

November 2006

Charitable Fund-Raising Act

Fund-Raising Business Licence

Definition:

A fund-raising business is a business that:

- a) makes solicitations on behalf of a charitable organization or manages or is responsible for solicitations made by or on behalf of a charitable organization,
- b) provides those services for remuneration, and
- c) is not an employee of the charitable organization.

A fund-raising business includes a business that:

- a) is hired by another business to make solicitations on behalf of a charitable organization or to manage or be responsible for solicitations made by or on behalf of a charitable organization, and
- b) is not an employee of the other business.

Licensing Requirements:

PLEASE NOTE: Failure to provide complete information will delay processing of your application and may result in a refund of your fees and closure of your file.

To get a licence for a fund-raising business you must provide the following:

1. Completed [application](#) form
2. Security in the amount of \$25,000. You may get this security in one of two ways:
 - [General Surety Bond](#)
 - [Cash Security Agreement](#) accompanied by
 - an [Irrevocable Letter of Credit](#), or
 - cash (including payment by bank draft, money order, certified cheque – all of these are payable to the Minister of Finance), or
 - a term deposit or other similar instrument in the name of the Minister of Finance, c/o Alberta Government Services, 3rd Floor, 10155 – 102 Street, Edmonton, Alberta, T5J 4L4, in trust for (name of licensee).
3. A licensing fee of \$130. Your cheque should be made payable to the Minister of Finance. If you are applying in person, you may also pay this fee using Visa, MasterCard or cash. This fee is for a one-year licence. Licences take effect the date they are issued. The department will send you a notice and the appropriate form(s) before your licence needs to be renewed. Licence holders must notify Alberta Government Services in writing if the address on their business licence changes.
4. Copy of the fund-raising agreement being used with charitable organizations.

General Information:

A licensee that makes solicitations must maintain complete and accurate records of all its operations in Alberta for at least 3 years after the solicitations are made.

Fund-Raising Agreement:

Every fund-raising agreement entered into with an organization must be in writing and include the following:

1. All the terms and conditions between the parties respecting the fund-raising, including the duties and responsibilities of both parties.
2. The estimated amount of contributions to be received and an estimate of expenses and costs.
3. The methods of soliciting contributions to be used.
4. If the solicitations will involve selling goods and services, a description of the goods or services and the specific price for which the goods or services will be sold.
5. The location of the account of the charitable organization into which monetary contributions are to be deposited.
6. The charitable organization's address and the name and telephone number of the contact person for the charitable organization.
7. The fund-raising business' address and the name and telephone number of the contract person for the fund-raising business.
8. Must establish the remuneration of the fund-raising business, and the remuneration must be:
 - a) a specific amount of money
 - b) a specified percentage of gross contributions, or
 - c) a combination of a specific amount of money and a specified percentage of gross contributions.

Legislation:

[Charitable Fund-Raising Act](#)
[Charitable Fund-Raising Regulation](#)

Copies of legislation can be obtained from the [Queen's Printer Bookstore](#) at:

Park Plaza
5 floor, 10611-98 Avenue
Edmonton, Alberta
T5K 2P7
Telephone: (780) 427-4952

To call a Government of Alberta office toll free (in Alberta), dial 310-0000 and follow the instructions.