

PROCEDURE

APPLICATOIN FOR DONATION

From: Alberta Knights of Columbus Charitable Foundation (ACF)

1. The Applicant for a donation **must** have a Charitable Registration Number issued by the Federal Government and could be audited by them.
2. An Applicant for consideration of a donation from the ACF **must** provide the information indicated in the attachment, "Request for a Donation" and mailed to the following address:

Donation Review Chairman
C/O State Council Office
#4, 5579-47 Street
Red Deer, Alberta T4N 1S1

Additional pertinent information from the Applicant, if available, should be enclosed. The ACF may request other specific information, if necessary.

- 3) An Application for consideration of a donation, **must** be endorsed in writing by a Grand Knight, Faithful Navigator, Chapter President, State Deputy, or other significant individual (i.e. Officer of organization, Bishop etc.)
- 4) The primary focus of our donations is "Education, Children and Youth Charities, Women in need Charities and Seniors Charities". If the request does not fall within these broad parameters, then please contact the Donation Chairman for clarification prior to completing an application.

- 5) Upon receipt of a donation Application, the ACF Donation Review Chairman will advise (E-mail, Fax, Letter) the Applicant as to when a response to the request can be anticipated. The ACF Directors will meet regarding donation requests twice a year – (about January and May).

- 6) The ACF Treasurer will advise the Applicant by letter, the decision as approved by the ACF Board of Directors, within 30 days of the decision. Donations, if **not** utilized for the requested purpose within 2 years, must be returned to the Foundation.

- 7) The ACF Treasurer will prepare an annual statement pertaining to: Names of Applicant, Status of the Application, Amount of Donations, with this statement to be included in his report in the business session book for the Annual State Meeting. A list of recent donations will be recorded on the ACF web page.

REQUEST FOR A DONATION

From: Alberta Knights of Columbus Charitable Foundation (ACF)

Instructions

- (a) The Applicant **must** include the information indicated under items 1-8, below.
- (b) One month prior to the ACF Board meetings, the Applicant **must** mail the Application to:

Donation Review Chairman
C/O State Council Office
Knights of Columbus
#4, 5579-47 Street
Red Deer, Alberta T4N 1S1

(c) The ACF Board of Directors will consider the Application around January and May of each year and advise the applicant within 30 days.

(d) Donations requested, **must** be applied for annually.

Item No.

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| 1. Applicant | Name, Position, Address |
| 2. Charities Registration No. | Issued by the Federal Government |
| 3. Charitable Activities | Identify key activities of your organization. |
| 4. Donation Required | Amount required, use and purpose. |
| 5. Donation Sponsor | If supported by: Bishop, Knights of Columbus or dignitary (attach letter) |
| 6. Certified Financial Data | Income, Expenses, Surplus/Deficit |
| 7. Other Funding Available | Provide source. |
| 8. Other Pertinent Information | Include brochures, photographs, Testimonials, etc, supporting the Application. |