



Township of Puslinch Lottery Licensing Eligibility Guide

Am I Eligible to hold a lottery?

Eligibility Questionnaire

Before proceeding to the eligibility application you must be able to answer yes to the following questions:

- 1) Does the organization's purpose fall within one of the four classifications of charitable objects?
 - a) Relief of poverty:
 - i) i.e.: Street patrols who work directly with homeless people;
 - ii) Food banks;
 - iii) Shelters for homeless / economically disadvantaged;
 - iv) Meal Programs
 - b) Advancement of education:
 - i) i.e.: Schools using funds for non-profit student publications such as newsletters and yearbooks;
 - ii) Schools using funds for extra-curricular activities not required by the School Board and not part of the core curriculum.
 - c) Advancement of religion:
 - i) i.e.: Churches using proceeds for enhancements of religious programs;
 - ii) Churches using proceeds to maintain public places of worship.
 - d) Other charitable purposes beneficial to the community not listed above:
 - i) i.e.: Culture & Arts groups, such as ballet companies, symphonies, theatre groups, dance clubs and sports associations;
 - ii) Health & Welfare organizations for substance abuse programs, hospital foundations,
 - iii) Crime stoppers and search & rescue;
 - iv) Community Service Organizations such as Rotary Clubs, Lions Clubs and Kinsmen Clubs, etc.
- 2) Does the organization have a place of business in Ontario?
- 3) Has the organization been in existence for at least one year?
- 4) Has the organization provided charitable community services with goals and activities that are consistent with the mandate of the organization for at least one year in the Township of Puslinch?
- 5) The organization's proposed use of proceeds are for charitable programs and services that directly benefit the residents of Puslinch?
- 6) The organization assumes full responsibility for the conduct and management of its events?

If you answer 'no' to any of the questions above, do not continue with the package and please contact Licensing at admin@puslinch.ca.

Eligibility Application Requirements

To apply for an eligibility review, an organization must submit all documents applicable to the organization as listed below. Descriptions and samples of the required documents are outlined in the following pages.

- Lottery licensing Eligibility Review Application
- Organization's Constitutions and/or by-laws, signed and dated
- Letters Patent
- List of current Board of Directors showing name, position in the organization, phone number and email address
- Brochures, pamphlets and any other background information describing programs and services delivered by the organization
- Revenue Canada Notification of Charitable Designation
- Most recent documents filed with Revenue Canada (T3010), if the organization is registered as a charity under the Charities Accounting Act or Income Tax Act
- Operating budget for the current year and past year, including all sources of revenue and expenses
- Most recent annual signed financial statement

Lottery Licensing Eligibility Review Application: An eligibility review application must be completed and signed by two principal officers and two bona fide members. A principal officer is typically the president, vice president, secretary, treasurer, etc. A bona fide member is an active member in good standing who has activities within the organization beyond conducting lottery events. A sample of the application can be seen at the end of this package.

Organization's Constitutions and/or By-Laws: These documents establish the rules to protect the rights, and specify the duties and responsibilities of the members, Board of Directors, Executive committee, and others. Informal associations that have not adopted formal written constituting documents are not eligible for lottery licensing.

By-laws include information such as:

- Organization's name
- Purpose of the organization
- The location
- Lists the Board of Directors and officers
- How the Board of Directors and/or officers are elected
- How meetings are conducted (where, how often, # of directors required to vote)
- The types and duties of officers
- Members voting rights
- Use of proceeds (this must contain a clause regarding how assets, property and proceeds of lottery events will be distributed if the organization were to dissolve.)



Township of Puslinch Lottery Licensing Eligibility Guide

Letters patent: If applicable, the organization's Letters Patent should be supplied. The Letters Patent provides the layout and structure of your organization and contain information such as:

- Your nonprofit's name
- Its purpose
- The location of its head office
- The names of its founding directors

Changes to the name, purpose, or location of head office are contained in supplementary **letters patent**.

List of current Board of Directors: A list of the current Board of Directors showing their position in the organization, their name, phone number and email.

Organization Name Board of Directors YEAR

Position	Name	Email	Phone
President			
Vice President			
Chair			
Treasurer			
Secretary			

Brochures, pamphlets and background material: This information supports the application by further demonstrating the charitable nature, objectives, purposes and activities of the organization.

Revenue Canada Notification of Charitable Designation: If your organization is a registered charity a copy of the Revenue Canada Notification of Charitable Designation must be submitted. Information and forms related to charities can be found on the Canadian Revenue Agency's website at:

<https://www.canada.ca/en/revenue-agency.html>

Financial Statement for Previous fiscal year: Whether your organization uses an accountant, bookkeeper or staff to complete their year-end reports, the report basically summarizes all the expenses and revenues generated for your fiscal year.

- If your organization generates more than \$250,000 in gross annual revenues, the annual financial statement must be prepared and audited by a public accountant.
- Organizations that generate less than \$250,000 in gross annual revenues must prepare annual statements verified by the two signing officers of the lottery trust account(s) and the organization's Board of Directors.



Township of Puslinch Lottery Licensing Eligibility Guide

Operating budget for current year and past year: Operating budgets for the last year and current year including all operating expenses and revenue sources must be submitted.

