

## Independent Fundraising Event Application (IFE)

We are honored that you have chosen Muscular Dystrophy Canada to be the beneficiary of your fundraising event! Muscular Dystrophy Canada supports the independence and full participation of Canadians with neuromuscular disabilities, funds research to improve their quality of life and ultimately find a cure.

### Contact Information

Event Organizer's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### General Event Information

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Event Venue(s): \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_ Estimated # of Volunteers: \_\_\_\_\_

### EVENT DETAILS

- Please provide a brief description of the event and the plan on how the funds will be raised (ticket sales, pledges, product sales, auctions, etc.)

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- How will the event be promoted?

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- Are there any other beneficiaries to the event and if so, which organizations?

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- Will the event be open to the public?

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### **Event Revenue and Expenses**

Estimated Event Revenue / Fundraising Goal: \_\_\_\_\_

Please provide a brief breakdown of proposed fundraising Activities.

### **BUDGET**

**All costs related to the event are the sole responsibility of the event organizer(s). These costs are to be paid directly by the event organizers or it could come out of the proceeds from the event. Please list below all estimated revenue and expenses.**

- Estimated proceeds from the event

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- Estimated amount of donation to Muscular Dystrophy Canada

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**REVENUE**

Sponsorship           \$ \_\_\_\_\_  
Donations               \$ \_\_\_\_\_  
Ticket Sales            \$ \_\_\_\_\_  
Product Sales \$ \_\_\_\_\_  
Silent Auction \$ \_\_\_\_\_  
Raffle                   \$ \_\_\_\_\_  
Other                    \$ \_\_\_\_\_  
  
**Total Revenue        \$ \_\_\_\_\_**

**EXPENSES**

Location/Venue        \$ \_\_\_\_\_  
Food/Beverage         \$ \_\_\_\_\_  
Printing                \$ \_\_\_\_\_  
Prizes                  \$ \_\_\_\_\_  
Advertising            \$ \_\_\_\_\_  
Licensing Fees         \$ \_\_\_\_\_  
Postage                 \$ \_\_\_\_\_  
Other                    \$ \_\_\_\_\_  
  
**Total Expenses        \$ \_\_\_\_\_**

Will you require income tax receipting for donations?

**PLEASE NOTE:** The issuance of tax receipts to donors will have to be discussed in advance with Muscular Dystrophy Canada to ensure that it follows the Canada Revenue Agency guidelines. MDC can provide pledge sheets for the event to capture any and all necessary information.

**Support requested:**

(For example: fundraising templates, proud supporter logo, letter of support, marketing, branded materials, etc.)

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## **Terms and Conditions**

- 1) It is the sole responsibility of the event organizer to procure all necessary permits and licenses necessary to provide a safe and lawful fundraising event. This includes, but is not limited to: provincial liquor and gaming permits, provincial health services special event notifications, venue contracts, etc. MDC can write a letter of support for your application confirming that you are registered with our organization.
- 2) It is the sole responsibility of the event organizer to ensure that their fundraising event is in accordance with all provincial and municipal laws. This includes but is not limited to: noise levels, digging or ground penetration of any kind, signage, etc.
- 3) Muscular Dystrophy Canada assumes no responsibility for any injury to persons or personal belongings during the course of the event, and cannot be held liable.
- 4) It is strongly recommended that third-party event organizers make use of Muscular Dystrophy Canada's event waivers. These forms acknowledge that photographs may be taken during the event, which will be distributed later, and waives liability in the event of injury to persons or personal belongings.
- 5) Muscular Dystrophy Canada cannot provide monetary compensation for event expenses. Event expenses can, however, be reimbursed from the event's revenue.
- 6) Muscular Dystrophy Canada will not solicit sponsorship agreements for third-party events on the organizer's behalf. These agreements must be made by the organizer.
- 7) All promotional materials using Muscular Dystrophy Canada's name or logo, both physical and digital, must be approved by staff before they are distributed.

- 8) Event revenue in support of Muscular Dystrophy Canada must be reported and deposited within two weeks of the event taking place. Funds may be delivered in person to regional offices, or deposited through a money order, bank draft, or deposit slip. Please contact your local Muscular Dystrophy Canada office for more details on how funds may be deposited, or designated for a specific purpose. Please contact your local Muscular Dystrophy Canada office for more information on how to deposit event revenue, and to explore the various options.
  
- 9) Muscular Dystrophy Canada can provide charitable tax receipts for donations of \$20.00 or more. This would not include items such as 50/50 tickets, registration fees, or silent auction items, where the funds are the result of a purchase. Donations made through a Muscular Dystrophy Canada website will be automatically issued tax receipts. Cash and cheque donations will be eligible for a tax receipt, provided that they have been recorded appropriately, including: the donation amount, the donor's full name, address, city, postal code, and phone number / email. It is the event organizer's responsibility to ensure all donations requiring a tax receipt have been properly documented, and submitted to Muscular Dystrophy Canada within two weeks of the event taking place. Muscular Dystrophy Canada can provide documents to assist with the proper documentation of donations. Please contact your local Muscular Dystrophy Canada office for more information regarding our charitable tax receipting policies, and donation recording templates.
  
- 10) Muscular Dystrophy Canada cannot provide event insurance for third-party fundraising events. If liability insurance is required to satisfy a venue or rental agreement, this must be the responsibility of the event organizer.

**Thank You**

Thank you for choosing to support Muscular Dystrophy Canada. We truly appreciate the initiative you are taking to create a fundraiser of your own in order to increase awareness, and raise critical funds for neuromuscular disorders. From coast to coast, our community of friends is growing every day thanks to amazing individuals just like you. Thank you for taking on this exciting endeavor to further the fight against Muscular Dystrophy. Together we are “Ignited by Passion, Fueled by Hope”.

Event Organizer Signature

Submission Date

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Please deliver completed applications in person or by email to your regional Muscular Dystrophy Canada Annual Campaigns Coordinator. Applications must be submitted a minimum of 30 days prior to the indicated event date. Please allow two weeks for the Coordinator to review your application.

If you have any questions please contact us at 1-800-567-2873.

**FOR OFFICE USE ONLY**

Application Approved (Y/N): \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

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