

**APPLICATION TO REGISTER A CHARITY
UNDER THE INCOME TAX ACT**

To complete this form, you will need the information and instructions in the companion guide *Registering A Charity For Income Tax Purposes (T4063)* (www.cra-arc.gc.ca/E/pub/tg/t4063/README.html).

To evaluate an application, we need complete and accurate information. If a question is not relevant to the organization's situation, enter N/A in the space provided. If this application and the mandatory attachments are not included, **we will return the application without reviewing it.** See the checklist on the last page for a list of the mandatory attachments.

The CRA may share the information collected on this form with other government departments or agencies to verify compliance with the *Income Tax Act* and other Acts of Parliament.

The *Privacy Act* protects all personal information given on this form, which is kept in personal information banks. CRA RPO 2000-01. If the application is approved and the organization is registered, the Canada Revenue Agency (CRA) is permitted to make this form (including any attachments) and copies of the registration letter (including any conditions and warnings contained therein) available to the public, with the exception of the confidential information in Part 5 and Part 6. If registration is denied, however, none of the information will be provided to the public.

Received By / Reçu Par

Records of Charities Section /

Charities Unit

Part 1 – Identification of the organization applying for registration

Q1 Current legal name of the organization
TIMOTHY FOUNDATION

Opérations de Soutien à la gestion
des dossiers / Unité des organismes de
bienfaisances

Q2 Current operating or trade name

N/A

Q3 Previous names – List any other names under which the organization has operated

N/A

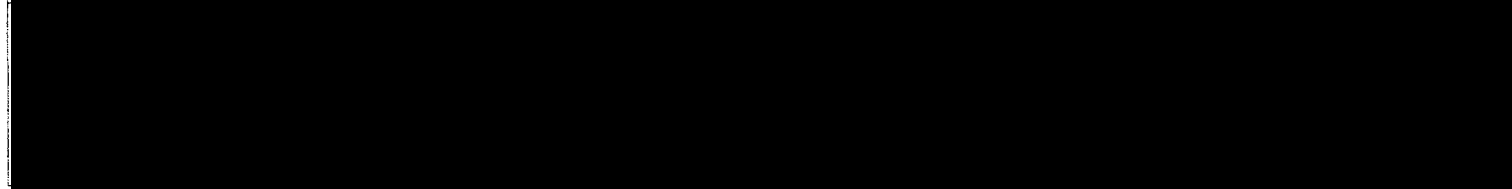
Q4 Business Number
Give one of the organization's Business Numbers if one has been assigned.

N/A

RC
RP

RM
RT

Q5 Mailing address
Suite 1555 1500 W. Georgia Street Box 62
(number, street, room, floor or suite no., R.R.)
Vancouver BC V6G 2Z6
(city or town) (province) (postal code)
() - () - (Web site address)
(phone number) (fax number)



Business Number: 83220-0466
Submission number: 3112

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Part 1 – Identification of the organization applying for registration (cont'd)

Q7 Re-Registration

See "What should an organization know about re-registration" in section I of Guide T4063 for information on the re-registration process and what should be submitted with this application.

Has this organization ever been registered as a charity, under either its current name or a different name?

Yes No (Go to Q8)

If yes,

a) Under what name was the organization previously registered? _____

b) Business Number of the organization at the time its charitable registration was revoked: _____

RR

Part 2 – Organizational structure

Q8 Internal divisions of Canadian registered charities

Is the organization a branch, section, parish, congregation, or other internal division of a Canadian registered charity (the parent organization)?

Yes No (Go to Q9)

If yes,

a) Legal name of parent organization: _____

b) Business Number of the parent organization: _____

RR

c) Letter of Good Standing.

Attached

(see "Part 2 – Organizational structure" in section II of Guide T4063)

Q9 Governing documents

See "Governing Documents" in section I of Guide T4063 for information on requirements.

Is the organization incorporated?

Yes (Go to Q9.1) No (Go to Q9.2)

Q9.1 Incorporated

a) Incorporating documents

Attach a copy of the entire set of incorporating documents, including all amendments.

Attached

b) By-laws

If applicable, attach a copy of the by-laws and all amendments.

Attached N/A

c) Certificate of good standing or its equivalent

This is a required attachment if the organization has been incorporated for more than 5 years or if the organization is applying for re-registration.

Attached N/A

Q9.2 Not incorporated

a) Name the type of document that governs the organization, and attach a copy including all amendments and bylaws, if applicable.