Operating Expense	Last Year: XXXX	Current Year: XXXX
Charitable Program		
Office Supplies		
Utilities		
Salaries		
Rent		
Total		

Revenue	Last Year: XXXX	Current Year: XXXX
Donations		
Fundraisers		
Total		



Township of Puslinch Lottery Licensing Eligibility Review

Who is Eligible?

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating charitable gaming in the province. The AGCO provides that only non-profit charitable groups may be eligible to obtain lottery licenses. To be eligible to obtain a lottery licence, an organization must first have charitable purposes and objectives that fall within one of the four charitable classifications:

1. Relief of poverty
2. Advancement of education
3. Advancement of religion
4. Other charitable purposes beneficial to the community that do not fall into any other categories
 - 4.1. Culture and the arts
 - 4.2. Health and welfare
 - 4.3. Amateur sports organizations
 - 4.4. The enhancement of youth
 - 4.5. Public safety programs
 - 4.6. Community service organizations

If an organization falls into one of the four charitable classifications it may be eligible if it:

- Has been in existence for at least one year
- Has provided charitable community services with goals and activities that are consistent with the mandate of the organization for at least one year in Puslinch
- Proposed use of proceeds are for charitable programs and services that directly benefit the residents of Puslinch
- Assumes full responsibility for the conduct and management of its event

Note: Individuals and businesses are not eligible for a lottery licence.

Applying for an Eligibility Review

To apply for an eligibility review, an organization must submit all applicable documents to the Clerk's Department:

Lottery licensing Eligibility Review Application

Organization's Constitutions and/or by-laws, signed and dated

Letters Patent

List of current Board of Directors showing their position in the organization, name, phone number and email address

Brochures, pamphlets and any other background information describing programs and services delivered by the organization



Township of Puslinch Lottery Licensing Eligibility Application

Revenue Canada Notification of Charitable Designation

Most recent documents filed with Revenue Canada (T3010), if the organization is registered as a charity under the Charities Accounting Act or Income Tax Act

Operating budget for the current year and past year, including all sources of revenue and expenses

Most recent annual signed financial statement

The Clerk's Department will review your application and notify you in writing of your organization's eligibility to conduct a lottery. An eligibility review usually takes 10 business days to review.

Lottery Licensing Eligibility Application

Organization Details

Registered Name:

Operating Name:

Address:

Mailing Address:

Phone:

Email:

Website:

Providing Services Since:

Number of members:

Category that best describes the organization (check all that apply):

<input type="checkbox"/>	Relief of Poverty e.g. Food bank, shelters, meal programs
<input type="checkbox"/>	Advancement of Education e.g. Schools, scholarship funds
<input type="checkbox"/>	Advancement of Religion e.g. Churches, missionary organizations, other religious assemblies
<input type="checkbox"/>	Culture and the Arts e.g. Theatre groups, symphony orchestras, heritage conservation
<input type="checkbox"/>	Health and Welfare e.g. Hospitals, seniors centres, substance abuse programs
<input type="checkbox"/>	Amateur Sports Organization e.g. Youth amateur sports organizations
<input type="checkbox"/>	The Enhancement of Youth e.g. 4-H Clubs, Big Brothers and Big Sisters, Scouts, Girl Guides
<input type="checkbox"/>	Public Safety Program e.g. Community water safety programs, search and rescue programs
<input type="checkbox"/>	Community Service Organization e.g. Service Clubs, Unites Way, Veteran services



Township of Puslinch Lottery Licensing Eligibility Application

Programs and/or Services Provided

(Attach additional information if needed)

Name of program or service:

Yearly cost incurred:

Name of program or service:

Yearly cost incurred:

Name of program or service:

Yearly cost incurred:

Name of program or service:

Yearly cost incurred:

Proposed Use of Proceeds

Note lottery revenues must be spent in the manner which provides direct benefit to the residents of Puslinch and is consistent with the mandate of the organization. Explain in detail the proposed use of lottery proceeds. Attach additional pages if required.

Financial Details

Name of organization's banking institution:

Fiscal year end date:

Last date of filing:



**Township of Puslinch
Lottery Licensing Eligibility Application**

Principal Officers of Record

We as the principal officers of this organization declare:

- We have read over this application
- All information provided in this application is true and correct
- If eligible status for lottery licensing is granted, we undertake to comply with all the terms and conditions of any such licence issued

Name of Principal Officer:

Title/position in organization:

Other positions in organization (if applicable):

Address:

Phone:

Email:

Signature:

Date:

Name of Principal Officer:

Title/position in organization:

Other positions in organization (if applicable):

Address:

Phone:

Email:

Signature:

Date:



**Township of Puslinch
Lottery Licensing Eligibility Application**

Name of Bona Fide Member – Designated in charge:

Title/position in organization:

Other positions in organization (if applicable):

Address:

Phone:

Email:

Signature:

Date:

Name of Bona Fide Member – Designated in charge:

Title/position in organization:

Other positions in organization (if applicable):

Address:

Phone:

Email:

Signature:

Date: