



CLUBHOUSE RESTORATION PROJECT A NEW WAY OF DONATING

The OTLBC is pleased to announce that donors to the Clubhouse Restoration Project will now be able to receive tax receipts that will be eligible for tax credits.

WHAT IS NEW?

- As a non-profit organization rather than a charity, the OTLBC is not authorized to issue donation receipts eligible for tax credits. However, the receipts issued by Canadian amateur sports associations that are registered with Canada Revenue Agency are eligible for donation tax credits.
- The provincial sports organization called Sports 4 Ontario (sports4ontario.ca) is affiliated with the “National Sports Trust Fund”, which is registered with Canada Revenue Agency (RCAA tax number 88938 6868 RR0001).
- They have established a donation program that allows member sports clubs of the Ontario Tennis Association, like the OTLBC, to collect donations that would be eligible for tax credits.
- Therefore, you now have an opportunity to donate to the clubhouse restoration project where your donation will be processed by Sports 4 Ontario, and a tax receipt will be issued to you.

WILL MY DONATION BE SENT TO THE OTLBC?

- Yes. The OTLBC will receive all the donations that are collected on its behalf, minus a small processing fee that is charged by Sports 4 Ontario.

WHAT DO I HAVE TO DO TO MAKE A DONATE

- Click on <http://www.sport4ontario.ca/project-121-ottawa-tennis--lawn-bowling-club.html> to bring you directly to the project.
- Once you are in that section, follow the instructions. Please remember to choose “Ottawa Tennis and Lawn Bowling Club – OTLBC Infrastructure Investment Project Phase 1” under the organization name.
- You have the option of making a credit card donation, or mailing a cheque.

WHEN WILL I GET MY TAX RECEIPT?

- If you made a donation by credit card, the receipt will be issued to you electronically shortly after the donation is made.
- If you mailed your donation, the receipt will be sent to you once Sports 4 Ontario has received and processed your donation.

HOW DOES THE OTLBC KNOW I MADE A DONATION?

The OTLBC will receive a notification of your donation when it is made. You will also receive a thank you letter from the OTLBC at that time.

I HAVE ALREADY MADE A PLEDGE, HOW CAN I GET A TAX RECEIPT?

- If you haven't actually sent your money to the OTLBC, you can make your donation by following the process explained above.
- If you have already made your donation and want a tax receipt, please contact Maria Pierre Noel maria@otlbc.com to arrange a refund. You can then follow the process above to make your donation to receive a tax receipt.

WHAT IF I DON'T WANT A TAX RECEIPT FOR MY DONATION?

If you are not interested in receiving a tax receipt, you can simply make your donation directly on the OTLBC website, www.otlbc.com/donate. Here you will find a Donation Form and information to proceed.

CAN I MAKE A LEGACY GIFT TO THE OTLBC THROUGH SPORTS 4 ONTARIO?

- Processing a legacy gift, such as a gift in your will, through the National Sports Trust Fund is more complicated. Therefore, please contact the OTLBC Executive Director, Maria Pierre Noel, for more information before proceeding.
- However, if you do not require a tax receipt for your legacy gift, you can designate the "Ottawa Tennis and Lawn Bowling Club" as the beneficiary of your gift in your will. Please refer to the ***Legacy Giving to the OTLBC – FAQ*** for more information about legacy giving to the OTLBC.

**THANK YOU FOR YOUR SUPPORT OF THE OTLBC
CLUBHOUSE RESTORATION PROJECT**