



Municipal Law and Licensing Clerk
37 Lindsay Street South
Lindsay, ON K9V 2L9
Phone: 705-324-9411 ext. 1238
Email: licensing@kawarthalakes.ca
Website: www.kawarthalakes.ca

APPLICATION FOR LOTTERY LICENCE ELIGIBILITY

The purpose of the enclosed form is to provide the necessary information required to determine the eligibility of organisations wishing to conduct a gaming event within the jurisdiction of the City of Kawartha Lakes.

Eligibility Requirements

To be eligible for lottery licensing, an applicant must have an established organisational structure. The applicant must be a legal entity and must have a formal document that establishes the organisation. However, incorporation, whether provincial or federal, is neither a prerequisite nor a guarantee that a licence will be issued. No one may use lottery proceeds to start up an organisation.

In order to be eligible, an organisation must:

- have been in existence for at least one year;
- have provided charitable community services consistent with the primary objects and purposes of the organisation for at least one year;
- have a place of business in Ontario;
- demonstrate that it is established to provide charitable services in Ontario;
- propose to use proceeds for charitable purposes or objects that benefit Ontario and its residents; and
- Assume full responsibility for the conduct and management of its lottery events.

The terms and conditions for each lottery licence set specific application requirements, which are summarized in the relevant licensing policy sections of the Alcohol & Gaming Commission of Ontario's *Lottery Licensing Policy Manual*.

When an organisation first applies for any type of lottery licence, or whenever an eligibility review is required, it must provide all of the following information and documents that apply to it:

- a copy of its letters patent;
- a copy of its constitution and by-laws;
- a copy of its budget for the current year;
- a copy of its financial statements for the preceding year;
- a list of its Board of Directors;
- its latest report to the Public Guardian and Trustee;
- its charitable number for income tax purposes;

- a copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration;
- copies of its charitable returns to the Canada Revenue Agency for the previous calendar year;
- a detailed descriptions of its activities; and
- a copy of its annual report.

The organisation must also provide any other information that will assist the licensing officer to determine the charitable nature of its purposes, objects and activities.

After the review has been completed, the licensing officer may require additional information to process the application. The organisation must provide any information that is requested.

If any changes are made to the documents submitted, the organisation must provide the licensing officer with the amended documents as soon as they are available.

Because organisations change, an organisation that is considered eligible for lottery licensing must continue to provide the licensing officer with any amended documents as soon as they are available.

Organisations that receive lottery licences will be subject to periodic eligibility reviews.

Completed applications, including all necessary attachments should be mailed or delivered to:

Municipal Law and Licensing Clerk
Municipal Law Enforcement and Licencing
City of Kawartha Lakes
37 Lindsay Street South
Lindsay, Ontario K9V 2L9
705-324-9411 x1238

Please note that two (2) principal officers of the applicant organisation must sign the enclosed form.



**APPLICATION FOR
LOTTERY LICENCE
ELIGIBILITY**

This form is to be completed by all persons and organisations applying for a lottery licence within the jurisdiction of the City of Kawartha Lakes.

Name of Organisation: _____

Street/P.O. Box: _____

City/Town/Village: _____ Province/State: _____

Postal Code: _____ Business Telephone: (_____) _____

Is the applicant incorporated as a non-profit organisation in the Province of Ontario?

No Yes If yes include corporation number _____

Is the applicant registered with Canada Customs and Revenue Agency as a charitable organisation?

No Yes If yes include registration number: _____

How long has the organisation been in existence? _____

How many persons comprise the organisation's bona fide membership? _____

Describe the requirements that a person must meet in order to become a bona fide member of the organisation?

_____ _____ _____ _____ _____

Describe the organisation's aims and objectives.