Constitution Trust Will Other (specify) _____

Part 2 – Organizational structure (cont'd)

Q10 Designation

a) Has the organization been formed to give more than 50% of its income to qualified donees (e.g., other Canadian registered charities)?

Yes No

b) What percentage of the organization's officials listed in Q18 are **not at arm's length** with the other officials (e.g., **related by blood, marriage, business or employer/employee relationships**)?

50% or more are not at arm's length

less than 50% are not at arm's length

In the case of 50% or more, identify the relationships that exist among the organization's officials.

c) Has the organization received, or will it receive, more than 50% of its capital (e.g., funds or assets) from one person (i.e., individual, corporation, trust, unincorporated entity) or a group of persons who are **not at arm's length** with each other?

Yes (Go to Q10d) No (Go to Q11)

d.1) Identify the source of the funds or assets described in (c) and, if applicable, the relationships between the major contributors. See "Q10 Designation" in section II of Guide T4063 for a definition of major contributor.

d.2) Will the major contributor(s), or anyone not at arm's length with the major contributor(s), have any ongoing involvement whatsoever with the organization? If yes, describe.

d.3) Identify any personal or business relationships that exist between the organization's officials (e.g., directors/trustees) and the major contributor(s) or any person not at arm's length with the major contributor(s).

Part 3 – Activities of the organization

Q11 Governing Documents

a) This sheet should be used to describe the organization's purpose(s) as outlined in its governing documents, and its corresponding activities (both actual and proposed). The purposes should be entered exactly as they appear in the organization's governing documents. Enter where each activity will take place, what it will involve, and who will carry it out, following the example set out below. Attach an additional copy for each of the organization's purposes (Purpose 1, 2, 3, etc.). If the activities will be carried on outside Canada, also see Q11c. Record fundraising activities only at Q12.

Example:

Purpose – To relieve poverty by operating a soup kitchen.

Activities in support of Purpose – The organization will operate a soup kitchen at 555 Any Street, Any Place, Canada. We will offer breakfast, lunch, and dinner 365 days a year. The facility is staffed by 4 volunteers and also provides clothing and other basic necessities to those in need. The soup kitchen's services are advertised at local churches and community centres.

Purpose

To make gifts to qualified donees.

The Foundation intends to operate as a public charitable foundation. It is not known how much funding it will receive but it will distribute funds to registered charities and "Qualified donees" in compliance with its disbursement quota.

Part 3 – Activities of the organization (cont'd)

Q11 Activities in support of Purpose

It has not determined which charities will benefit but they will be "qualified donees" under the Income Tax Act so that the Foundation can operate within the guidelines and disbursement requirements set out for public foundations. The Foundation does not intend to carry out charitable activities itself.

b) Is the organization currently carrying out any of the activities described in Q11a?

Yes No

If no, when does the organization plan to begin operations?

When it has obtained its registered charity status and has funds available.

c) Activities outside of Canada

Are any of the organization's activities listed in Q11a taking place outside of Canada?

Yes No

If yes, give the location and include a detailed description of how the organization will undertake these activities. If these activities will be conducted under an arrangement with another organization or individual, describe the arrangement, and attach copies of any current or proposed written arrangement. See "Q11c) Activities Outside of Canada" in section II of Guide T4063 for more information.

d) Attach all minutes of meetings, newspaper articles, videos, CDs, fundraising materials, pamphlets, brochures, or other items that further describe the organization's work and purposes.

Attached N/A

Q12 Fundraising activities

a) Describe the organization's fundraising activities. Include the fundraising method, the frequency of each event, and the percentage of people involved who are volunteers.

Examples:

1. We will operate a silent auction 4 times per year. 95% of people involved are volunteers.
2. We will use the Internet and email solicitation as means of ongoing fundraising. No volunteers are involved in this activity.

The Applicant has not yet determined fundraising methods but will likely operated by 100% volunteers speaking at public events.

b) Has the organization hired, or does it plan to hire, a fundraiser from outside the organization to carry out the fundraising activities?

Yes No

If yes, identify the fundraiser, the amount it will be compensated, the terms of payment (e.g. lump sum vs. percentage of gross revenue), and attach a copy of any current or proposed contracts.

c) Does the organization intend to receive non-cash gifts on a regular basis?

Yes No

If yes, describe the nature of the non-cash gifts (e.g., art work).

d) Is the organization currently involved with, or have any plans to become involved with, or is in any way associated with a tax shelter arrangement? See Q12d at "Fundraising Activities" in section II of Guide T4063 for a definition of a "tax shelter arrangement".

