

FUTURE DEVELOPMENT PROJECT

PHASE 1 – EDUCATION BUILDING

A. Guidelines for contractors, Professionals and Individuals who wish to donate to the Future Development – Construction Project at Spruce Grove Alliance Church (SGAC).

Note: All contractors and others providing services must be approved and accepted in advance by the Construction Management Team.

In order for SGAC to issue a charitable receipt the following must be met:

Companies / Contractors:

- The company must invoice SGAC for the services provided, a cheque will be issued to pay the invoice, and the company must process the cheque and write a company cheque to SGAC.
- SGAC must ensure that any work invoiced is charged at competitive rates. Quotes may be used but are not required.

Professional Services: (i.e. Project Management, Construction Management)

- The Professional must invoice SGAC, a cheque will be issued to pay the invoice, and the company/individual must process the cheque and write a cheque to SGAC.
- SGAC must ensure the rate charged for these services is comparable to industry rates at the time.

Materials: Must be specifically required by the project and meet all specifications.

- These must be provided from a company. The submission will be reviewed and approved on an individual basis.
 - An appraisal will be required.
- The company must invoice SGAC, a cheque will be issued to pay the invoice, and the company must process the cheque and write a company cheque to SGAC.
- There may be an exceptional situation where needed materials are being offered by an individual. These will be reviewed by the Construction Management Team to determine that the materials meet the project requirements and whether or not to accept the offer. If accepted the following must be met in order to issue a charitable receipt:
 - If the fair market value is expected to be more than \$1,000, it is strongly recommended that the property be professionally appraised by a third party (that is, someone who is not associated with either the donor or the charity).
 - The name and address of the appraiser must be included on the official donation receipt.

Note: These companies and professionals should complete a Pledge Form reflecting the amount they plan to donate back to SGAC. This is for the purpose of meeting the Western Canadian District financing requirements.

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B. Guidelines for Non-Cash gifts by Individuals who wish to volunteer their time and skills to the Future Development – Construction Project at Spruce Grove Alliance Church (SGAC).

Note: Gifts of time and skills donated by individuals (outside of the operations of a project approved company or contractor) cannot be issued a charitable receipt.

The following gifts of time and skills by volunteers are greatly appreciated but cannot be receipted:

- Professionals individually volunteering their time (not working under a company or contractor)
- Volunteer general labour (i.e. assisting, painting, clean-up, etc.)
- Volunteer of other services (i.e. food prep, cookies, etc.)

Note: Gifts of small amounts of materials from individuals cannot be receipted and will be accepted only after approval by the Construction Management Team. See materials process above.

Excerpts from Government of Canada website:

What is fair market value (FMV)?

Fair market value is normally the highest price, expressed in dollars, that property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

How does a registered charity determine the fair market value of a non-cash gift?

Generally, if the fair market value of the property is less than \$1,000, a member of the registered charity, or another individual, with sufficient knowledge of the property may determine its value.

The person who determines the fair market value of the item should be competent and qualified to evaluate the particular property being donated.

If the fair market value is expected to be more than \$1,000, we strongly recommend that the property be professionally appraised by a third party (that is, someone who is not associated with either the donor or the charity).

If the property is appraised, the name and address of the appraiser must be included on the official donation receipt.