Canadian Children's Optimist Foundation

OUTSOURCING PROGRAM · SCHEDULE B

Outsourcing Project Application

The Foundation issues tax receipts for donations to your club's youth project.

Fill in this form on your computer, save it and send it to outsourcing@ccof-foec.org. Read the program guidelines and Schedule D (administrative fees) first.

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

Nature of the project

Charitable purpose of the project

5 Project parameters

Start of fundraising

Start of the project

Phase 1

Phase 2

Phase 3	Phase 4	Phase 5	Estimated completion

City

Province

Who is it for? Describe your beneficiaries

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

i. Fundraising efforts	ii. Executing the project	Estimated number of people (i + ii)

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

If so, for how many years?

6 Agreements and recognition

Do you have a contract or an agreement in principle with a third party (municipality, foundation, association, lender...)? If so, attach the contract or explain the agreement (rights, duties, obligations).

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 ($)
Donations *	
Sales (event tickets, chocolate bars...)	
Lottery (50-50, bingo, raffle, auction)	
Sponsorship **	
Gifts in kind, estimated ***	
Down payment of the club	
Other (government or municipal grant...):	
Total revenue [A]	

Costs to fundraise	Amount ($)
Material	
Labour (professional services, catering...)	
Marketing (promotional items, printing...)	
Operating costs (permit, rental, transport...)	
CCOF administration fees (see Schedule D)	
Subtotal [B]	

Costs of the project itself	Amount ($)
Material	
Labour (professional services, catering...)	
Marketing (promotional items, printing...)	
Operating costs (permit, rental, transport...)	
Other:	
Other:	
Subtotal [C]	
Total costs [B + C]	
Net [A – (B + C)], positive or 0	

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 officer

Date (YYYY-MM-DD)

Project number (assigned by the Foundation)

RESERVED FOR THE FOUNDATION

☐ Approved ☐ Rejected

Signature, director

Date (YYYY-MM-DD)