

# Lottery Licence Eligibility Application Package

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## What is a Lottery?

Lottery licensing refers to lottery schemes permitted by a licence under the *Criminal Code* of Canada. Typically, these may include bingos, raffles, break open tickets and special occasion gaming events held by charitable or religious organizations.

The licence process is governed by the Alcohol and Gaming Commission of Ontario.

## Are You Eligible for Lottery Licences?

The eligibility of your organization will be determined by the municipality. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences. Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
  - advance religion
  - advance education
  - benefit the community
  - relieve poverty
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include, but are not limited to:

- hospitals
- service clubs
- youth activities or sports groups
- arts or culture institutions

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. These may include, but are **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

## **Note to Applicants**

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with this eligibility package.

- This package is used to apply to the municipal office of the Municipality of Middlesex Centre for charitable gaming event licences.
- Keep a copy of all eligibility application documents for your records.
- Please note there is a minimum of (10) days required to process an eligibility application.

## **Renewal of Eligibility**

Organizations which have previously completed an eligibility assessment must re-submit an eligibility assessment once every (4) years.

## **Questions**

If you have any questions about lottery licences, please contact the Office of the Clerk by phone at 519-666-0190, toll free 1-800-220-8968 or by email at [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca).

# Lottery Licence Eligibility Application

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## General Information

1. Name of Organization: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. Website: \_\_\_\_\_

6. Mailing Address (include postal code):

7. Please provide your last lottery licence number (if applicable): \_\_\_\_\_

## **Determination of Eligibility**

The Municipality of Middlesex Centre will review all the relevant documentation to determine the eligibility for lottery licensing. Each application is unique, and the determinations of eligibility will depend on **the organization** and the **proposed use of proceeds**.

For additional information regarding lottery eligibility, please see the AGCO Lottery Licensing Manual (Link: <https://www.agco.ca/lottery-and-gaming/lottery-licensing-policy-manual>)

### **8. Is the organization incorporated as a non-profit organization with the Ministry of Consumer & Business Services (Ontario)?**

Yes

No

Please provide registration date and number: \_\_\_\_\_

### **9. Is the organization registered with Revenue Canada as a charity?**

Yes

No

### **10. Does your organization have a place of business in Ontario and can demonstrate that it is established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents?**

Yes

No

### **11. Has your organization been in existence for more than one (1) year?**

Yes

No

### **12. Which of the charitable purposes does your organization provide programs for?**

the relief of poverty

the advancement of education

the advancement of religion

other charitable purposes beneficial to the community (please explain):

**13. The following documentation or information will need to be provided in order to review the organization's eligibility. Please return documents with the completed application.**

- Incorporation Papers (Letters Patent)
- Constitutions and By-laws
- Notification of Charitable Registration, Canada Customs and Revenue Agency (if applicable)
- The most recent Registered Charity Information Return & Public Information Return, as submitted to Canada Customs and Revenue Agency (if applicable)
- Financial Statement for the previous fiscal year (audited, where applicable)
- Outline of all programs/services provided in the previous year/current year and the specific costs incurred in the delivery
- Current Listing of Board of Directors
- Any other information that would assist the municipality in determining the charitable nature of the organization

**14. For the purpose of lottery licencing, all organizations must have a lottery trust account. Please complete the following information:**

Name of Bank and Address: \_\_\_\_\_

Trust Account No.: \_\_\_\_\_

Date Opened: \_\_\_\_\_

**15. Signing Authority**

Name of Applicant/Signing Officer:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_