



Lottery Licensing Office
City Hall, 1st Floor
500 Donald Street East
Thunder Bay, ON P7E 5V3

Telephone: (807) 625-2546
Fax: (807) 625-2233

Office of the City Clerk

APPLICATION FOR LOTTERY LICENSING ELIGIBILITY

This application must be completed in full. If more space is needed to answer a question, a separate sheet of paper may be added. Please include all required supporting documents (see pages 4 and 5) before forwarding the package to the Lottery Licensing Office.

1. Name of Organization: _____
2. Address: _____
3. Does the organization have a place of business in Ontario? If so where?

<i>Address</i>	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
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4. How long has the organization been in operation? _____
 - i. Fiscal Year End _____

5. Which of the four classification of charitable objects does the primary purposes of the organization match (please circle all that apply)?
 - a) The relief of poverty;
 - b) The advancement of education;
 - c) The advancement of religion; or
 - d) Any other charitable purposes beneficial to the community not falling under (a), (b), or (c). If (d), please specify:

What are your charitable programs and services?

15. Please describe your intended use of lottery proceeds

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PRINCIPAL/DIRECTING OFFICERS (must consist of three officers):

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

_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date

CONTACT INFORMATION:

Please provide a contact name, mailing address, phone number, and email address:

_____ Name			
_____ Address	_____ City	_____ Province	_____ Postal Code
_____ Phone Number			
_____ Email Address			

REQUIRED DOCUMENTS TO BE SUBMITTED WITH LICENSING ELIGIBILITY APPLICATION

- If applicable to your organization a copy of Letters Patent (incorporation papers).
Please note: if your organization does not have Letters Patent, your Constitution must contain the minimum requirements as established by the Alcohol and Gaming Commission of Ontario. Please refer to the Minimum Requirements of a Constitution below
- A copy of your organization's constitution or by-laws bearing the signature of three directing officers
- If applicable, a copy of a letter from Canada Revenue Agency recognizing charitable status under the Income Tax Act
- A copy of the most recent Registered Charity Information Return & Public Information Return, as submitted to the Canada Revenue Agency (if applicable)
- A complete list of executives: please include each person's title, name, address, telephone number, and the effective period
- A current listing of the Board of Directors
- A copy of the operating budget and financial statements for the preceding and coming years
- Detailed information of the programs and/or services provided by your organization and the costs associated to carry out those programs/services
- The amount of lottery proceeds your organization wishes to raise annually to carry out your charitable objects and purposes
- Any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to its charitable number for income-tax purposes, and confirmation that it meets the reporting requirements of the Charities Accounting Act

MINIMUM REQUIREMENTS OF A CONSTITUTION

For the purpose of proving eligibility as a charity, the constitution of an organization **must**, as a minimum, include the following:

- the organization's name;
- the organization's purpose;
- the organization's structure (i.e. president, secretary, treasurer);
- a clause stating that the organization shall be carried on without purpose of gain for its members;
- a statement that upon dissolution of the organization, any remaining funds will be given to a recognized charity;



- the effective date of the organization, and signature of at least three (3) of the organizations directing officers

If Applicable: SPORTS ORGANIZATIONS

Gaming Proceeds may only be used to support amateur athletes under the age of eighteen (18) years. The licensee organization must be an association or club which governs numerous teams.

- Attach a listing of the number of players and the range of their ages.
- Sports groups that have both junior (under the age of 18) as well as adult participants (18 years of age and over) **must submit separate budgets**. The costs to deliver the youth program must be clearly isolated from the adult program.