

## HOW TO GIVE

There are several ways to give to the “A Place for Grace in The City” campaign at Grace Toronto Church and all gifts are gratefully received. Read on to find out how you can give an outright gift (such as cash or cheques) or to explore some of the create ways you can donate to the campaign (such as gifts of securities).

### OUTRIGHT GIFTS

An outright gift (i.e. cash, cheques, electronic funds transfer or online credit card payment) is the most direct way to support the building campaign. Here are some of the ways that you can make an outright gift:

#### CASH

Cash donations can be accepted during our services. Please place your cash gift in a sealed envelope clearly marked “BUILDING FUND” and write your name on the envelope. If you do not use an envelope or clearly mark your name and designation on the envelope, your gift will be considered undesignated and will go towards general donations.

#### CHEQUES

- We accept cheques in either Canadian dollars or US dollars. Please bring your cheque to a service or send it to us by post.
- For a Canadian tax receipt, your cheque (CAD or USD) must be payable to “**Grace Toronto Church**”.
- For a US tax receipt, your cheque must be in USD and payable to “**Mission to North America**”, which is the USD account that Grace Toronto Church uses as part of the PCA.
- Please write “GRACE TORONTO BUILDING FUND” in the memo line. If the memo line is left blank, your gift will be considered undesignated and will go towards general donations.

#### ELECTRONIC FUND TRANSFER

Please click [here](#), to download a form. Please follow these instructions:

- Download the paper form and complete all of the details.
- Select whether you would like to give a “one-time” gift or a recurring monthly or quarterly gift.
- If you select “recurring”, please choose to give monthly or quarterly and state the date on which you would like the payments to end. If you do not select an end date, we will assume that you intend for your last payment(s) to be debited in December 2017.
- Sign the form and attach a void cheque.
- Send the completed form and void cheque to the church office by email or post.

#### ONLINE GIVING - CREDIT CARD

As with our usual giving, we are able to accept donations by way of credit card. However, please note that we have to pay an administrative fee for every credit card donation received, which reduces the amount of your donation. Therefore, for this special campaign, please consider donating by way of the other methods in this guide. If, however, you would like to donate by credit card, your donation would be gratefully received and you may donate by following these instructions:

- For a Canadian tax receipt, please click [here](#), which will take you to a simple online form.
- Complete all the fields in the online form.
- Select whether you would like to give a “one-time” or “recurring” donation.
- Under “Fund Designation”, select BUILDING FUND (which is the first option in the drop down menu).
- If you select “recurring”, state how often you would like to give and how long you would like these payments to continue.

For a US tax receipt, please click [here](#).

## SPECIAL GIFTS

If you are unable to give an outright gift or would like to increase the amount of your outright gift, here are some creative ways that you could do this:

### SECURITIES

There may be tax advantages to you and benefits to this campaign if you were to donate shares or publicly traded securities (such as bonds, options, shares or mutual fund units) to the church directly, including any securities obtained through employee stock options. Generally speaking, if you sell a security, you will pay tax on 50% of the capital gain. However, if you directly transfer the securities to our church as a gift, you may benefit in the following ways:

- There is **no taxable capital gain** on the disposition;
- It may increase the amount of the overall **tax credit** available to you; and
- You can receive a **charitable tax receipt** for the fair market value of the security, valued at close of business on the same day that the securities are transferred to us.

For illustration purposes only, the table below compares the tax treatment of donating cash proceeds of sold securities or donating securities directly.

