

Lottery Licensing Eligibility Application

Step 1

Lottery Licensing Application Checklist

Applying for a lottery licence is a two-step process:

You must apply for eligibility by completing an eligibility application form and providing all documents outlined in the checklist below. Our office will notify you within three weeks of receipt of your completed application package. If the application package does not include the required documents, we will notify you of the outstanding requirements. The three week's response time will be calculated on receipt of the completed package.

You may only proceed onto Step 2, applying for a licence if you're organization is deemed eligible.

STEP 1 ELIGIBILITY REQUIREMENTS	
	Eligibility Application – signed by 2 voting board members (President & Treasurer or VP) Original signatures required. *Page 1 & 2
	Letters Patent + supplementary Letters Patent (if applicable)
	Revenue Canada Registration Approval Letter
	Constitution / By-laws bearing the date adopted and signatures of three directing officers. Note that provincial gaming regulations require the following: <i>A general dissolution clause (that addresses the winding up of the organization)</i>
	Not-for-Profit Annual Return (4022) if applicable or CRA - T3010 if you are a registered Charity - * provide the most recent copy
	General Dissolution Clauses+ – Should the organization dissolve
	Executive Board List – A complete list of your Board/ Executive indicating the title, name, address, telephone number and email for each. Indicate the expiry date of each person's term of the office. Please include Executive
	Financial Year End Statements Full Financial Statements (audited if applicable) for the past 2 years including all sources of income and all expenses, signed by President and Treasurer
	Budget - Current Year
	List of 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

You will be notified by the Charity Gaming office whether or not eligibility has been approved within 4 weeks.

Approved organizations are required to complete the following 4 requirements.

	Open a Designated Lottery Trust Account or Designated Business Account depending on the licence or permit you are applying for. Our office will provide you with the details.
	Alcohol and Gaming Commission of Ontario requires an additional Dissolution Clause regarding lottery funds or assets purchased using lottery funds. 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. If your organization is approved you will be required to update your Constitution and or By-Laws to include this clause. Ontario Lottery Gaming has Policies and Standards which speaks to assets and property acquired from the proceeds of a lottery event permitted under OLG.
	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).

Lottery Licensing Eligibility Questionnaire

This questionnaire must be completed and forwarded to the Charity Gaming service counter, together with all required documents listed on the previous page.

Registered Name of 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:

YY/MM/DD #

4. Is the organization registered as a not-for-profit organization with the Ontario Ministry of Government Services? Yes ☐ No ☐

Please provide registration date and number:

YY/MM/DD #

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?

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;

7. What type of lottery event? Bingo ☐ BOT ☐ Raffle ☐ Bazaar ☐

8. Has your organization been licensed in any municipality? Yes ☐ No ☐

Indicate when did your last licence expire and in which municipality? _____

9. Has the organization been refused a lottery licence by any municipality?

Yes ☐

No ☐

Provide the reason(s) for refusal: _____

10. Lottery revenues must be spent in a manner which provides a direct benefit primarily to the residents of Mississauga and is consistent with the mandate of the organization. Explain in detail the proposed use of proceeds. Attach additional pages if required:

a) Are your services restricted to members only?

Yes ☐

No ☐

b) Are these services performed without profit?

Yes ☐

No ☐

11. List your organization's charitable programs and services.

Name of program or service	(\$) Yearly Cost Incurred

12. Provide your Organization's website:

Declaration

We, as *principal officers* of this organization declare:

- All information provided in this application is true and correct.
- If eligible status for lottery licensing is granted, we undertake to comply with all the terms and conditions of any such licence issued.
- We are aware and will abide by all lottery and licensing regulations.

Name:	_____
Position:	_____
Phone:	_____
Email:	_____
Signature:	_____
Date:	_____

Name:	_____
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