_____ _____ _____ _____ _____

Does the organisation have a separate lottery trust account?.....No Yes *If yes complete the following:
(Please note that a separate lottery trust account is required at the time of application for a licence.)*

Name of Financial Institution: _____

Address of Financial Institution: _____

City/Town/Village: _____ Postal Code: _____

Account Number: _____ Fiscal Year End Date: _____

Designated member of the organisation responsible for keeping and maintaining records of all financial transactions pertaining to the licensed lottery activities: *(All sections must be completed.)*

Name: _____

Street/P.O. Box: _____ **City/Town/Village:** _____

Postal Code: _____ **Business Telephone: (_____)** _____

Email Address: _____

Names of bona fide members; Executives; Board Members; Decision Makers – Include Title; Phone Number and Email

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Is the organisation currently licensed or ever been previously licensed to conduct a gaming event?.....No Yes
If yes please specify: _____

Has the organisation ever had a licence revoked or refused?.....No Yes

If yes please specify: _____

Which of the following classifications of charitable objectives match the primary purposes of the organisation?

- | | |
|---|--|
| 1. Advancement of Education..... <input type="checkbox"/> | 6. Enhancement of Youth..... <input type="checkbox"/> |
| 2. Advancement of Religion..... <input type="checkbox"/> | 7. Health & Welfare..... <input type="checkbox"/> |
| 3. Amateur Sports..... <input type="checkbox"/> | 8. Royal Canadian Legion..... <input type="checkbox"/> |
| 4. Service Clubs/United Way/Federated Health.... <input type="checkbox"/> | 9. Public Safety Program..... <input type="checkbox"/> |
| 5. Culture & Arts..... <input type="checkbox"/> | 10. Relief of Poverty..... <input type="checkbox"/> |

Is the organisation established to provide charitable services in Ontario and use proceeds for objects or purposes, which benefit Ontario residents?No Yes

Is the charitable benefit to be achieved by the organisation denied to any segment of the community?.....No Yes

Does a large portion or percentage of the community as a whole benefit by the fund raising of the organisation?.....No Yes

Is the organisation structured to be separate from other organisations? Legally..... No Yes

Financially No Yes

Organisationally..... No Yes

List all subgroups, affiliates and auxiliaries of the organisation:

_____	_____
_____	_____
_____	_____

Has the organisation been in operation for at least one (1) year and have a proven charitable mandate?..... No Yes

Is there a person or persons who will assume full responsibility for the operation and conduct of each gaming event? No Yes

Describe what the proceeds of the gaming events will be used for:

Is the intended use of the proceeds consistent with the organisation's charitable mandate?.....No Yes

We the undersigned, declare that all information provided in and with this statement is factual and correct.

Principal Officer: _____
(Please Print)

Principal Officer: _____
(Please Print)

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

GOVERNING DOCUMENTS REQUIRED TO BE SUBMITTED WITH ELIGIBILITY APPLICATION

- a copy of its governing documents (constitution and/or by-laws, letters patent, charter, memorandum of association, signed as required);
- a copy of its budget for the current year;
- a copy of its financial statements for the preceding year;
- a list of its Board of Directors;
- its charitable number for income tax purposes (if applicable);
- a copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration (if applicable);
- copies of its charitable returns to the Canada Revenue Agency for the previous calendar year (if applicable);
- a detailed descriptions of its activities; and
- A copy of its annual report.

INFORMATION ON WHAT GOVERNING DOCUMENTS ARE AND WHAT THEY SHOULD CONTAIN

Constituting Documents

Every applicant organisation must have a document that establishes the organisation, setting out the members' common purpose and detailing how the organisation will operate in order to achieve that purpose. Formal documents include Letters Patent, constitution, and memorandum of association. Informal associations that have not adopted formal written constituting documents are not eligible for lottery licensing.

The organisation must demonstrate that the following items are included in its constituting documents:

- The organisation's name;
- The organisation's purpose or object;
- A description of how an individual becomes a member of the organisation and retains membership in the organisation;
- A clause stating that the organisation's members will not derive any gain from the organisation, and that any profits will be used solely to promote the organisation's objectives;
- A description of the organisation's structure (i.e. President/chair, secretary, treasurer);
- A description of how the organisation elects its directors;
- The signature of the officers who adopted the incorporating documents;
- The effective date of the instrument; and
- A general dissolution clause (that addresses the winding up of the organisation); and
- A further clause (which may be contained in the by-laws):
- That, if the organisation should dissolve, provides for the distribution of the organisation'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 organisations that are eligible to receive lottery proceeds in Ontario.