

Western University

Scholarship@Western

Medical Sciences 4300A: Addressing
Healthcare Misconceptions Using Scientific
Inquiry

Schulich School of Medicine & Dentistry:
Community Engaged Learning

12-2021

A Complete Guide To Incorporation (Project Hope London)

Kevin Dong

Western University

Karen Guirguis

Western University

Rozmin Jasani

Western University

Samuel Luo

Western University

Sahara Rosha

Western University

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:

Dong, Kevin; Guirguis, Karen; Jasani, Rozmin; Luo, Samuel; and Rosha, Sahara, "A Complete Guide To Incorporation (Project Hope London)" (2021). *Medical Sciences 4300A: Addressing Healthcare Misconceptions Using Scientific Inquiry*. 9.

https://ir.lib.uwo.ca/schulichcel_medsci4300A/9

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 document 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 Trill 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.

Results & Deliverable

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.

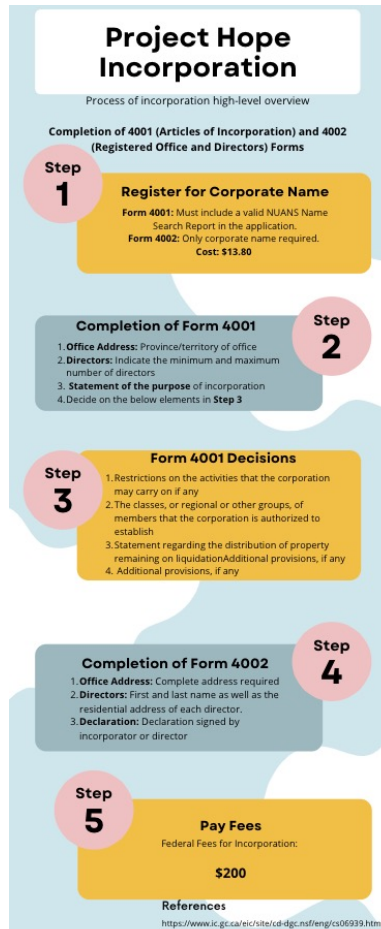


Figure 1. Infographic summarizing the process of incorporation through a high-level overview, prepared for PH's 6 executives.

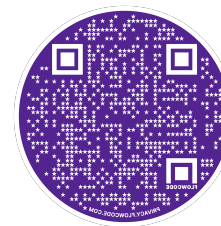


Figure 2. QR Code leading to the High-Level Guide to Incorporation, a more detailed 1 pager with links.

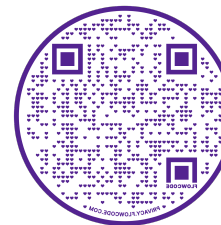


Figure 3. QR Code leading to Project Hope's Complete Guide to Incorporation, a more comprehensive 3-5 Pager.

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

- Butler, C. (2020, January 29). *As London's homeless problem grows, so do attempts to find solutions*. CBC News. CBCnews. Retrieved from <https://www.cbc.ca/news/canada/london/london-ontario-homeless-1.5444583>.
- Canada Revenue Agency. (2019). *What is a Registered Charity?* Charity Central. Retrieved from <https://www.charitycentral.ca/registered-charities/learning-centre/what-is-a-registered-charity/>.

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