Yes No

Part 3 – Activities of the organization (cont'd)

Q13 Revenue from the sale of goods, services, or use of assets

Does the organization plan to charge fees or receive regular income from the sale of goods or services, or from the use of the organization's assets?

Example: The organization is an art gallery that operates a coffee shop in the facility for visitors to use.

Yes No (Go to Q14)

If yes:

a) Describe the activities in detail, and explain how these activities are linked to the organization's purpose(s).

b) For each of the activities described in Q13a, give the approximate percentage of the organization's total resources (human, financial, and physical) that it will devote to these activities.

c) What percentage of human resources involved are volunteers? 0.00 %

Q14 Political activities

See "Political purposes" in section I of Guide T4063 for a definition of political activities.

a) Does the organization intend to undertake any political activities? Letter-writing campaigns, public rallies, and advocacy are usually considered political in nature.

Yes No (Go to Q15)

b) If yes, describe the political activities in detail. Include details about the frequency, and explain how these activities help to achieve the organization's purposes.

c) For each of the activities described in Q14b, give the approximate percentage of the organization's total resources (human, financial, and physical) that it will devote to its political activities.

Q15 Financial transactions with the organization's officials

Has the organization entered into, or does it intend to enter into, any financial, real estate, or other transactions with its officials (e.g. directors/trustees), founders, members, employees, or any person/organization related to these people?

Yes No

If yes, give a detailed description of these transactions.

Q16 Ownership

a) Does the organization own more than 2% of the outstanding shares of any class of shares of a corporation? See section II of Guide T4063 at Q16 for an explanation of the terms used.

Yes No

b) Does the organization currently own any real property, or does it have any future plans to own real property (e.g., land or buildings)?

Yes No

If yes, provide the address (including the country) and a description of the current property and title-holder arrangements, and/or proposed titleholder arrangements for future property.

Part 4 – Financial Information of the organization

Q17 Proposed budget

All applicants must complete Part 4. Give a proposed operating budget of revenue and expenditures and a list of anticipated assets and liabilities for the organization.

If the organization has been operating for more than one year, attach a copy of its most recent financial statements.

Attached N/A

What is the organization's fiscal period end? Month Day

**Proposed operating budget for the next fiscal period
(covering 12-months)**

a) Revenue

Gifts	Amount
Gifts from individuals	001 <u>25,000</u>
Gifts from corporations and businesses (give name if known)	002 <u>0</u>
_____ Gifts from other registered charities (give name and Business Number if known)	003 <u>25,000</u>
_____ Government grants, contributions, or contracts	004 <u>0</u>
Fundraising activities (described in Q13)	
Fundraising activities carried on by the organization itself (report gross revenue)	005 <u>0</u>
Fundraising carried on by fundraisers outside of the organization (report gross revenue)	006 <u>0</u>
Revenue from the sale of goods, services, or the use of assets (described in Q13)	007 <u>0</u>
Other	
List any other sources of revenue not already included above	008 <u>0</u>
_____ Total estimated revenue from all sources (Add lines 001-008)	009 <u>50,000</u>

Part 4 – Financial Information of the organization (cont'd)

b) Expenditures

Charitable activities (described in Q11)

Amount

List each charitable activity (described in Q11a and c)

010 _____ **0**

Gifts to qualified donees (e.g., Canadian registered charities)
Include the name and Business Number of the qualified donee

011 _____ **45,000**

Fundraising activities (described in Q12)

Expenditures incurred for fundraising carried on by the organization itself

012 _____ **0**

Expenditures incurred for paying fundraisers outside of the organization

013 _____ **0**

Expenditures related to the sale of goods, services, or the use of assets (described in Q13)

014 _____ **0**

Expenditures incurred for political activities (described in Q14)

015 _____ **0**

Management and administration

Remuneration (e.g., salaries, benefits) not already included

016 _____ **0**

Accounting and legal services

017 _____ **0**

Occupancy costs not already included

018 _____ **0**

Supplies and equipment not already included

019 _____ **0**

Printing, publications, and advertising not already included

020 _____ **0**

Travel not already included

021 _____ **0**

Other

List any other expenditure not already included above

022 _____ **5,000**

Incorporation and set up fees

Total estimated expenditures

(Add lines 010 to 022)

023 _____ **50,000**

Part 4 – Financial Information of the organization (cont'd)

c) Revenue and expenditures outside of Canada

Revenue

Is any of the organization's estimated revenue included in Q17a received from donors outside of Canada?

