



Are you Eligible for Charitable Gaming Licenses?

Eligibility Criteria

- Organizations must be in existence and have a history of providing Charitable Community Services for at least one year
- Proceeds of the lottery must be used for charitable purposes or objects that benefit Ontario and its residents
- The Charitable Organization must have been created primarily for a charitable purpose or object in Ontario
- Lottery proceeds may not be used as a start-up fund for any organization
- Organizations must be legally, organizationally and financially separate from other organizations

Evaluating the Organization

Any group applying for a lottery licence must provide the following documents to qualify for a lottery licence:

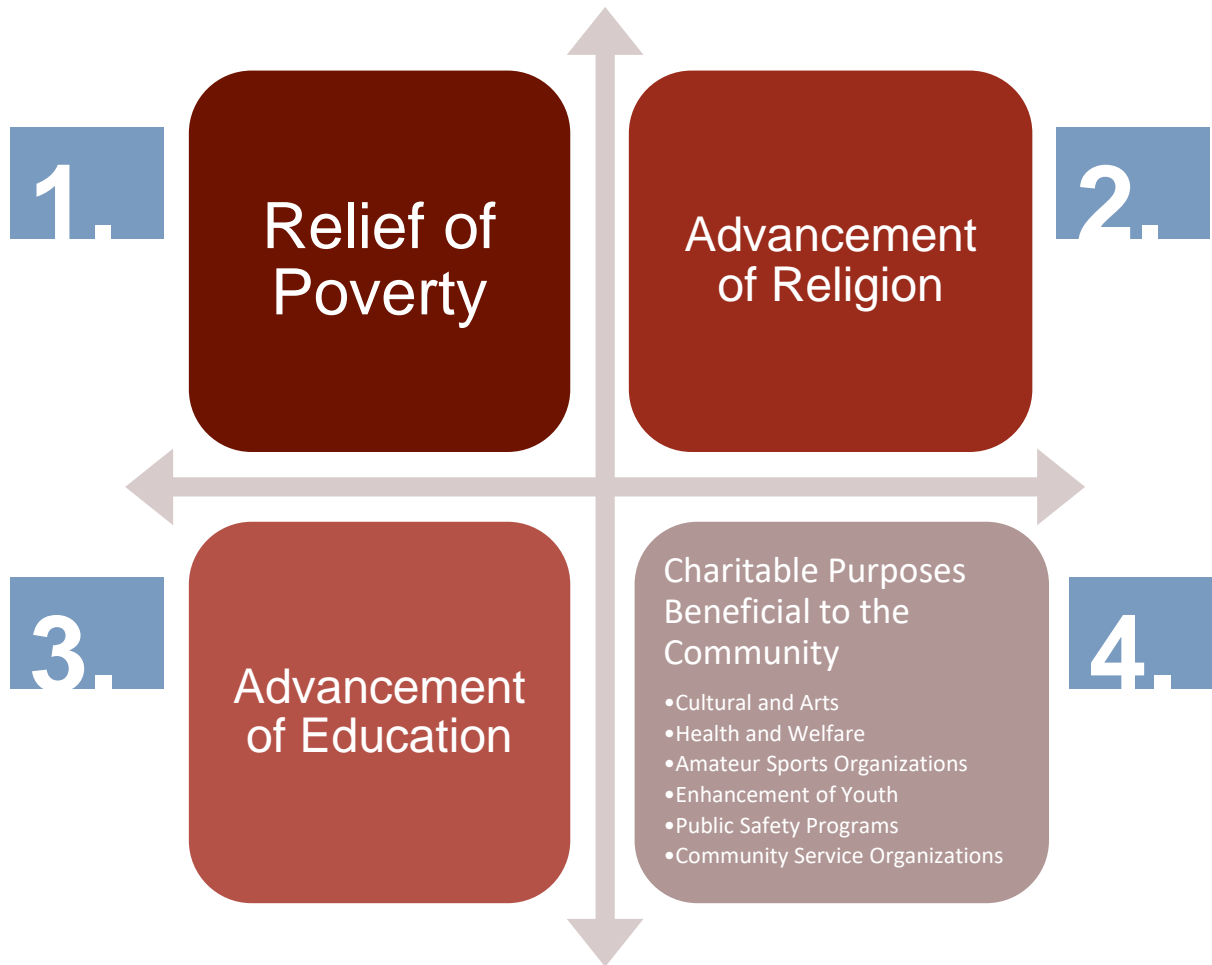
- Constituting documents, including by-laws
- Detailed program descriptions
- Previous Financial Statements and Current Budget
- Current List of Board of Directors
- Details of Proposed Use of Lottery Proceeds
- Any other documentation that would assist in determining eligibility

