

APPLICATION FOR LICENSING ELIGIBILITY

Please complete the following lottery organization information to be kept on record at the Town of St. Marys.

The Corporation of the Town of St. Marys follows Lottery Licensing Policies as developed by the Alcohol and Gaming Commission of Ontario, the Criminal Code of Canada, the Order-in-Council 2688/03 (as amended), and the Gaming Control Act, 1992 and its Regulations.

1. Name of Organization _____

2. Municipal Address _____
(Include postal code)

Mailing Address _____
(If different from above)

3. Is the Organization incorporated as a non-profit Organization in the Province of Ontario? If so, please provide a copy of incorporation documents.

Yes, or No

Incorporation No. _____

4. Is the Organization registered with the Canada Customs and Revenue Agency as a charitable organization? If so, please provide a copy of your charitable status documentation.

Yes, or No

Jurisdiction of Incorporation: _____

Registration No.: _____

Please provide: a) a current copy of letter from Canada Customs and Revenue Agency

(letter recognizing charitable status under the Income Tax Act)

b) a copy of most recent filing with Canada Customs and Revenue Agency

5. What year was the Organization established? _____

“In order to be eligible, an organization must have been in existence for at least one year”;

Section 2.6.1 (a) AGCO Policy Manual www.agco.on.ca

6. How many members comprise your bona fide membership? _____

How many times per year does your group meet? _____

Please provide a list of the Board of Directors and Executive (members with signing authority)

7. Describe the requirements that a person must meet in order to become a bona fide member of your organization.

8. Describe your organization's aims, objectives and services you provide.

Please provide a copy of the Organization's articles of incorporation and/or constitution, as well as any by-laws.

9. Indicate the specific purpose(s) to which lottery proceeds will be applicable.

10. The Organization's lottery trust account (if open at this time)

(NOTE: It will be required at the time of application)

Name of Financial Institution _____

Address of Financial Institution _____

(Including postal code)

Phone # of Financial Institution _____

Lottery Trust Account # _____

11. The Organization's Financial Year-end date: _____

Provide a copy of the organization's complete budget, covering the current twelve month fiscal or calendar year, detailing how resources will be acquired and dispersed during this period.

Provide a copy of your previous year's financial statement.

12. The designated member of the organization who will be responsible for keeping and maintaining records of all financial transactions pertaining to the licensed lottery activities: (If this designated member changes, the municipality **must** be notified **immediately**)

	Designated Member of Lotteries	Treasurer
Name		
Address		
Telephone		
Email		

13. Is the Organization currently licensed, or ever been licensed, in any other municipality to conduct lottery events?

Yes No If Yes, please enter the location of Lottery Events:

	Bingo	Break-Open Tickets
Municipality		
Name of Location		
Address		
Currently licensed?		

14. Has the Organization had a licence revoked or refused? Yes No

If Yes, where? _____



We the undersigned, declare that all information provided in and with this statement is factual and correct and we have read and understand the attached Lottery Licence Terms and Conditions

	Directing Officer	Directing Officer
Print Name		
Title		
Phone		
Email		
Signature		
Date		

- Please provide any further material that you may find pertinent to process your application
- All approved organizations may be subject to periodic eligibility reviews.

If you have any further questions pertaining to your eligibility, please refer to The Alcohol and Gaming Commission of Ontario's webpage, www.agco.on.ca. All the above information must come into this office before a lottery licence will be issued to your Organization. If you have any questions concerning Lottery Licensing in the Town of St. Marys, please feel free to contact this office.

Charities are encouraged to keep a completed copy for their reference.

Jenna McCartney, Clerk
175 Queen Street East, PO Box 998 St. Marys N4X 1B6
Phone (519) 284-2340 extension 212
Email: clerksoffice@town.stmarys.on.ca

Privacy Statement: Personal Information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45, and will be used to administer its Lottery Licensing Eligibility. Questions about the collection of this information can be directed to Clerk, Town of St. Marys, 175 Queen Street East, St. Marys, Ontario, N4X 1B6, Telephone: 519-284-2340 ext. 212.

Checklist of What is Needed to Determine Eligibility

In order to obtain a lottery licence, organizations must first be deemed eligible for licensing. Please submit the following documentations for review:

- Incorporation Papers (Letters Patent)
- Constitution and By-Laws
- Notification of Charitable Registration (Canada Customs and Revenue Agency) (if applicable)
- The most recent Registered Charity Information Return & Public Information Return, as submitted to Canada Customs and Revenue Agency (if applicable)
- Financial Statement for Previous Fiscal Year (audited, where applicable)
- Detailed outline of all programs/services provided in the previous year and specific costs incurred in delivery
- Detailed outline of all programs/service currently provided and specific costs incurred in delivery
- The current operating budget
- Current Listing of the Board of Directors
- 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, confirmation that it meets the reporting requirements of the Charities Accounting Act
- The proposed use of proceeds, which must be consistent with the primary objects and purposes of the organization and of a charitable nature consistent with at least one of the four classifications of charitable purposes:
 - The Relief of Poverty
 - The Advancement of Education
 - The Advancement of Religion
 - Any Purpose Beneficial to the Community
 - The Nature of Culture and the Arts
 - The Nature of Health and Welfare
 - Sports Organizations
 - Public Amenities
 - Service Clubs

Information taken from the Alcohol and Gaming Commission of Ontario's Lottery Licensing Policy Manual and Lottery Licence Terms and Conditions