



APPLICATION FOR DESIGNATION AS A NATIONAL ARTS SERVICE ORGANIZATION AND AS A REGISTERED NATIONAL ARTS SERVICE ORGANIZATION

Registration Number									
Date									
For Departmental use only									

Instructions

This form enables arts organizations to apply to the Department of Canadian Heritage to be designated as a National Arts Service Organization, and subsequently to Canada Revenue Agency, Charities Directorate, for registration as a Registered National Arts Service Organization under the *Income Tax Act*.

If you need information on how to complete this form, please refer to the enclosed information package "Fact Sheet for Designation as a National Arts Service Organization". You may also refer to the "Glossary of Terms" which defines the technical terms highlighted in **bold print** on this application form. Additional assistance may be obtained from the **DEPARTMENT OF CANADIAN HERITAGE, ARTS POLICY BRANCH**, at (819) 956-2348, and from **CANADA REVENUE AGENCY, CHARITIES DIRECTORATE**, (613) 954-6215 for local Ottawa calls or 1-888-892-5667 toll-free calls.

The completed application should be forwarded to the **DEPARTMENT OF CANADIAN HERITAGE, ARTS POLICY BRANCH, 15 EDDY STREET, 3RD FLOOR, GATINEAU, QUEBEC K1A 0M5**.

Applicant identification

Name of Applicant

Mailing Address:

Street and No. P.O. Box R.R. No. City/Town Province Postal Code

Physical address at which books and records will be kept:

Street and No. P.O. Box R.R. No. City/Town Province Postal Code

Fiscal period ends: ____ Day ____ Month

Particulars

The following information is required of all applicants.

1. Attach a certified copy of each of the **governing document(s)** under which the applicant was established including any of the following: Letters patent or Certificate of Incorporation, Memorandum or Articles of Association/Incorporation, **Constitution, By-laws**, etc.
2. Attach a copy of your mission statement which gives full details of all **activities** and programs to be carried on by the applicant in furtherance of each of the objects or purposes stated in its **governing documents**.
3. Attach a statement which attests that the applicant represents **the community of artists** from one or more of the sectors of activity (please refer to number 7) in one or both of the official languages of Canada as evidenced by a **nation-wide** membership list.

4. Attach a copy of the Audited Financial Statement or the Statement of Receipts and Disbursements and of the Assets and Liabilities for the last completed year or fiscal period of operation prior to the date of application. If the applicant is not yet in operation, a copy of the budget, or an estimate of the expenditures to be made in the first year of operation, should be attached.	
5. Attach a list showing full name, address and occupation of all the executive or directing officers of the applicant. (This refers to those individuals who set the policy of the organization or association and/or direct its operations.)	
6. The applicant should provide to the Departments copies of any changes which are made to its objects and activities , or any other changes made after its designation and subsequent registration.	
7. Indicate from which sector(s) of activity membership is drawn from: <input type="checkbox"/> Theatre <input type="checkbox"/> Photography <input type="checkbox"/> Dance <input type="checkbox"/> Sculpture <input type="checkbox"/> Crafts <input type="checkbox"/> Design <input type="checkbox"/> Drawing <input type="checkbox"/> Sound recording <input type="checkbox"/> Music <input type="checkbox"/> Opera <input type="checkbox"/> Painting <input type="checkbox"/> Film/Video <input type="checkbox"/> Literary arts <input type="checkbox"/> Other (Specify) _____	
8. Does the applicant own or intend to acquire real property, i.e. land and/or buildings? If yes, state the name in which the title to the real property is or will be registered. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Was the applicant formed for the purpose of funding registered charities or other qualified donees listed in the <i>Income Tax Act</i> to the extent of more than 50% of its annual income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are 50% or more of the executives or directing officers named in the list provided in response to question 5 related to any other person named in that list (i.e. do not deal with each other at arm's length)? if any of these persons are related by blood, marriage, adoption, common-law, or close business ties, please indicate the relationship on the list provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. To the best of your knowledge, will this applicant receive more than 50% of the funds from one person or from a group of persons who are related to each other (i.e. who do not deal with each other at arm's length)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is the applicant currently a registered charity under the <i>Income Tax Act</i> ? If yes, please include a letter addressed to Canada Revenue Agency, Charities Directorate, requesting voluntary revocation of its charitable status should it meet the requirements of a Registered National Arts Service Organization .	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification

We hereby certify that the information given in this application and in all documents attached is true and correct.

Authorized Signature	Name and Title (please print)	Date
Address	Home Telephone Number	Work Telephone Number
Authorized Signature	Name and Title (please print)	Date
Address	Home Telephone Number	Work Telephone Number

(It is a serious offence to make false or deceptive statements.)

Authorized representative, if different from above:

Name	Telephone Number
Address	