August ___, 20__

Charities Directorate  
Canada Revenue Agency  
Ottawa, ON  
K1A 0L5  

Dear Sir or Madam,

Re: Application for Qualified Donee Status - ______________ First Nation

I am the Chief [or Chief Executive Officer] of ______________ First Nation, and I am writing on behalf of the Chief and Council and the entire community to request inclusion of ______________ First Nation on the list of Qualified Donees under the Income Tax Act (Canada) as “a public body performing a function of government in Canada.”

______________ First Nation is one of 15 First Nation communities in New Brunswick. The population of our community is approximately ____ people.

The community is governed by an elected Chief and a _____-person Council. The current Chief and Council are:

•
•
•
•

Chief and Council oversee the delivery of a wide range of government services to the community. These include [Customize to fit your community]:

• Daycare, kindergarten; elementary and secondary education;
• Social Assistant services and programs for those in need;
• Housing programs;
• Employment and Training Services;
• Community-owned commercial fisheries;
• Public works (fire protection, water and waste water management, solid waste management, roads, bridges and public transportation, buildings, parks and cemeteries, and land use planning and management); and
• Public administrative services (financial and risk management, planning, policies, enforcement, etc.)

More information about our community is available on our website: ________

We have attached: a) a map of our community; b) a copy of one of several agreements between our community and the Government of Canada; and c) our most recent audited financial statement to further illustrate that we are a government body performing functions of government.

Please let me know if you require anything further. I can be reached at _____________.

Thank you.

Sincerely,

______________, Chief or CEO
______________ First Nation

cc. Chief and Council