

Club Funding Assistance Program

SECTION OR CLUB

1. Funds may be solicited for the general budget of the section or club. These funds may be obtained by general solicitations or by holding special events.
2. The section or club will collect cheques from donors made payable to Diving/Plongeon Canada.
3. The cheques cannot be accepted as a donation if made payable to a club or individual.
4. The section or club will submit all cheques to the National Office.
5. Donation receipts will only be issued for amounts of \$15.00 or more.
6. All donations received must be accompanied by a full address for each donor
7. If cash is received the section or club should send a money order or cheque payable to DPC with a list of what donors are represented and their actual contribution.

NATIONAL OFFICE

1. The National Office will deposit the cheques and prepare charitable receipts for all donors that qualify.
2. Donation receipts will be issued once a year, at the end of the following January. A 10% administration fee of the total donations received will be charged for processing and mailing. 50% of the administration fee will be forwarded to the respective Provincial Section.
3. Any charitable receipts lost or destroyed may be replaced by contacting the National Office. The lost or destroyed receipts will be reported as required with Canada Revenue Agency.

GRANT APPLICATION

1. APPLICATION FOR FUNDING ASSISTANCE forms are available from the National Office or from the association website.
2. The section or club executive will submit an APPLICATION FOR FUNDING ASSISTANCE to the National Office. The Chief Operating Officer will review the application and decide on approval. The amount of the contribution and the names of the clubs will be documented on file at the CADA National Office.
3. All clubs receiving grants from DPC must ensure that there is a proper financial management system in place that records all Revenue and Disbursements. Canada Revenue Agency has the right to request an audit of any clubs receiving grants. Proper accounting procedures must be in place.
4. DPC will reject Applications for Funding Assistance from any clubs who are utilizing grant funds improperly or operating without an appropriate financial management system.
5. DPC may request year-end financial statements from any clubs requesting or receiving financial support.
6. DPC is obligated to request confirmation that grant funds were used for the purposes requested in the original Grant Application Form. Any club using grant funds for purposes other than what was stated in the original grant application will be liable for these funds and subject to further sanctions.