



# Hamilton

## Eligibility Checklist - Schools

Registered Name of Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Enclosures:

Included	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Constitution and By-Laws (School Board)
<input type="checkbox"/>	<input type="checkbox"/>	Financial Statement for previous fiscal year (School)
<input type="checkbox"/>	<input type="checkbox"/>	Current operating budget (i.e. admin costs, staffing, utilities, rental fees, etc.) (School)
<input type="checkbox"/>	<input type="checkbox"/>	Current list of Board of Directors (School Board and applicable School Staff)
<input type="checkbox"/>	<input type="checkbox"/>	Incorporation Papers (Letters Patent) (Private Schools only)
<input type="checkbox"/>	<input type="checkbox"/>	Notification of Charitable Registration (Canada Customs and Revenue Agency) (Private School only)
<input type="checkbox"/>	<input type="checkbox"/>	Most recent Registered Charity Information Return & Public Information Return as submitted to Canada Customs and Revenue Agency if applicable (Private School only)
<input type="checkbox"/>	<input type="checkbox"/>	Incorporated Documents Signature Page
<input type="checkbox"/>	<input type="checkbox"/>	Designated Members in Charge Signature Page

Notes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Eligible?  Yes  No

Signature of Administrator: \_\_\_\_\_