Examples of Ineligible Organizations

- Profit Making entities
- Organizations without a charitable mandate (political, business, administrative and government)
- Those who promote private benefits to a restricted class of members
- Fund raising bodies that do not have any other programs or services

For further information regarding eligibility of organizations,
please visit www.agco.ca/

The 4 Categories of Charitable Eligibility



Eligibility Criteria (Evaluating the Organization)

- Does the organization fall within one or more of the four categories of charitable objects?
- Does the organization have a place of business in Ontario?
- Has the applicant been in operation for at least one year and does it have a proven charitable mandate that it has carried out?
- Is the organization established to provide charitable services in Ontario and use proceeds for purposes or objects that benefit only Ontario residents? If not, has the organization requested a use of proceeds that is restricted to meet these requirements?
- Are the proposed uses of proceeds eligible?
- Is the intended use a direct delivery of services that is consistent with the charitable classification and the governing documents of the organization?
- Are the proposed charitable benefits open to all segments of the community?

Licence Application Guidelines

Lottery activities are regulated by the Criminal Code of Canada, Ontario's Order-in-Council 1413/08 and the Gaming Control Act 1992. Please be advised the licence application is a legal document.

The Township of North Frontenac requires 5-7 business days to process an application and issue a lottery licence. Only original forms and signatures will be accepted. Please ensure all questions have been answered completely and the information is legible. Any person(s) signing the Licence Application must be a bona fide member and have knowledge of the applicable **Licence Terms and Conditions**.

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

The Charitable Gaming Lottery Licencing Fees Schedule can be found at <https://www.agco.ca/lottery-and-gaming/charitable-gaming-fees>

Renewal of Applications

Organizations must submit their renewal applications to the Township of North Frontenac **30 calendar days** prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration by Township Staff.

If you require clarification on any of the above please feel free to contact the Lottery Licence Officer at:

Municipal Office
6648 Road 506
Plevna, ON
Phone: (613) 479-2231 ext. 231
Email: deputyclerk@northfrontenac.ca



QUESTIONNAIRE RESPECTING APPLICANTS FOR LOTTERY LICENCE

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

Operating Name, if different: _____

Business Address: _____

Telephone Number: _____ Fax No. _____

Email Address: _____ Website: _____

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

Yes No

Please provide registration date & number: _____

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

Please provide registration date & number: _____

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

5. What category best describes the Organization?

- Advancement of Education Relief of Poverty
- Health and Welfare Advancement of Religion
- Other Charitable Purposes Beneficial to the Community: (Please specify sub-category√)
- _ Culture & Arts _ Health & Welfare _ Amateur Sports Organizations
- _ Enhancement of Youth _ Public Safety Programs _ Community Service Organizations

6. Please list and describe the specific programs and services delivered by the Organization and associated cost (do not restate your mandate or mission statement):

<u>Services</u>	<u>Costs</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

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

8. Date of fiscal year-end _____ Please indicate last day of filing _____ (date)

9. Does the Organization currently manage and conduct any gaming event (lotteries) within the Township of North Frontenac or other Municipalities?

Yes No

Please indicate type of gaming event and location (Municipality)

Bingo _____ Raffle* _____ Break Open Ticket _____ *Bazaars _____

10. For the purpose of lottery licensing, all organizations must have a lottery trust account. Please complete the following information:

Name of Bank and Address: _____ Trust Account number: _____
 _____ Date Opened: _____

11. Would you like to pick up the Licence?

Yes _____ Telephone Number: () _____

E-mail Address _____

No _____ If no, licence will be mailed out.

Contact Name and Mailing address: _____

Designated Members in Charge

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

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, 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. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the gaming event. (In addition to the three bona fide members listed below, please include a list of six to eight names, including positions within the organization and telephone numbers (during the day) in order to deal with scheduling and unscheduled absences.)

Print Name in Full		
Title		
Other Position(s) held in Organization		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
E-mail Address		
Date		
Signature		

Print Name in Full		
Title		
Other Position(s) held in Organization		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
E-mail Address		
Date		
Signature		

Print Name in Full		
Title		
Other Position(s) held in Organization		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
E-mail Address		
Date		
Signature		

Names of additional volunteers :

1.	5
2.	6
3.	7
4	8