Yes No

If yes, list the source of revenue and total estimated amount.

Source of revenue	Amount
_____	0

Expenditures

Will any of the organization's estimated expenditures included in Q17b be incurred for activities outside of Canada?

Yes No

If yes, list the country, corresponding activity (described in Q11a & Q11c) and the estimated amount.

Country (including region)	Activity/Recipient	Amount
_____	_____	0
_____	_____	0
_____	_____	0
_____	_____	0

d) Assets and Liabilities

Revenue

See Q17d "Assets and Liabilities" in section II of Guide T4063 for more information.

Assets

Enter the cost of the asset or, if the asset was donated, enter the fair market value.

Cash, bank accounts, and short term investments

030 _____ **0**

Long-term investments

031 _____ **0**

Capital assets (e.g., equipment, buildings)
Specify:

_____ **032** _____ **0**

Total assets

(Add lines 030-032)

033 _____ **0**

Liabilities

Amounts payable (e.g., accounts payable, mortgages, loans)

Specify:

Total liabilities **034** _____ **0**

Part 5 – Information about the organization's officials

Q18 Your organization is required to provide certain information about all members of its board of directors/trustees. Only the **public information** section is available to the public. The **confidential information** section is for the CRA's use and may only be disclosed in accordance with the provisions of the *Income Tax Act*. If more space is required, photocopy this page and attach it to the application form.

Public information			Confidential information	
Last name	First name	Initial		
Bromley	Blake			
Position in charity				
<input type="checkbox"/> President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Vice-President		
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chair	<input type="checkbox"/> Executive Director		
<input checked="" type="checkbox"/> Other <u>Director</u>				
Last name	First name	Initial		
Nalugwa	Victoria			
Position in charity				
<input type="checkbox"/> President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Vice-President		
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chair	<input type="checkbox"/> Executive Director		
<input checked="" type="checkbox"/> Other <u>Director</u>				
Last name	First name	Initial		
Lepp	Nathan			
Position in charity				
<input type="checkbox"/> President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Vice-President		
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chair	<input type="checkbox"/> Executive Director		
<input checked="" type="checkbox"/> Other _____				
Last name	First name	Initial		
Position in charity				
<input type="checkbox"/> President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Vice-President		
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chair	<input type="checkbox"/> Executive Director		
<input type="checkbox"/> Other _____				
Province or territory			Postal code	
Telephone number			Date of birth (mm/dd/yyyy)	
() -			mm/dd/yyyy	

Part 6 – Confidential Information

Part 7 – Final Steps and Certification

Checklist

Have you attached the following information to this application?

- a copy of the governing documents and a copy of all the amendments, if applicable (see Q9.1). If the organization is governed by a constitution, remember to have the document signed and dated by three current directors (see Q9.2);
- a copy of the by-laws, if any (see Q9.1 or Q9.2);
- the parent organization's Letter of Good Standing;
- a certificate of good standing, if applicable (see Q9);
- a detailed description of each purpose and its corresponding activities (see Q11a & Q11c);
- a copy of the minutes, newspaper clippings, pamphlets, fundraising materials (see Q11d);
- a copy of the latest financial statements, if applicable (see Q17);
- the \$500 late-filing penalty, if applicable (see Q7 and the related information in section I of Guide T4063); and
- if applicable, all missing Registered Charity Information Returns (T3010) and required attachments (see Q7 and the related information in section I of Guide T4063).

Part 7 – Final Steps and Certification (cont'd)

CERTIFICATION

This form must be signed by two directors/trustees or like officials of the organization who have authority to sign on behalf of the organization. It is a serious offence under the *Income Tax Act* to provide false or deceptive information.

I certify that the information given on this form and any attachment is, to the best of my knowledge, true, complete, and current.

Signature	1. [Redacted]	2. [Redacted]
Name	Victoria Nalugwa	Nathan Lepp
Position within the organization	Director	Director
Date signed	2009/12/08	2009/12/08

Electronic mailing list (EML)

Subscribers to the Charities What's New electronic mailing list are automatically notified by email of the latest information available for charities on such things as the Charities Information Sessions, new policies, updated policies, the *Registered Charities Newsletter*, and the Charities Partnership and Outreach Program. Subscribers will receive 2 emails a month from the Charities Directorate.

The Charities Directorate will subscribe the following email addresses for the electronic mailing list service.

Give your preferred email addresses:

