



Application for Licening Eligibility

Name of Organization _____
Address _____
Mailing Address _____
Telephone Number _____ Cell Phone _____
Email _____
Website _____
Fax Number _____

How long has the organization been in existence? _____

Total number of members in the organization : _____

Is the Organization registered with Revenue Canada as a charity? _____

Please provide registration date & number: _____

Is the Organization registered as a not-for-profit organization with the Ontario
Ministry of Government Services? _____

Please provide registration date & number: _____

Which of the four classifications of charitable objects matches the primary purpose of the
organization? **Circle relevant categories**

- a) the relief of poverty;
- b) the advancement of education;
- c) the advancement of religion; or,
- d) any other charitable purpose beneficial to the community not falling under a, b or c: (please check one)
 - culture and arts;
 - health and welfare;
 - amateur sports organizations;
 - the enhancement of youth;
 - public safety programs;
 - community service organizations;

Describe your organization's aims and objectives and indicate the specific purpose(s) to which
lottery proceeds will be applicable (attach separate sheet if necessary)



For the specific purpose of lottery licensing, all organizations must have a lottery trust account

Name of Bank: _____

Address of Bank: _____

Trust Account Number: _____

Date Opened: _____

Organization's Financial year-end date is : _____

Is the Applicant currently licensed, or ever been licensed in any other municipality to conduct any lottery licensed events? (circle one)

Yes No

If yes, please list the municipality and lottery event: _____

Has the Applicant ever had a licence revoked or refused? _____

Declaration

We the undersigned, declare that all information provided in and with this statement is factual and correct.

Print Name of Principal Officer

Print Name of Principal Officer

Signature of Principal Officer

Signature of Principal Officer

Title

Title

Date

Date



Appointment of Bona Fide Members & Signing Officers

The licensee shall designate at least two (2) **bona fide** active members to be in charge of and responsible for the conduct of the lottery. The designated members in charge shall be at least 18 years of age and be responsible for:

- Supervising all activities related to the conduct of the lottery;
- Completing and filing the required financial report on the results of the event;
- Ensuring that all terms and conditions of the licence and any additional conditions imposed by the licensing authority, are complied with;
- Supervising all ticket sellers;
- Keeping all required records and depositing all monies into the designated lottery trust account;
- Reconciling all tickets/sales

In administering the lottery trust account, the licensee shall appoint a minimum of two (2) **signing officers**, who shall be bona fide members of the licensee, to administer the account and write cheques.

Bona fide members administer the lottery from start (application) to finish (report) while the signing officers are responsible only for the operation of the lottery trust account.

In the event of a change in the above-described appointments, notice of such change shall be provided to the Municipality **within 30 days**.



Appointment of Bona Fide Members in Charge of Lottery Events

Name of Organization: _____

Address: _____

Date: _____

The following Bona Fide, Active Members are hereby appointed to be in charge and responsible for the conduct of the Lottery Event in accordance with the Alcohol and Gaming Commission of Ontario Lottery Licence Terms and Conditions; and are hereby authorized to sign Lottery Licence Applications and Lottery Reports.

Print Name in Full	
Title	
Home Address	
Contact Number(s)	
Date	
Signature	

Print Name in Full	
Title	
Home Address	
Contact Number(s)	
Date	
Signature	

Print Name in Full	
Title	
Home Address	
Contact Number(s)	
Date	
Signature	



Appointment of Signing Officers for Lottery Events

Name of Organization: _____

Address: _____

Date: _____

The following Bona Fide, Active Members are hereby appointed as **Signing Officers** for the purposes of administering Lottery Trust Accounts in accordance with the Alcohol and Gaming Commission of Ontario Lottery Licence Terms and Conditions.

Print Name in Full	
Title	
Home Address	
Contact Number(s)	
Date	
Signature	

Print Name in Full	
Title	
Home Address	
Contact Number(s)	
Date	
Signature	



Eligibility Checklist

Note that all information including appropriate documentation must be included with your application. Incomplete packages will be returned to your Organization. Organizations cannot print, sell tickets or advertise until the issuance of a lottery licence. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services. The review of new applications for eligibility can take up to 4 to 6 weeks.

The following **must** be submitted with your application:

1. A copy of the Applicant's Articles of Incorporation (formerly called Letters Patent) as well as any by-laws and amendments to them if registered as a non-profit organization.
2. A list containing your current Board of Directors/ Current Executive.
3. A copy of a letter from Canada Customs and Revenue Agency recognizing charitable status under the Income Tax Act.
4. A copy of the most recent filing with Canada Customs and Revenue Agency.
5. A copy of the Applicant's complete budget, covering the current twelve month fiscal or calendar year, detailing how resources will be acquired and dispersed during this period.
6. A copy of your previous year's financial statement.
7. Detailed program of services provided.
8. Other information as requested by the Municipality.
9. If deemed eligible, must provide a Police Clearance for each Signing Officer.