

Thank you for supporting Habitat for Humanity Greater Toronto Area (HFHGTA). We want your fundraising activity to be successful and we will do what we can to make that happen, including:

- Offer advice on event planning;
- Provide resources such as the Habitat for Humanity corporate messaging and/or Habitat for Humanity logo, brochures, speakers, etc.;
- Provide a letter of authorization to validate the authenticity of the event or promotion as fundraiser for Habitat for Humanity Greater Toronto Area;
- Assist you in designating your contribution to a specific area of Habitat for Humanity Greater Toronto Area or Habitat for Humanity International; and,
- Provide charitable tax receipts to donors who make a minimum \$20.00 tax-deductible donation through Habitat for Humanity Greater Toronto Area. Please record donations on a HFHGTA donation form.

### **Guidelines**

**Please submit a third party application no less than two weeks prior to the proposed fundraising activity.** Approval will be granted on a per event/promotion basis. Applicants must reapply annually for approval. We review the application to make sure that the fundraising activity complements the mission of Habitat and enhances the current, positive image.

**Permission must be given by HFHGTA to use our name/logo in conjunction with your event or promotion. Once approved and if appropriate, HFHGTA will provide a copy of our logo via e-mail upon request. HFHGTA must approve all advertising, marketing, and/or publicity that are intended for an external or public audience prior to distribution. Copies of your external public promotional materials should be submitted to [s.ding@habitatgta.ca](mailto:s.ding@habitatgta.ca), or faxed to 416-916-2333 Attn: Sally Ding.**

**The event or promotion name must be followed by “In support of”, or “Proceeds to” followed by the HFHGTA logo or Habitat for Humanity Greater Toronto Area. Publicity may not imply that the event is sponsored or co-sponsored by HFHGTA, or that HFHGTA is involved as anything but as the beneficiary.**

The public should be informed how HFHGTA will benefit from the event or promotion. If HFHGTA will not receive all of the proceeds, then the wording must clearly reflect that HFHGTA is not the sole beneficiary.



## Habitat for Humanity Greater Toronto Area Third Party Fundraising Agreement

HFHGTA must be notified if another organization will benefit from this event.

According to the Toronto Gaming Commission, only non-profit organizations may receive a license for conducting a raffle. Licenses are required for all raffles. As such, a third party cannot conduct a raffle on behalf of HFHGTA. However, a third party may wish to conduct a “promotional draw” with a suggested donation amount. In this case, should someone request a free draw/raffle ticket, you would have to provide it (99% of people will pay).

HFHGTA and all related entities are not liable for any injuries sustained by event volunteers or participants related to an event benefiting HFHGTA, and cannot assume any type of liability for your event.

HFHGTA does not have the resources to provide staff or volunteers to support all third party fundraising events or promotions. However, there may be some areas where we can assist. Please call Sally Ding, Events Officer at (416) 755-7353 ext 256 for further information.

**Habitat for Humanity Greater Toronto Area**  
**Third Party Fundraising Application (Please complete Parts 1, 2, 3, and 4), and submit the application**  
**Fax to (416) 916-2333 or E-mail to s.ding@habitatgta.ca**

**Part 1: Contact Information**

Contact Person: Title: .....

Organization: .....

Mailing Address: .....

.....

Website URL: .....

Business Phone: ..... Cell: .....

Home Phone: ..... Fax: .....

E-mail: .....

**Part 2: Event/Promotion Information**

Name of Proposed Fundraiser: .....

Fundraiser Description (Explain the event and explain how funds will be raised):

Date(s) of Event/Promotion: ..... Time(s): .....

Location(s) of Event: .....

What inspired you to organize this event?

Will you require a letter of authorization to validate the authenticity of the event?

YES NO

How many people do you anticipate will participate in your event/promotion?.....

How will you be promoting your event?

**Medium**

**Date of Distribution**

- Newsletters .....
- Website/E-Blasts .....
- Posters/Flyers .....
- Advertisements .....
- Media Releases .....
- Public Service Announcements (PSA) .....
- Other (please provide details):  
.....

