

Advance Brampton Fund

Organizational Documentation
Requirements Guide

Organizational Documentation Requirements Guide

To verify eligibility for the Advance Brampton Fund, applicants must submit organizational documentation that confirms their legal status and current organizational information.

The type of documentation required depends on how your organization is registered. This guide provides instructions and examples to help applicants obtain the correct documents before submitting an application.

Which Document Do I Need?

Organization Type	Required Document(s)
Registered Charity (not incorporated)	CRA Charity Detail Page
Registered Charity (incorporated)	CRA Charity Detail Page and current corporate documentation from the governing jurisdiction (Federal Corporation Information Page or Ontario Corporation Profile Report, as applicable)
Federally Incorporated Non-Profit Organization	Federal Corporation Information Page
Provincially Incorporated Non-Profit Organization (Ontario)	Corporation Profile Report
Unincorporated Community Group	Organizational By-Laws or equivalent governing documents

Important Information

- All organizational documentation must be dated or obtained within the same calendar year as the application is submitted. For the 2027 Advance Brampton Fund intake, documents must be obtained in **2026**.
- The organization name and address shown on all supporting documents must match the organization name and address entered in the application.

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- Registered charities that are also incorporated must submit both their CRA Charity Detail Page and current corporate documentation from the governing jurisdiction in which they are incorporated.
- Organizational documentation is reviewed as part of the eligibility assessment process.
- Applicants are responsible for ensuring that organizational records with the applicable government authority are accurate and up to date before applying.
- Organizations that discover discrepancies in their records should initiate updates as early as possible and submit evidence of any pending changes, where applicable.
- Documents should be saved electronically and uploaded to the application portal in the format specified by the program.

Resources Included in this Guide

This guide contains:

1. Instructions for obtaining a CRA Charity Detail Page for registered charities.
2. Instructions for obtaining a Federal Corporation Information Page for federally incorporated non-profit organizations.
3. Instructions for obtaining a Corporation Profile Report for provincially incorporated non-profit organizations.
4. Information on standard organizational by-laws and governance resources for unincorporated groups.

Applicants should review only the section(s) that apply to their organization type. These resources are intended to help organizations gather the documentation required to complete their Advance Brampton Fund application.

1. Charity Details Page

Instructions on accessing a Registered Charity's Charity Detail Page on the Canada Revenue Agency's website and a sample Charity Detail page copy.

How to Access a Registered Charity's, Charity Detail Page:	
Step 1:	Visit the Government of Canada Revenue Agency's List of Charities – basic search webpage.
Step 2:	Type your Charity's name into the "Charity name" search box. Press the Search icon.
Step 3:	From the "Basic search results" page, select your Charity from the list of search results.
Step 4:	You should now be looking at the "Quick View" for your Charity. At the top of the webpage underneath your Charity's name, click the link "Charity's detail page."
Step 5:	Save an electronic copy of this page by one of the following methods: - Print as a PDF document and save to your computer files. - Print a hard copy, then scan and save it in your computer files as a PDF or JPG.

Refer to the following two pages for a Sample Charity Detail page.



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)
> [T3010 Registered Charity Information Return](#)

Detail page

i Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

[Redacted]

Business/Registration number:

[Redacted]

Charity status:

Registered

Effective date of status:

[Redacted]

Sanction:

[Redacted]

Language of correspondence:

[Redacted]

Designation:

Charitable organization

Charity type:

[Redacted]

Category:



Address:



City:

BRAMPTON

Province, territory, outside of Canada:

ON

Country:

CA

Postal code/Zip code:



Charity Email address:



Charity website address:

View this charity's quick view information

Quick view

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-

2. Corporation Information Pages

Instructions on how to access a Federal Corporation Information Page on the Government of Canada Website and a sample copy of a Federal Corporation Information Page.

How to access a federally incorporated non-profit's Federal Corporation Information Page:	
Step 1:	Visit the Government of Canada's "Search for a Federal Corporation" webpage.
Step 2:	Type your corporation's name and/or number into the "Corporation name" and/or "Corporation number" search boxes. Press the Search icon.
Step 3:	From the "Search Results" page, select your corporation from the list of search results.
Step 4:	You should now be looking at the "Federal Corporation Information" for your corporation.
Step 5:	Save an electronic copy of this page by one of the following methods: - Print as a PDF document and save to your computer files. - Print a hard copy, then scan and save it in your computer files as a PDF or JPG.

The organizational name and address must match the one submitted in your application. If necessary, applicants can change their address with the Federal Government with Form [4003 with Innovation, Science and Economic Development Canada, Corporations Canada, Online Filing Centre](#). Valid sign-in information is necessary. Screen shots of the change details and submission should be included with your application.

Refer to the following three pages for a Sample Federal Corporation Information Page.



**Government
of Canada**

**Gouvernement
du Canada**

[Canada.ca](#) → [Innovation, Science and Economic Development Canada](#)

→ [Corporations Canada](#) → [Search for a Federal Corporation](#)

Federal Corporation Information - [REDACTED]

[Order copies of corporate documents](#)

Note

This information is available to the public in accordance with legislation (see [Public disclosure of corporate information](#)).

