



APPLICATION FOR LOTTERY LICENSING ELIGIBILITY

1. Registered Name of Organization (as shown on Governing Documents): _____

Operating Name, if different: _____

Business Address: _____

Telephone Number: _____

Email Address: _____

Website: _____

2. Is the Organization incorporated as a non-profit organization with Ministry of Consumer & Business Services (Ontario?) ☐ Yes ☐ No

If yes, provide registration date & number: _____

3. Is the Organization registered with Revenue Canada as a charity? ☐ Yes ☐ No

If yes, provide registration date & number: _____

4. How long has the Organization been providing services? _____

5. What category best describes the Organization?

☐ Relief of Poverty

☐ Advancement of Religion

☐ Advancement of Education

☐ Other Charitable Purposes (Specify below):

☐ Culture & Arts

☐ Enhancement of Youth

☐ Health & Welfare

☐ Public Safety Programs

☐ Amateur Sports Organizations

☐ Community Service Organizations

6. Please attach a list and description of the specific programs and services delivered by the organization including associated cost. ☐ Attached

7. Approximate total number of members in the organization: _____

8. Date of fiscal year-end: _____

Please indicate last day of filing: _____

9. Does the organization currently manage and conduct any gaming event (lotteries) within the Township of Wainfleet or other municipalities? ☐ Yes ☐ No

If yes, please indicate type of gaming event and location (Municipality)

☐ Bingo

☐ Raffle

☐ Break Open Tickets

☐ Bazaar



ELIGIBILITY DOCUMENTS CHECKLIST – PRIMARY APPLICATION

In order to obtain a lottery licence, organizations must first be deemed eligible for lottery licensing.
Please submit the following documentation for review:

ORGANIZATION: _____

DATE SUBMITTED: _____

OVERVIEW (please check off all the items that apply to your group)

- ☐ Has been in existence for at least one year
- ☐ Has provided charitable community services consistent with the primary objects and purposes of the organization for at least one year
- ☐ Has a place of business in Ontario
- ☐ Demonstrates that it is established to provide charitable services in Ontario
- ☐ Proposes to use proceeds for charitable objects or purposes that benefit Ontario and its residents
- ☐ Assumes full responsibility for the conduct and management of its lottery events

CHARITABLE CLASSIFICATION (please check off the category that applies to your group)

See the AGCO's Lottery Licensing Policy Manual (Section 2.1.2) for assistance.

- ☐ The relief of poverty
- ☐ The advancement of education
- ☐ The advancement of religion
- ☐ Other charitable purposes beneficial to the community
 - Please specify (per LLPM): _____

PRIMARY APPLICATION – REQUIRED DOCUMENTS

- ☐ Letters Patent (purpose/intent)
- ☐ Constitution / By-laws (purpose/intent)
- ☐ Current List of Board of Directors
- ☐ Budget for the current year (focus of expenditures from operating account)
- ☐ Financial statements for the previous year (primary income sources)
- ☐ Copy of the organization's Annual Report
- ☐ Detailed description of the organization's activities
(to show purpose/intent + scope of beneficiaries of programming)
- ☐ Charitable Number for income tax purposes (*if applicable*)
- ☐ Copy of "Notification of Registration" letter from the Canada Revenue Agency (CRA) confirming the applicant's status as a charitable organization (*if applicable*)
 - *Please include any supporting documentation if available
- ☐ Copies of the organization's charitable returns to the CRA for the previous calendar year (*if applicable*)
- ☐ Latest report to the Public Guardian and Trustee (*if applicable*)



DESIGNATED MEMBERS IN CHARGE

All Designated Members in Charge must be bona fide members of the organization and are required to complete this form .

Definition of a Bona Fide Member: A member of the organization, in good standing, who has other duties beyond conducting lottery events. "Members of convenience", whose only duty is to assist with the lottery events, are not considered BONA FIDE MEMBERS.

We, as active, bona fide members of _____ (organization) hereby certify that as the designated members in charge of the lottery for which this application is made, we will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery licence is issued.

Print Name in Full:	
Position(s) in Organization:	
Phone Number:	
Date:	
Signature:	

Print Name in Full:	
Position(s) in Organization:	
Phone Number:	
Date:	
Signature:	

Print Name in Full:	
Position(s) in Organization:	
Phone Number:	
Date:	
Signature:	



PROVIDE BANK LETTER

CONFIRMATION OF LOTTERY TRUST ACCOUNT

Provide a signed, dated letter from your bank (on bank letterhead) confirming that your lottery account is a “designated lottery trust account”. Please identify the account using, at minimum, the last four (4) digits on the account.

This trust account(s) must:

- Be a chequing account;
- Require at least two (2) authorizing signatures;
- Be held in the name of the licensee, in trust;
- Have duplicate deposit slips, with one copy kept for the licensee’s records;
- Provide monthly statements; and
- Include either the return of all cheques with the monthly statements or the return of electronically scanned images of the front and back of each cancelled cheque with the monthly statements.

The fact that it is a trust account must be stated on the face of the cheques. If a licensee’s cheques do not currently state this fact, the licensee should ensure that the information is added when cheques are reordered.

Please note:

The licensee must keep all records for a minimum of four (4) years. In addition to the account information (including monthly bank statements), the licensee must keep a general ledger of all expenses supported by receipts and/or original invoices.

Licensees are required to provide copies of monthly bank statements (with images of cancelled/used cheques) to the municipality on a regular basis.

Visit the AGCO *Lottery Licensing Policy Manual* (Section 3.6.0) online at <https://www.agco.ca/lottery-and-gaming/360-financial-requirements-licensed-lottery-events> to learn more about the financial requirements of lottery licensing.