



Theatre Partnership Program - Information

Organizational members of Theatre Nova Scotia who are **incorporated not-for-profits** without charitable status of their own, can participate in its “Theatre Partnership Program”, which allows members to receive financial support for their operations and projects from donors.

As a registered charity, Theatre Nova Scotia (TNS) gratefully accepts donations from individuals, foundations or corporations. Such donations can support Theatre Nova Scotia and its many programs as a whole, or be earmarked for its participating Theatre Partnership members. In these cases TNS accepts charitable donations in partnership with their members participating in their TPP program.

These charitable donations are to be used for operational purposes of the member organization, to achieve our organizations’ shared mission of spreading theatre throughout Nova Scotia!

Donors will then receive charitable tax receipts from Theatre Nova Scotia for their donations.

IMPORTANTLY: In a Charity-Non Charity partnership, a charity (in this case TNS), is fiscally and legally responsible for ensuring the charitable funds are used for their intended purpose.

TNS as the registered charity is responsible for demonstrating two key aspects of our partnership, through clear documentation:

- 1) That the funds were used for their intended charitable activities, and
- 2) That an active relationship exists between our two organizations.

Both of these are important to show, in order to demonstrate how TNS is not merely acting as a “conduit” and transferring funds without oversight or involvement in how they are used.

TNS must be able to demonstrate these two aspects each year, through confirmed annual TPP Transaction and Activity reports, and providing up-to-date Financial Statements as provided by the Member, along with their renewed Theatre Nova Scotia membership each year.

In turn, we ask that you ensure to list Theatre Nova Scotia in your Sponsors/Funders section of all of your promotional materials, and submit examples of these to us with your next application.

Information read and understood:

_____ (Member Organization Name)

_____ (Signature of Org. Representative)

Theatre Partnership Program - Agreement

The following is an agreement made between Theatre Nova Scotia (TNS) and its member organization:

(Member Organization Name)

TNS will accept charitable donations in partnership with the above named member company, using charitable **#119063394 RR0001**

This TNS charitable registration number must be included on all relevant fundraising pieces soliciting donations.

1. The Member will direct any **Physical Donations** (cheques, credit card, debit, or cash) to be made out directly to Theatre Nova Scotia, and then “Donation for *Member Company*” listed in the memo.
2. The Member will direct any **Online Donations** to our Canada Helps platform: www.theatrens.ca/donate where a donor may select the Member Company directly from our dropdown list of funds.
3. TNS will issue the funds received in partnership with the Member directly to the Member. 100% of funds received via Cheque will be issued to the Member. Whereas a 4% Moneris fee will be applied to donations from Credit Cards, a 5% fee for Debit, and ~4% for CanadaHelps’ processing fees for donations submitted online. After those fees, 100% of the remaining donation is sent to the Member.
4. The Member may only process donations through the TNS Theatre Partnership Program.
5. TNS will issue a charitable tax receipt directly to each donor and keep records of each tax receipt sent.
6. TNS will issue a record of all donor information and amounts to the Member.
7. The Member will review and confirm an annual final report of their TPP disbursements, as provided by TNS following their Fiscal Year end, in July of each year.
8. As per CRA requirements, Theatre Nova Scotia must be acknowledged as a Sponsor/Funder of your organization in appropriate sections of all promotional materials (brochures, posters, programs, websites). TNS must receive a link to these materials at the end of the year for our record-keeping for the program.
9. TNS will confirm the appropriate use of funds distributed through the program with an annual final report to be completed by the Member organization, as well as annually refreshed Financial Statements as provided by the Member with their renewed Theatre Nova Scotia membership each year.
10. TNS reserves the right to terminate this agreement at any time should it be deemed that there has been any misuse of the TNS Theatre Partnership Program. Noncompliance or misuse of any of the above items will result in termination from the program.

For Theatre Nova Scotia

For Member Organization

Signature: _____

Name (Print): _____

Organization: _____

Date: _____

DIRECT DEPOSIT AUTHORIZATION

Theatre Nova Scotia uses Electronic Funds Transfers to directly deposit donation payouts
To set up your direct deposit, please complete the following form;

Your Information

First Name	Last Name	
Address		
City	Province	Postal Code

Banking Information

(please complete this section or provide a void cheque/direct deposit banking form)

Branch Address		
City	Province	Postal Code
Transit Number	Institution Number	Account Number

Theatre Nova Scotia is hereby authorized to use the above information provided for payment and tax purposes.

This authorization will remain in effect until you modify or cancel it, in writing.

Signature

Date
