \$35 per person per day | No receipts required |
| Entry Fees | Actual Amount Paid | Receipt Required |

Note: provincial wrestling associations must ensure that complete and original receipts, as per the above guidelines, are available to support all Applications for Financial Assistance (Form 3).