

ELIGIBILITY QUESTIONNAIRE

This questionnaire must be completed and forwarded to the Charity Gaming Office, along with the required documents listed on the attached page.

Legal or Registered Name of the Organization:			
Official Address:			
Contact Name:			
Position:			
Phone:		Email:	

1. How long has the organization been in operation?

2. What is the organization's fiscal year end?

3. Is the organization registered as a Charity with Revenue Canada?

Yes ☐

No ☐

Please provide registration date and number:

4. Is the organization incorporated as a not-for-profit organization with the Ontario Ministry of Government Services?

Yes ☐

No ☐

Please provide registration date and number:

5. How many members are there in the organization?

6. Which of the four classifications of charitable objects matches the primary purpose of the organization? (**Please circle only one**)

- 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;

7. For what type of lottery will the group apply? Bingo ☐ BOT ☐ Raffle ☐ Bazaar ☐

8. Describe the charitable programs and/or services that are performed by the organization:

a) Are these services denied to any segment of the community of Mississauga?

Yes ☐

No ☐

b) Are these services performed without profit?

Yes ☐

No ☐

9. Has the applicant been licensed in any municipality?

Yes ☐

No ☐

If so, in which municipality and when did the last licence expire?

10. Has the applicant been refused a lottery licence in any municipality?

Yes ☐

No ☐

If so, please provide the reason(s).

11. Organization's website:

We, as *voting board members* of the applicant, are aware that all lottery regulations are a result of the Criminal Code of Canada, the Ontario *Gaming Control Act*, The Alcohol and Gaming Commission of Ontario (AGCO) and the City of Mississauga. We have read the AGCO's Terms and Conditions which are applicable to all types of lottery licences issued in Ontario.

Name:

Title:

Signature:

Date:

Email:

Name:

Title:

Signature:

Date:

Email:

REQUIRED DOCUMENTS (please provide those that are applicable) FOR LOTTERY LICENCE ELIGIBILITY QUESTIONNAIRE

1. A copy of the following **if applicable**:
 - a) Letters Patent (incorporation papers) + any Supplementary Letters Patent
 - b) Revenue Canada Registration Approval Letter (Original Letter & New Business Number)
2. A copy of your current Constitution and/or By-laws, bearing the date adopted and signatures of three directing officers.

Note that provincial gaming regulations require the following:
A general dissolution clause (that addresses the winding up of the organization) and a further clause (which may be contained in the by-laws) that, if the organization should dissolve, provides for the distribution of the organization's assets and property held or acquired from the proceeds of licensed lottery events (i.e., lottery trust accounts or property purchased with lottery proceeds) to charitable organizations that are eligible to receive lottery proceeds in Ontario, approved by the licensing authority.
3. A copy of your most recent Not-for-Profit Annual Return (4022) **if applicable**. CRA's T3010 is not required.
4. A complete list of your Board/Executive indicating the title, name, address, telephone number and email address of each. Indicate the expiry date of each person's term of office. Please include Executive Director or CEO.
5. Full Financial Statements (audited if applicable) for the past 2 years including all sources of income and all expenses, signed by President and Treasurer.
6. Current and next year's Budget.
7. Proposed use of lottery proceeds (please be specific – allowable expenses are restricted and must be spent on items related to your organization's programs and services that provide a direct charitable benefit to the community).

The following will be required if your Eligibility is approved:

***Completed Criminal Record Search Forms** for the President, Vice President and Treasurer (or equivalent titles/positions) and for any other persons who will have signing privileges on the lottery bank account (see notice on next page).

***Note:** We recommend that these confidential documents are not provided to our office unless/until eligibility has been approved.

***Designated Lottery Trust Account/Business Account** – further information will be provided.

N O T I C E

All organizations that hold Lottery Licences issued by the City of Mississauga are required to provide completed Criminal Record Search (CRS) report forms.

- Forms are required for: President, Vice President, Treasurer, (or equivalent) and any other person who has signing authority on the lottery bank account.
- Each organization must ensure that we have a current board/executive list – any new names (as listed above) will need to provide a CRS.
- Applicants are required to attend their local police agencies. Reimbursement may be made from the lottery bank account (**note that reimbursement is NOT permitted for credit card payments**).
- For lottery purposes, we require a Police Information Check form. **If** a Vulnerable Sector form must be provided by an individual for other purposes (ie sports groups, volunteering with children) we will take a copy of the original processed form.
- If a CRS has already been processed, we will accept that original form – as long as it has been processed within the last 6 months.
- You or someone you trust must bring the original CRS into our office. If the original is required back, our office staff will make a “true copy”, and give the original back to you or to the trusted individual.
- We will not accept copies.
- If they are not needed back, original reports can be mailed or delivered to our office.
- **Please make sure to write your organization’s name at the top of the report before you provide it to our office.**
- **We do not accept Criminal Record Searches processed through a third party.**