*INSERT DATE*

Charities Directorate Canada Revenue Agency Ottawa

ON K1A 0L5

RE: Application for registration as a qualified donee

Please accept this letter and attached documentation as *INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION’s* application for registration as a qualified donee, as a public body performing a function of government in Canada.

*INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION*

*INSERT STREET ADDRESS/STREET, CITY and PROVINCE/TERRITORY, POSTAL CODE*

*INSERT BUSINESS NUMBER IF APPLICABLE*

*INSERT TAX SERVICES OFFICE AND TAX CENTRE SERVICING THE ENTITY IF APPLICABLE*

• To the best of our knowledge, we the Applicant *INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION* is a public body performing a function of government in Canada, within the meaning of paragraph 149(1)(c) of the Act,

*NOTE: If the Applicant has previously been determined by the CRA to be a public body performing a function of government in Canada, a copy of the determination letter or of the advance income tax ruling letter, or any other relevant correspondence previously issued by the CRA, should be included.*

• A complete description of the Applicant.

*INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION* was created in *INSERT YEAR* for the purposes of: *INSERT AN EXPLANATION OF HOW THE APPLICANT WAS CREATED*. The organization is organized by: *INSERT A DESCRIPTION OF HOW THE OFFICIALS ARE ELECTED OR APPOINTED*.

The Applicant’s purpose is to: *INSERT PURPOSE*

The geographical area over which the Applicant has responsibility is: *INSERT LOCATION*.

*INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION* governs and is accountable to: *INSERT A DESCRIPTION OF THE RESIDENTS AND MEMBERS FOR WHICH THE APPLICANT IS RESPONSIBLE IN ITS AUTHORIZED AREA*.

The following function(s) of government are or have been performed by *INSERT NAME OF INDIGENOUS ORGANIZATION*:

*NOTE: Check off only those function(s) that pertain to your organization.*

*NOTE: Please also note that any one of these activities or services may not be sufficient for the entity to be considered a municipal or public body performing a function of government; it depends on the scope of the service or activity. Check as many as are applicable to you.*

* Negotiating of a treaty, land claim, or self-government agreement with the Crown (e.g., a federal, provincial or territorial government), and continued administration and implementation of the agreement.
* Developing, administering, or regulating governance functions authorized and assigned by a statute giving effect to a treaty, land claim, or self- government agreement with the Crown.
* Passing by-laws as an Indian band under both sections 81 and 83 of the *Indian Act*.
* Passing by-laws as an Indian band under both section 81 of the Indian Act and subsection 5(1) of the *First Nations Fiscal and Statistical Management Act.*
* Being responsible for and providing provincial or territorial-type services or a range of municipal- type government services as follows (check off all that apply):

Provincial or Territorial type services

* Education
* Health care
* Protection of the environment
* Natural resources
* Designation of park land and other special use property

Municipal-type services (highlight or check off all that apply)

* Sewage removal
* Waste disposal
* Water treatment and delivery
* Building of infrastructure
* Maintenance of infrastructure (such as sewers, public buildings and maintaining and clearing of roads
* Public transit
* Fire protection services
* Police services
* Paramedic/ambulance services
* Recreational services
* Cultural services
* Social services
* Library services

The address where our books and records are kept is:

*INSERT STREET ADDRESS/STREET, CITY and PROVINCE/TERRITORY, POSTAL CODE*.

*Please Note: a PO box or rural route # alone is not enough.*

*INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION* is responsible for:

(*list the programs and services offered by the Applicant - this description of programs and services should explain what the Applicant is actually performing, not simply what it is empowered to do*).

Our sources of revenues derive from:

(List all revenue applicant receives, please also include any funding received from other governments).

*\*\*If relevant, a description of any other activities carried on by the Applicant, such as business activities. The Applicant should also advise if any activities are carried out by a subsidiary entity(s) of the Applicant.*

*(Attach the following documents to your letter)*

Please see attached, a list of current officials of *INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION*.

Please also see attached, INSERT NAME OF INDIGENOUS GOVERNMENT ORGANIZATION supporting documents and agreements.

(*As necessary; these documents may vary depending on each applicant but could include Section 81 or 83 Bylaws, funding agreements for treaty negotiations, shared decision making agreements, and contractual agreements with service providers that demonstrate a function of government)*.

These documents consist of: (*include summary of the relevant facts contained in the supporting documents and agreements)*.

Sincerely,

*INSERT SIGNATURE*

*INSERT NAME of at least one official of the organization*

*INSERT TITLE*