



City of Hamilton - City Hall
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Licensing and By-Law Services, Planning and Economic Development
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Hamilton

Eligibility Checklist - Schools

Registered Name of Organization:

Address:

Telephone Number:

Email Address:

Payment Amount:

Date Paid:

Enclosures:

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

Notes:

Eligible?

Yes

No

Signature of Administrator: