

LOTTERY LICENCING ELIGIBILITY DOCUMENTS

FORWARD:

Organizations must demonstrate that they have been in existence for one (1) full year and carrying out their charitable mandate during this time period before applying for permission to conduct lottery events. In addition, the Organization's base of operation must be located in Ontario and demonstrate that it is established to provide charitable services that benefit residents of Ontario.

Lottery proceeds cannot be used to start-up a charitable or religious organization.

DOCUMENTATION:

Organizations applying to conduct lottery events and/or receive donations from gaming proceeds, are required to submit the following information to determine eligibility.

- 1.0 A cover letter that includes a list of all documents included therein.
- 2.0 A copy of all the Organization's Governing Documents. Submit only those applicable to your Organization.
- 2.1 Copy of **Incorporation Papers** including all **Supplementary Letters Patent**.

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- 2.2 Copy of **Constitution**. If the Organization does not have Letters Patent, the Constitution must contain the minimum requirements as established by the Alcohol and Gaming Commission of Ontario.
 - Minimum requirements of a Constitution:
 - The Organization's name.
 - The Organization's purpose, including a clause stating that the Organization shall be carried on without purpose of gain for its members, and any profits or other accretions to the Organization shall be used solely to promote the objectives.
 - The Organization's structure (President or Chair, Secretary, Treasurer, etc. - i.e. an organizational chart)
 - A provision that explains how the organization will replace its directors and directing officers.
 - The effective date of the instrument.
 - The signature of at least three of the Organization's Directing Officers.
 - A statement that any assets remaining at wind up of the Organization must be donated to charitable objects and purposes.

2.3 A **signed** Copy of the Organization's **BY-LAWS**.

In the case of a Parent/Teacher Association, which has not yet developed written by-laws, proof of affiliation with that School Board must be provided. Proof must be provided on school letterhead and signed by the school Principal.

2.4 A **signed** copy of the Organization's **CHARTER**.

2.5 A **signed** copy of the Organization's **TRUST DEED**.

2.6 A **signed** copy of the Organization's **MEMORANDUM OF ASSOCIATION**.

For Organizations associated with a Provincial or National Organization, also included must be a covering letter outlining the roles and responsibilities of each Organization. Please be sure to indicate who the decision making body is, whether or not you have your own directing officers, budgets and financial statements, and the extent of your reporting responsibility to the Provincial or National Organization.

- 3.0 A **detailed outline of programs or services provided and specific costs incurred in the delivery of each**. Where there has been no change in the programs or services provided by an organization in the previous year or where no programs or services are anticipated to change in the upcoming year, organizations need not include this information as requested. However, organizations that are exercising this right, must include a statement in the cover letter indicating there has been no change in the past year nor is there a change anticipated in the upcoming year in their programs or services.

- 4.0 A document outlining the amount of funds you are requesting to raise via the conduct of lottery events during the Organizations fiscal year, including proposed use of lottery proceeds. Lottery Licenses are granted based on a proven financial need.
- 5.0 A copy of the Organization's **Notification of Charitable Registration Letter** from Canada Revenue Agency.
- 6.0 Copy of the Organization's most recent **Registered Charity Information Return and Public Information Return** as submitted to Canada Revenue Agency.
- 7.0 Organizations recognized as **non-profit-charitable by the Public Trustee** and complying with the reporting requirements of the Charities Accounting Act should also attach a **copy of their report for their previous fiscal year** submitted to the Office of the Public Trustee.
- 8.0 Copy of current **Operating Budget** reflecting proposed revenue and expenditures for the entire operation for the fiscal year. Organizations must demonstrate that they are not solely dependent on lottery proceeds.
- 9.0 Copy of latest **Financial Statement** for the entire operation of the Organization. (Audited, where applicable.)
Organizations that realize net profits of less than \$50,000 will be required to provide an annual financial statement verified by the two signing officers of the lottery trust account(s) and the Board of Directors of the organization. Organizations that realize net profits of \$50,000 or greater must provide an annual verified copy of a financial statement reviewed by an independent financial accounting firm, in accordance with section 5815 of the CICA handbook and each page signed by two members of the Board of Directors.
- 10.0 Current listing of **Board of Directors**, complete with names, titles, addresses including postal codes, telephone/cellular/fax numbers and term elected for.
- 11.0 The **name and telephone number of a contact person** through which all correspondence and matters relating to lotteries will be directed on behalf of your organization.

SPORTS ORGANIZATIONS

- 12.0 Attach a listing of the number of players and the range of their ages. (i.e. players ages 4 to 6 or 10 to 12)
- 13.0 Sports Groups that have both junior participants (under the age of 18 years) as well as senior participants (18 years of age and over) **must submit separate budgets** – one budget for the junior level and one for the senior level. **The costs to deliver the youth program must be clearly isolated from the adult program.**
Gaming Proceeds may only be used to support amateur athletes under the age of 18 years. The license organizations must be an association or club, which governs numerous teams.
There is an exception to the foregoing statement. Adult amateur sports groups where the majority of the players are 18 years of age or over that represent the Province or Canada in competitions are also eligible. If adults and youths from the organization represent the Province in Provincial, National or International competitions, documentation to identify these individuals, including their ages, verification from the appropriate sanctioning body and specific costs identified in the budget for the income/expense with respect to the individuals is required.