If possible, would you like your event to be listed on HFHGTA’s website or included in our newsletters? Any inclusion would be at the discretion of HFHGTA. YES NO

What support or assistance would you like from HFHGTA?

What kind of volunteer support do you need for the event, if any? Please include: time/shift, description of the tasks, number of volunteers needs, experience required, and any other information that will help us recruit volunteers.

NOTE: Please allow **at least one month** for volunteer recruitment at Third Party events.

Do you need a speaker/representative from Habitat for Humanity GTA to deliver remarks?

**Part 3: Financial Information**

Please complete this section to the best of your ability; we will not hold you to your estimates however it helps you and HFHGTA track your results. If your fundraiser does not have income and expenses, please only complete the estimated donation amount. If you have a copy of the event budget, then please attach.

Estimated revenue from the event \$ .....  
 Estimated expenses for the event \$ .....  
 Estimated donation to HFHGTA (income – expenses) \$ .....

Will tax receipts be required? YES NO MAYBE

**Donation Receipting**

**Financial donation**

HFHGTA will issue donation receipts for income tax purposes for any cash, cheque or credit card donation of \$20 or more. If an individual has made a donation, the receipt will be issued in the name of that individual at their home address. If a corporation has made the donation, and if a tax receipt is requested, the receipt will be issued in the company name at their corporate address. An individual or corporation cannot receive a donation receipt for money that was not donated by them (i.e. an individual cannot be designated to receive the donation receipt for monies they raised, only monies they donated themselves).

Tax receipts cannot be provided if the donor received a benefit in return for the donation, eg. an opportunity to win a prize, purchase a product, or a benefit included in the price of admission such as dinner or golf. In the latter example, receipts could be provided for any amount that is over and above the fair market value of the benefits received assuming the value of the benefits does not exceed 80% of the price of admission.

Any individual or business donors requiring tax receipts should have their donor details and donation amount included on a Habitat for Humanity Greater Toronto Area donation form.

Monthly donations, whether made directly with Habitat for Humanity Greater Toronto Area, or made through payroll deductions will be receipted annually.

**In Kind Donations** (i.e. prizes, product)

A tax receipt can be issued for donations of in-kind equal to the fair market value of the property donated. To process in kind donations, HFHGTA needs a written invoice or other supporting documents that could ascertain the Fair Market Value of the in kind donation. Gift certificates and services are not eligible for tax receipts.

**Sponsors**

Corporations or businesses that agree to sponsor an event will receive an invoice or Thank You letter from HFHGTA enabling them to claim back the full amount of their sponsorship as a marketing expense.

Will other charitable organizations benefit from this event?            YES            NO

If yes, please list the organizations and their percentage allocation:

.....  
.....

**Note:** Once your event/promotion is approved, HFHGTA then relies on your donation. It is very important that your donation be submitted to HFHGTA, along with **all required paperwork** for tax receipting, within 30 days of collecting funds. HFHGTA is not responsible for any financial losses incurred by third parties in their efforts to raise funds.

**Please be advised that by publicly naming HFHGTA as the benefactor of your event or promotion, you are required to donate the proceeds to Habitat for Humanity Toronto.**

We greatly appreciate your support and effort in making a difference!

**Part 4: Assurance**

I have read, understand, and agree to abide by the preceding guidelines for special events and promotions to benefit HFHGTA.

Name

.....

.....  
Signature

.....  
Date

**PLEASE RETURN ENTIRE APPLICATION TO:**

Habitat for Humanity Greater Toronto Area  
Attn: Sally Ding  
155 Bermondsey Road  
Toronto, ON M4A 1X9  
Phone: (416) 755-7353 ext 256  
Fax: (416) 916-2333  
Or E-mail: [s.ding@habitatgta.ca](mailto:s.ding@habitatgta.ca)

**For Habitat for Humanity Toronto use only**

.....Approved

.....Not Approved

Comments:

Authorized Signature ..... Date.....