Canadian Children's Optimist Foundation

SINGLE DONOR PROGRAM

Single Donor Outsourcing Application

For a club project supported by one major donor who would like a tax receipt. Fees are listed in the program fee schedule.

Fill in this form on your computer, save it and send it to singledonoroutsourcing@optimistfoundation.ca. Attach photos of your fundraising efforts and/or project, when applicable.

1 Project

Project name

2 Optimist Club

Club number

Club name

Year club chartered

3 Person responsible

Name

Member number

Telephone

Email

4 Project description

Goal(s) of the project (concretely)

How will the goal(s) be achieved? (clear actions that will be taken)

5 Project parameters

Start date | End date | City | Province

Beneficiaries: age group (babies, young kids, teens...)

Beneficiaries: estimated number

Participants (Optimist members, community members, specialists, associations, non-profit organizations...)

i. Fundraising efforts

ii. Executing the project

Estimated number of people (i + ii)

How much has your club already raised for the project?

Is it a recurring project of your club? ☐ Yes ☐ No

If so, for how many years?

6 Impact

Importance of the project in your neighbourhood, local community or area (ideally with numbers)

Indicators used to evaluate the impact (ex: tickets sold, number of beneficiaries, items given...)

Impact of the grant itself (ex: buy 4 more bicycles, cover the printing fees...)

How will you publicly recognize the support of the Canadian Children's Optimist Foundation? (list all relevant publicity or promotions)

7 Detailed budget

Revenue	Amount ($)
Donation *	
Total revenue	

Costs to fundraise	Amount ($)
Material	
Labour (professional services, catering...)	
Marketing (promotional items, printing...)	
Operating costs (permit, rental, transport...)	
Other:	
Subtotal	

Costs of the project itself	Amount ($)
Material	
Labour (professional services, catering...)	
Marketing (promotional items, printing...)	
Operating costs (permit, rental, transport...)	
Other:	
Other:	
Subtotal	
Total costs	
Net	

Definitions

* Donation : a voluntary transfer of cash without valuable consideration to the donor.

** Sponsorship : giving money in return for the chance to advertise or promote a product or service.

*** Gift in kind : a non-cash gift of property, such as artwork, equipment, securities, or cultural and ecological property.

8 Signatures

Signature, person responsible	Signature, club president	Date (YYYY-MM-DD)

RESERVED FOR THE FOUNDATION

☐ Approved ☐ Rejected

Signature, director

Date (YYYY-MM-DD)