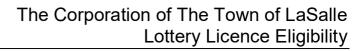


Application for Licening Eligibility

Name of Organization	
Address	
Mailing Address	
Telephone Number	Cell Phone
Email	
Website	
Fax Number	
How long has the organizati	on been in existence?
Total number of members in	the organization :
Is the Organization registered	ed with Revenue Canada as a charity?
Please provide registration	date & number:
Is the Organization registered Ministry of Government Serv	ed as a not-for-profit organization with the Ontario vices?
Please provide registration	date & number:
Which of the four classification organization? Circle releva	ions of charitable objects matches the <u>primary</u> purpose of the nt categories
a) the relief of poverty; b) the advancement of educ c) the advancement of religi d) any other charitable purpocheck one) - culture and arts; - health and welfare; - amateur sports organization - the enhancement of youth; - public safety programs; - community service organization	on; or, ose beneficial to the community not falling under a, b or c: (please ons;
, ,	s aims and objectives and indicate the specific purpose(s) to which icable (attach separate sheet if necessary)

Please refer to the Municipal Freedom of Information and Privacy Act for disclosure information.





For the specific purpose of lottery licensing	g, 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 lottery licensed events? (circle one)	been licensed in any other municipality to conduct any
Yes No	
If yes, please list the municipality and lotter	ry event:
Has the Applicant ever had a licence revok	ked or refused?
	Declaration
We the undersigned, declare that all inform correct.	nation provided in and with this statement is factual and
Print Name of Principal Officer	Print Name of Principal Officer
Signature of Principal Officer	Signature of Principal Officer
Title	Title
 Date	 Date

Please refer to the Municipal Freedom of Information and Privacy Act for disclosure information.



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.

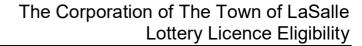
In the event of a change in the above-described appointments, notice of such change shall be provided to the Municipality **within 30 days**.



Appointment of Bona Fide Members in Charge of Lottery Events

Name of Organization:	
Address:	
Date:	
the conduct of the Lotter	, Active Members are hereby appointed to be in charge and responsible for y Event in accordance with the Alcohol and Gaming Commission of Ontario nd Conditions; and are hereby authorized to sign Lottery Licence 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	

Please refer to the Municipal Freedom of Information and Privacy Act for disclosure information.





Appointment of Signing Officers for Lottery Events

Name of Organization:	
Address: Date:	
purposes of administerin	Active Members are hereby appointed as Signing Officers for the g Lottery Trust Accounts in accordance with the Alcohol and Gaming ottery 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.