Corporation Number

[REDACTED]

Business Number (BN)

[REDACTED]

Corporate Name

[REDACTED]

Status

Active

Governing Legislation

Canada Not-for-profit Corporations Act - 2020-09-03

[Order a Corporate Profile](#) [\[View PDF Sample\]](#) [\[View HTML Sample\]](#).

[PDF Readers](#)

Registered Office Address

[REDACTED]

Brampton ON [REDACTED]

Canada

Active NFP Act corporations are required to update this information. Changes are only legally effective when filed with Corporations Canada. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

Minimum	1
Maximum	10

Category	All respondents	Rep/Lean Rep	Dem/Lean Dem	Mod/Lib
U.S. should take action	71%	54%	88%	91%
U.S. should not take action	29%	46%	12%	9%

Note

Active NFP Act corporations are required to update director information (names, addresses, etc.) within 15 days of any change. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

Annual Filings**Anniversary Date (MM-DD)**

[REDACTED]

Date of Last Annual Meeting

[REDACTED]

Annual Filing Period (MM-DD)

[REDACTED]

Type of Corporation

[REDACTED]

Status of Annual Filings

[REDACTED]

Corporate History**Corporate Name History**

[REDACTED]

[REDACTED]

Certificates and Filings**Certificate of Incorporation**

[REDACTED]

3. Corporation Profile Reports

Instructions on how to access a Provincial Corporation Profile Report and a sample copy of a Provincial Corporation Profile Report.

How to Access a provincially incorporated non-profit's Provincial Corporation Profile Report:	
Provincially incorporated non-profits and charities can only access Corporation Profile Reports through the Ontario Business Registry. To do this, you must have a valid account with the registry. The cost to obtain a Corporation Profile Report is \$8.00 and provided via the Business Registry Account.	
Step 1:	- Access the Ontario Business Registry - Scroll down and click "Search the OBR"
Step 2:	Type your Ontario Corporation Number (OCN) or business name into the search bar and click "Search."
Step 3:	Within the green bar at the top of the page click on "Request Search Products."
Step 4:	- Select "From the Ministry" under "Order a search product online." - Select "Profile Report" under "Select a Search Product."
Step 5:	- Select "Current Report." - Under "Email" provide the email address you would like the report sent to and under "Confirm Email" provide the same email address. - Click "Submit."
Step 6:	- Leave "Client Reference" field blank. - Under "Payment Method" select how you would like to pay. - Click "Continue." - You will be re-directed to a secure payment page. Once there click "Make Payment."
Step 7:	- Enter the name on the card under "Name on Card." - Enter the card number under "Card Number." - Enter the card's expiration date in the MM/YY format under "Expiration Date." - Enter the card's security code under "Security Code (CVV)." - Click the blue "Submit Payment" button.
Step 8:	- Click "Finalize Transaction." - Click "Finalize Transaction." If you do not click "Finalize Transaction" two separate times, as prompted the transaction will not complete.
Step 9:	The Corporation Profile Report will be emailed to address provided and the card will be charged \$8.00.
Step 10:	Save the Corporation Profile Report and receipt to your computer files.

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The organization name and address must match the one submitted in your application. If necessary, applicants can change their organizational address in their Business Registry account and submit proof of this change within their application.

Refer to the next seven pages for a sample Provincial Corporation Profile Report

Transaction Number: 




Ministry of Government and
Consumer Services

Profile Report



Type

Name

Ontario Corporation Number (OCN)

Governing Jurisdiction

Status

Date of Incorporation/Amalgamation

Registered or Head Office Address

Not-for-Profit Corporation




Canada - Ontario

Active




Certified a true copy of the record of the Ministry of Government and Consumer Services.

Barbara Duckett

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfilm format.

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Transaction Number: [REDACTED] 

Active Director(s)

Minimum Number of Directors

Maximum Number of Directors

Name

Address for Service

Date Began

Name

Address for Service

Date Began

Name

Address for Service

Date Began

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Barbara Duckett

Director Registrar

This report sets out the most recent information filed on or after June 22, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfilm format.

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Transaction Number: [REDACTED]



Active Officer(s)

There are no active Officers currently on file for this corporation.

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Suzanne Ruckliff

Director/Registrar

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Transaction Number:

Corporate Name History

Name	Effective Date

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Sarah Ruckliff

Director Registrar

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Transaction Number: [REDACTED]



Active Business Names

This corporation does not have any active business names registered under the Business Names Act in Ontario.

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Barbara Duckitt

Director/Registrar

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Transaction Number: [REDACTED]



Expired or Cancelled Business Names

This corporation does not have any expired or cancelled business names registered under the Business Names Act in Ontario.

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Barbara Duckett

Director Registrar

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Transaction Number: [REDACTED]

Document List

Filing Name	Effective Date
[REDACTED]	[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Sarahana Ruckett

Director Registrar

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4. Standard Organizational By-Laws for Unincorporated Groups

Below is a link to access Standard Organizational By-Laws for Not-For-Profit Corporations approved by the Ministry of Government and Consumer Services and provided by the Ontario Government, which are compliant with the Ontario Not-For-Profit Corporations Act.

[Click here to access the standard by-law and information provided by the Provincial Government](#)

It is recommended that organizations adopting these by-laws understand what is set out within them and act in accordance with them. The Province of Ontario recommends consultation with a lawyer as you adapt or adopt these by-laws into your organizational framework.