Example of tax benefits of donating a special gift of securities, rather than the cash value:		
	Sell security and give cash	Donate security "in kind"
<i>Current value of security</i>	\$50,000	\$50,000
<i>Cost of security (original purchase price)</i>	\$10,000	\$10,000
<i>Capital gains</i>	\$40,000 ((\$50,000 current value - \$10,000 purchase price))	\$40,000 ((\$50,000 current value - \$10,000 purchase price))
<i>Tax due on capital gain*</i>	\$9,200 ((\$40,000 capital gain x 50% taxable gains x 46%))	\$0 (no capital gains tax payable on donated shares)
<i>Tax Credit*</i>	\$23,000 ((\$50,000 x 46%))	\$23,000 ((\$50,000 x 46%))
<i>Tax Receipt Amount</i>	\$50,000	\$50,000
<b><i>Your net tax savings</i></b>	<b>\$13,800</b> ((\$23,000 tax credit - \$9,200 tax on capital gains))	<b>\$32,200</b> ((\$23,000 gift + \$9,200 total tax savings))
<b><i>Net cost of gift to you</i></b>	<b>\$36,200</b> ((\$50,000 gift - \$13,800 total tax savings))	<b>\$17,800</b> ((\$50,000 gift - \$32,200 total tax savings))

\* Assume gift is made in Ontario with a federal and provincial combined tax rate of 46%

**Before** transferring securities to this campaign, it is very important that you do the following:

**Step 1:** Speak to your financial advisor.

**Step 2:** Contact us by email or letter and provide the following details:

- Number of shares
- Name of security/ies
- Approximate value of donation
- Expected transfer date
- Designation: Confirm that the gift is designated to "A Place for Grace in the City" or the Building Fund.

**Step 3:** Only after completing steps 1 and 2 should you transfer your securities to "Grace Toronto Church" as the recipient.

### ESTATE PLANNING & LIFE INSURANCE

Our church will accept RRSPs and RRIFFs from donors. Each donor may also leave a bequest to the church or name the church as a beneficiary under their will (e.g., a gift of securities). Please state "Grace Toronto Church, Building Fund" as the beneficiary.

### OTHER GIFTS-IN-KIND

Gifts-in-kind tend to be asset-based (such as artwork or real estate). Unfortunately, we are unable to accept gifts-in-kind (other than securities) as donations. We kindly ask that, if you wish to donate such a gift to the church, that you liquidate the asset and then donate the sale price received to Grace Toronto Church as an outright gift.

## GENERAL INFORMATION

### TAX RECEIPTS

We are a registered charity and are able to issue tax receipts in both Canada and the USA. There is no minimum donation for tax receipts. Canadian tax receipts are usually given or mailed out in February of the following year. US tax receipts will only be issued for cheques written in USD and made out to "Mission to North America".

If it is your first time giving by cheque, please make sure your contact information on the cheque is correct. If it is your first-time giving to Grace Toronto Church, please make sure to write your full name and contact information on the envelope. This information will be used for tax receipts.

### TAX PLANNING

There are many ways to structure your gift so that you are able to get tax savings that enable you to give more. Please speak to your tax advisor, broker or accountant for more details of how tax planning can help your donations and assets go further.

### CURRENCY

We can accept donations in US or Canadian dollars. Whilst we can accept donations in other currencies, we will convert them to Canadian dollars and only issue a Canadian tax receipt.

### TRACKING MY COMMITMENTS

The church can, upon request, confirm to you how much you have donated to date. Please email the church if: (i) you need this information; or (ii) you would like to receive reminders a few days before your scheduled committed amounts are due. Please refer to the FAQs if you have further questions.

### CONTACT INFORMATION

For general enquiries, securities transfers or for mailing cheques and/or completed forms, please contact the following:

Grace Toronto Church  
Attn: BUILDING FUND  
383 Jarvis Street  
Toronto, ON  
M5B 2C7

Email: [office@gracetoronto.ca](mailto:office@gracetoronto.ca)

### MORE INFORMATION

For more information about making a special donation to the "A Place For Grace in The City" campaign (such as a gift in a currency other than CAD or USD), please contact the church administrator above and ask to be connected with the Grace Toronto Church treasurer:

Dave Roberts, CPA, CA

**Disclaimer:** Note that this "How To Give" guide is provided for information purposes only and is not intended to provide, or to replace, the services of an independent financial or tax advisor for donors to the "A Place For Grace in The City" campaign or to Grace Toronto Church. This information is general in nature and you are strongly advised to consult with your own financial advisor or counsel in order to make decisions regarding your finances and to determine what gifts are most appropriate for your situation, and your estate and financial planning.