



FUNDRAISING POLICY

BACKGROUND:

The Elbow Park Residents Association ("EPRA") respects our donors' rights and is committed to the highest level of ethical fundraising and financial practices.

PURPOSE:

The purpose of this Policy is to set out the EPRA's commitment to donors' rights, ethical fundraising standards, transparency, and financial accountability.

DONOR RIGHTS:

To ensure that donors can have full confidence in the Elbow Park Residents Association, we are proud to have adopted the **Donor Bill of Rights**.

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities
- To have access to the organization's most recent financial statements.

- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

DEVELOPED BY:	ORIGINALLY ENDORSED BY:
Association of Fundraising Professionals (AFP)	Independent Sector
Association for Healthcare Philanthropy (AHP)	National Catholic Development Conference (NCDC)
Council for Advancement and Support of Education (CASE)	National Committee on Planned Giving (NCPG)
Giving Institute: Leading Consultants to Non-Profits	Council for Resource Development (CRD)
	United Way of America

ANONYMOUS DONORS

Any request from a donor to remain anonymous will be honoured. The donation will be listed under the name Anonymous in any documentation. Under strict confidence, EPRA Board members will be informed of the donors name and they will disclose the name to no others.

FINANCIAL ACCOUNTABILITY

- EPRA will accept donations under the EPRA's registered **charity number 130167133RR0001**
- EPRA accepts cash, cheque, credit card and security investment donations. The EPRA can also accept Gifts in Kind if they:

- are aligned with the EPRA's needs, mission, goals and priorities
- have been appraised for a fair market value by an unbiased third party
- All donations will be used to support the EPRA's charitable objectives and projects.
- An annual financial report will be made available to EPRA members and donors by the AGM. This report will:
 - be prepared in accordance with the standards of the Canadian Institute of Chartered Accountants.
 - disclose:
 - annual fundraising revenues (received and non-receipted)
 - annual operating budget

DONATION RECEIPTS

Individuals making a donation are entitled to receive an official receipt for income tax purposes for the eligible amount of the donation according to the Canada Revenue Agency (CRA) guidelines. Donors of non-monetary eligible gifts (or gifts-in-kind) are entitled to receive an official receipt that reflects the fair market value of the gift. Corporations making a donation are entitled to receive an acknowledgement receipt. Online credit card donations receive an automated receipt at the time of the transaction.

Cash/Cheque donations receive a written receipt via mail delivery within one month from the date received.

EPRA will follow CRA Guidelines including:

If a business receives the same level of recognition as all other donors, with no special treatment, and the recognition is minimal (for example, a simple acknowledgment), the charity can issue the business a receipt for the full amount of the donation.

If a business receives special recognition for its donation, or if it receives more than minimal recognition (for example, banners or advertising of products), this is considered sponsorship.

Sponsorship is an advantage and its fair market value generally deducted from the amount of the donation for receipting purposes. It is difficult, if not impossible, to calculate the value for sponsorship. When the value cannot be calculated, the charity cannot issue the business an official donation receipt.

However, the business may be able to include the sponsorship costs in its advertising expenses, but only if this sponsorship is considered reasonable and was given with the intent of generating income.

For more information about CRA guidelines [click here](#)

For more information about Sponsorship view our pamphlet [Elbow Park Sponsorship Information 2020.pdf](#)

DESIGNATED DONATIONS

Donations where the donor has designated the gift to be used for a specific purpose will be honoured if the designation is reasonable and attainable.

Donors will not be able to designate a gift to a project that is not in the EPRA mandate or future plans of the EPRA.

Designated donations will be recorded on the financial statements on a separate revenue line in order to ensure that funds are used appropriately.