
Capital Project Fundraising

Council of Provinces
Summer 2009



Capital Project Fundraising

- Tennis Canada is committed to helping develop and improve tennis facilities to increase access to courts on a year-round basis
- A facilities committee was formed to advocate for new facilities and provide guidance to groups wishing to build new or improve existing facilities
- A number of groups have recently come forward with plans for capital projects
- We understand that fundraising is necessary in order to finance a capital project
- Tennis Canada may be able to assist with fundraising in some cases



Capital Project Fundraising

Tennis Canada has limited human resources for fundraising, however we may assist on a case-by-case basis provided that the project falls within the following criteria:

- The project includes new courts or winterization of existing courts which will increase community access to court time
- The project includes availability to the general public
- The project is not-for-profit
- The local organizer, i.e. club, society or CTA, is a member in good standing of the PTA and/or endorsed by the PTA



Capital Project Fundraising

- The local PTA should be the first point of contact for groups with proposed capital projects
- The PTA can best assess if the proposed capital project meets local and provincial needs
- If the PTA fully supports the capital project, it can request Tennis Canada's assistance

Tennis Canada will need the following information in order to review the project:

- Executive summary and budget for the project
- Letters of endorsement from the PTA, city council, parks and rec
- Articles of incorporation or equivalent from the organizing group



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Once a project has been assessed, a meeting or conference call will be held with the CFO, chair of the facilities committee, Director – Fund Development, PTA representative and local representative

- The chair of the facilities committee will work directly with the PTA and local group to oversee and advise on the construction
- The Director – Fund Development will work directly with the PTA and local group to direct the fundraising
- The CFO will work directly with the PTA and local group to oversee the project financing and use of funds



Capital Project Fundraising

In order for donations to be eligible for a tax receipt, the following conditions will apply:

- All fundraising activities for the project must be directed and approved by Tennis Canada – any funds raised without Tennis Canada’s prior approval cannot be eligible for a tax receipt
- All fundraising materials must make it clear that donations are being raised for Tennis Canada and that the expenditure of funds raised is at Tennis Canada’s discretion
- All donations must be paid directly to Tennis Canada
- Tax receipts will be issued upon receipt of funds
- Once funds have been received and receipted by Tennis Canada, they cannot be returned to the donor under any circumstances



Capital Project Fundraising

Any questions regarding fundraising should be directed to:

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