**RECEIVED DATE**

**OUTSOURCING PROGRAM**

**SCHEDULE “B” FORM**

|  |  |
| --- | --- |
| **Project Name:** |  |
|  |  |
| Optimist Club contact information |
| Club number |  |
| Club name |  |
| Club chartered year |  |
|  |  |
| Responsible contact information |
| Name |  |
| Member number |  |
| Telephone |  |
| Email |  |
|  |  |
| Nature of project: |
|  |
|  |
|  |
|  |
| Charitable purpose of Project: |
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| **Project Parameters** |
|  |
| **Project dates** |
| Start date of financing of the Project |  |
| Starting date of the implementation of the Project |  |
| Phase 1 date |  |
| Phase 2 date  |  |
| Phase 3 date |  |
| Phase 4 date |  |
| Phase 5 date |  |
| Estimated completion date of the Project |  |
|  |
| Where the project will be held? - Project Location |
| City |  |
| Province |  |
|  |
| Who is it for? – Identify your beneficiaries  |
|  |  |
|  |  |
|  |  |
|  |
| **Identify the participants – (Optimist members, Community members, Government entities, Associations, Non-profit organizations)** |
| i. Fundraising efforts |  |
|  |  |
|  |  |
|  |  |
| ii. Executing the project |  |
|  |  |
|  |  |
| Number of person estimated (i + ii) |  |

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| --- |
| Is it a recurring project of your club?  |
| If so, how many years has it been run? |  |

|  |  |
| --- | --- |
| Did you have a contract or an agreement in principle with a third party (municipality, foundation, associations, lenders …) in this project? If so, please attach the contract or explain the agreement in principle in detail (rights, duties, obligations). |  |
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| How will you publicly recognize the support of the Canadian Children’s Optimist Foundation? (List all relevant publicity or promotions) |
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| ***Glossary****\* “Donation” is a voluntary transfer of cash without valuable consideration to the donor.**\*\* "Sponsorship" means giving money in return for the chance to advertise or promote a product or service.**\*\*\* “Gifts in kind”, also known as non-cash gifts, are gifts of property. They cover items such as artwork,* *equipment, securities, and cultural and ecological property.* |

|  |  |
| --- | --- |
| **DETAILED BUDGET** | **Budget** |
| Revenue |
| \*Donations (definition on p. 3) |  |
| Sales (Event tickets, chocolate bars, …) |  |
| Lottery (50-50, Bingo, Raffle, Auction) |  |
| \*\*Sponsorship (definition on p. 3) |  |
| \*\*\*Gift in Kind - estimated (definition on p. 3) |  |
| Down payment of the club |  |
| Other (government/municipality grant …):  |  |
| **TOTAL OF REVENUE [A]** |  |
| Cost – **to fundraise to realize the project** |
| Material (use to fundraise)  |  |
| Labour (professional services, catering ...)  |  |
| Marketing ( promotional items, printing … ) |  |
| Operating cost (Permit, Renting, Transport …)  |  |
| CCOF Administration Fees (see schedule D) |  |
| **Sub-Total [B]** |  |
| Cost – **for the project itself** |
| Material (use for the project) |  |
| Labour (professional services, catering...) |  |
| Marketing ( promotional items, printing … ) |  |
| Operating cost (Permit, Renting, Transport…) |  |
| Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Sub-Total [C]** |  |
|  |  |
| **TOTAL OF COST [B + C]**  |  |
| **(Positive amount or 0 required) Net\* [A – (B + C)]** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature – Responsible Signature – Officer MM / DD / YY**

**PROJECT NUMBER:**

**RESERVED TO THE ADMINISTRATION *q Approved q Rejected***

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 Signature – Director MM / DD / YY