

## Lottery Licensing Eligibility Application

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

You must apply for eligibility by completing an eligibility application form and provide all documents outlined in the checklist below. You will be notified within three weeks of receipt of your completed application package of your eligibility status. If the application package does not include the required documents, we will notify you of the outstanding requirements.

You may only proceed to Step 2, applying for a licence, if your organization is deemed eligible and if you have held a lottery licence with the City of Pickering within the last two (2) years.

### Eligibility Requirements – Step 1

- Eligibility Application** – Signed by two (2) voting board members (President, Vice-President, Treasurer). Electronic signatures are accepted;
- Letters Patent**, including supplementary Letters Patent (if applicable);
- Revenue Canada Registration Approval Letter**;
- Constitution / By-laws** bearing the date adopted and signatures of three (3) directing officers;
- General Dissolution Clause**, should the organization dissolve;
- Most recent copy of **Not-for-Profit Annual Return (4022)**, if applicable or **CRA – T3010** if you are a registered charity;
- Executive Board List** – A complete list of your Board/Executive indicating the title, name, address, contact (phone and email) for each member. Indicate the expiry date of each member's term of the office. Please include Executive Director or CEO;
- Financial Year End Statement** - Full Financial Statements, audited if applicable, for the past two (2) years, including all sources of income and all expenses, signed by the President and Treasurer;
- Proposed Budget** for current fiscal year; and
- List of Proposed uses 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.

You will be notified by the Clerk's Office whether or not eligibility has been approved within three (3) weeks of application.

## Approved Organizations – Step 2

Approved organizations are required to complete the following three requirements:

1. Open a Designated **Lottery Trust Account** – more information provided on page 8.
2. **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, this clause 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.

Note: If your Organization is approved, you will be required to update your Constitution and or By-Laws to include the above noted clause.

3. **List of Proposed uses 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 submitted to the Clerk's Office with all required documentation listed on page 1.

|   |       |
|---|-------|
| <b>Registered Name of Organization:</b> | _____ |
| <b>Official Address:</b>                | _____ |
| <b>Business Phone:</b>                  | _____ |
| <b>Email:</b>                           | _____ |

1. How long has the Organization been in operation?

*Note: Organization must have been in existence for at least one (1) year.*

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

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

No  Yes

If yes, provide the registration date and number:

4. Is the Organization registered as a Not-for-Profit Organization with the Ontario Ministry of Government Services?

No  Yes

If yes, provide the registration date and number:

5. How many members are there in the Organizations?

6. Which category best describes the primary purpose of the Organization?

**Check all that apply.**

- The Relief of Poverty
- The Advancement of Education
- The Advancement of Religion
- Other Charitable purposes beneficial to the community
  - Culture and the Arts
  - Health and Welfare
  - Amateur Sports Organizations
  - The Enhancement of Youth
  - Public Safety Programs
  - Community Service Organizations

7. What type of lottery event are you applying for?

Bingo  BOT  Raffle  cGaming

8. Has your Organization been licensed in another municipality?

No  Yes

If yes, indicate the issuing municipality and expiry date:

9. Has the Organization ever had a lottery licence refused or revoked?

No  Yes

Provide the reason(s) for refusal:

10. Provide details of your Organization's charitable mandate (s):

11. Lottery revenues must be spent in a manner which provides a direct benefit to the community, primarily to the residents of Durham Region, and is consistent with the Organization's mandate. List the specific charitable programs and services provided by your organization and associated costs. Please include details of how the lottery proceeds will be used.

Example: Hockey ice rental – (\$); Hockey Equipment – (\$)

| Detailed Outline of Programs/Services | (\$)<br>Yearly Cost<br>Incurred |
|---------------------------------------|---------------------------------|
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**Please attach an additional sheet, if necessary.**

12. Provide your Organization's website:

13. List any other information that will assist us in determining the charitable nature of the objects and purposes of your organization:

**Declaration**

We, as principal officers of this organization declare the following:

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

|   |   |
|---|---|
| Name: _____<br>Position: _____<br>Phone: _____<br>Email: _____<br><br>Signature: _____<br>Date: _____ | Name: _____<br>Position: _____<br>Phone: _____<br>Email: _____<br><br>Signature: _____<br>Date: _____ |
| Name: _____<br>Position: _____<br>Phone: _____<br>Email: _____<br><br>Signature: _____<br>Date: _____ | Name: _____<br>Position: _____<br>Phone: _____<br>Email: _____<br><br>Signature: _____<br>Date: _____ |

### Bona Fide Members Declaration & Listing

Bona Fide Member means an active member of an eligible organization in good standing who has activities within the organization beyond conducting lottery events. "Members of convenience" whose only activity is to assist at lottery events, are not considered Bona Fide Members.

As Bona Fide Members of this organization, we declare that:

- All information provided in this application is true and correct.
- If eligible status for lottery licensing is granted, we will 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.

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## Designated Lottery Trust Account

Each organization licensed to conduct Lottery Events is responsible for keeping detailed financial records of all aspects of the lottery event. Proceeds raised or received from a lottery scheme are public money held in trust by the organization for a charitable purpose. Therefore, the organization must open and maintain a designated lottery trust account (or separate lottery trust accounts by type of lottery event) in Canadian funds, which are held at a recognized financial institution in the Province of Ontario.

The account must have the following features:

- Held in the name of the Licensee (charitable organization), In Trust (ie. Royal Canadian Legion, In Trust OR Royal Canadian Legion Lottery Trust Account).
- Chequing account – methods of payment for approved expenses include, but not limited to:
  - Cash;
  - Cheques;
  - Credit / Debit Cards (personal or in the name of the Organization);
  - PayPal; and
  - Interac E-Transfer/Direct Deposit (EFT).
- A minimum of two authorized signatures.
- Deposit slips must be included with reporting sheet when a manual deposit has been done.
- Monthly bank statements are issued, including when there is no activity in the bank account.
- Copies of cancelled cheques are returned with the monthly bank statement, electronic images accepted.

Only funds directly related to the Licensed Lottery Events are to be deposited and disbursed from the Lottery Trust Account. Transfers to the General Account for reimbursement, **are not permitted**. All other funds, whether general or from other forms of fundraising, are to be kept separate from the monies in the lottery trust account.

*Please note that all records related to this licence, along with all other documentation related to each lottery event, must be kept by the organization for a minimum of four (4) years.*