A Complete Guide To Incorporation (Project Hope London)

Kevin Dong
Karen Guirguis
Rozmin Jasani
Samuel Luo
Sahara Rosha

Follow this and additional works at: https://ir.lib.uwo.ca/schulichcel_medsci4300A

Part of the Life Sciences Commons, and the Medicine and Health Sciences Commons

Citation of this paper:
https://ir.lib.uwo.ca/schulichcel_medsci4300A/9
Project Hope: A Complete Guide to Incorporation

Kevin Dong, Karen Guiguis, Rozmin Jasani, Samuel Luo, Sahara Rosha
Department, Schulich School of Medicine & Dentistry, Western University, London, ON, Canada

Introduction

Background:
• London, Ontario currently has 1000 homeless people—and this number is expanding each year (Butler, 2021).
• Project Hope (PH) hosts weekly outreach, personalized case management, and supports individuals in finding housing. However, PH has found it challenging to obtain monetary donations without Registered Charity status. This status is required to issue tax receipts to monetary donors and apply for donations from organizations such as London Costco (CharityCentral, 2019).
• As London’s homeless population expands, PH wants to reach more than the current 250 people/week at outreach—but needs more funding.

Federal Incorporation is the first legal step in becoming a Registered Charity.

Aims:
• Our deliverable: a thorough protocol in plain language, outlining all steps, documents, FAQs, and hyperlinks to important legislation required to incorporate.
• This guide will reduce legal fees, streamline the incorporation application, reduce administrative workload, and establish a long-term organizational structure for future admin needs. This will help PH serve more homeless individuals and expand efforts to long-term housing development projects. This would help London’s homeless population by improving access to personal and health resources while unhoused.

Methods

Federal vs. Provincial Incorporation
We first examined government resources from the CRA and external resources to evaluate if provincial or federal incorporation is best for PH. Information was summarized in a document to communicate to PH.

Our Suggestion: Federal Incorporation
Federal incorporation is a faster, more streamlined process. It offers better name protection, stability, credibility, and allows for organizational changes to be made quickly using an online form.

Determined Steps to Incorporate Federally
We conducted a review of the government’s CRA “Not-For-Profit Corporations” incorporation documents and summarized all relevant information, laws, and policies for PH. External resources were used to clarify any unclear aspects.

Created 3 Final Deliverables
Finally, we created documents for Catherine Traill to present to PH’s board of 6 executives. We created step-by-step guides for incorporation, an infographic, and supporting documents where more detail can be found.

3 Final Deliverables were created to align with PH’s goal to incorporate:
1) High-Level Overview of Incorporation - Infographic
2) High-Level Guide to Incorporation - More Detailed 1 Pager with hyperlinks to related sources.
3) Project Hope’s Complete Guide to Incorporation - 3-5 Pager with associated links to comprehensive document breakdowns created by the Incorporation Team using reliable sources. It additionally includes links to Canadian Revenue Agency online application forms and further instructions.

Results & Deliverable

Project Hope Incorporation

Process of incorporation high-level overview

Completion of Form 4001 (Articles of Incorporation) and Form 002 (Registered Office and Directors) Forms

Register for Corporate Name
Form 4001: Must include one valid CANADA Name Search Report in the application
For Form 002: Must include one valid address for the principal office of the corporation
Cost: $13.88

Completion of Form 4001
1. Office Address: Provide the address of the main office of the corporation
2. Directors: Include the minimum and maximum number of directors
3. Statement of the purpose of incorporation
4. Details on the business elements of Step 3

Form 4001 Decisions
1. Restrictions on the activities that the corporation may carry out
2. The classes, or regional or other groups, of members that the corporation is authorized to admit
3. Statement regarding the distribution of property remaining after dissolution
4. Additional provisions, if any

Completion of Form 4002
1. Office Address: Complete the address required
2. Directors: Provide the address and the residential address of each director
3. Declaration: Declaration of any existing officers, directors, or incorporator or director

Pay Fees
Federal Fees for Incorporation
$200

Discussion

The final deliverables are beneficial at several levels:

Project Hope (PH):
• Specific guidelines reduce administrative burden so the 6 executives can focus on PH’s main initiative of serving homeless individuals in the London community.
• Incorporating will create an efficient and organized structure for PH, with executives and board members working at different levels.
• Incorporation makes it easier for PH to raise capital as they are able to take out loans and establish a line of credit.
• Improves longevity. By incorporating, PH will be able to operate for the long term, even if members of the board depart.

Greater London Community:
1) Local Donors and Businesses
• More businesses will donate to PH as they will newly be able to issue tax receipts as a registered charity.
• Local Donors will likely donate to a more established organization.
• By acquiring incorporation status, PH opens up doors to collaborate and expand with corporations.
2) Homeless communities in London
• Greater number of homeless individuals will be served with nutritious meals, toiletries, clothing, essential shelter items, naloxone, and winter gear so they are at reduced risk of health issues.
• Homeless people can focus on employment opportunities, health treatment, and education—all which are often neglected and can help them to transition to higher socio-economic status.

Future Directions:
1) Finish the Federal Incorporation process online
• We have provided guides and documents breaking down specific aspects of incorporation to streamline the process for PH.
• Processing time is 1 day, after which they will be given a Business Number which they can promptly use to register as a charity.
2) Register as a charity through the Canadian Revenue Agency
• Documents required include: application for incorporation of a corporation without share capital, certificate of status, by-laws, and a purpose statement.
3) Perform upkeep to maintain their status as a non-profit
• They will have to hold annual members meetings, maintain corporate records, appoint a public accountant, and prepare annual financial statements.

Literature Cited


We would like to thank Dr. Sarah McLean, Kevin McIntyre, and John (Jedd) David Sardido. We would also like to thank Catherine Traill from PH for her collaboration, feedback, and support.