



Township of North Huron  
274 Josephine Street  
PO Box 90  
Wingham, ON N0G 2W0  
519-357-3550

## ***ELIGIBILITY APPLICATION FOR LOTTERY LICENSING***

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Applicant Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

To hold a lottery licence an organization must meet certain criteria determined by the Alcohol and Gaming Commission of Ontario (AGCO), the Criminal Code, Gaming Control Act and Order-in-Council 1413/08. If these requirements are met, certain documentation must then be provided to complete the organization's approval. Eligibility reviews are required for organizations newly applying to hold lottery licences as well as periodically for those who have already held licences.

Once eligible an organization is able to apply for lottery licenses for municipally regulated raffles, break-open-ticket sales and Bingo events. Licence applications can only be approved provided the proposed use of proceeds are also deemed eligible. For more information on eligible proceeds applicants should consult the AGCO's *Lottery Licensing Policy Manual (Chapter 2)* found at [www.agco.ca](http://www.agco.ca). It is best to ensure the reason funds will be raised is an approved use before starting the eligibility approval within this document.

### **1. MANDATORY CRITERIA**

Applicant must check off boxes that apply to their organization. If all conditions are met, required documentation can then be considered:

- 1. Applicant qualifies as a charitable organization or as a non-profit with at least some charitable objects/purposes

- 2. Applicant has an established structure separate from any other organization/ government, is a legal entity and has formal documentation that establishes the organization
- 3. Charitability is part of the group's mandate and regular activities/programming/ projects
- 4. Organization has been in existence for at least one year
- 5. Has provided charitable services based off of their charitable mandate for at least one year
- 6. Has a place of business in Ontario
- 7. Benefits Ontario residents in general, or a segment of the population with a common need where all within segment can benefit. Access cannot be restricted for private benefit or for the use by organization's members. Group can provide benefit to non-Ontario residents as well but use of lottery proceeds must be defined to benefit Ontario residents only
- 8. Lottery proceeds will not be the sole source of funding, there are other forms

Alternate Funding Sources:

- 9. Organization is capable to assume full responsibility for the conduct and management of its lottery events through its bona fide members

3 bona fide members:

- 1.
  - 2.
  - 3.

- 10. Organization MUST have charitable objects and purposes that fall within one of the four classifications of charitability (check any that apply). See below for brief description of each type. More details can be found within Chapter 2 of the [AGCO's Lottery Licensing Policy Manual](#)

- a. The relief of poverty
- b. The advancement of education
- c. The advancement of religion

- d. Other charitable purposes beneficial to the community

Detail organization's charitable objects and purposes and how they relate to chosen classification(s):

## **FOUR CLASSIFICATIONS OF CHARITABILITY**

### **i. The Relief of Poverty**

Organizations who directly provide goods, social services, programs or facilities to assist the economically disadvantaged and alleviate the effects of living in poverty. Some examples include soup kitchens, food banks and organizations supplying clothing, furniture and other necessary goods.

### **ii. The Advancement of Education**

Organizations that provide significant training or instruction that is available to a wide section of the public. It may also include those improving a branch of human knowledge that will result in benefit to Ontario residents. Schools and teaching institutions are two examples.

### **iii. The Advancement of Religion**

Organizations that promote a religious group's spiritual teachings and maintenance of the doctrines and spiritual observances upon which the teachings are based. The beliefs must include worship of one or more personal god or deity. Example organizations include churches and other places of worship.

### **iv. Other Charitable Purposes Beneficial to the Public**

The organization's charitable purposes must benefit the public and be available without discrimination. They may also have other non-

charitable objects, but they must be secondary purposes. They must still be a non-profit organization and activities may include:

- a. the promotion of arts and cultural activities
- b. cultural, ethnic, native, historic or heritage pursuits
- c. the improvement of the quality of health through medical research treatment and preventative programs
- d. youth sporting or other activities
  - (i) youth amateur sports with majority participants under age 18
  - (ii) amateur competitive sport organizations for those with physical, mental or developmental disability (no age limit)
  - (iii) adult professional sport organizations whose athletes represent Ontario/Canada in Olympic, Pan-American or Commonwealth Games
  - (iv) other youth activities such as scouts, 4H, Big Brother/Sister, etc...
- e. community projects undertaken by service organizations, except for United Way and Federated Health related organizations (only Registrar may issue licenses for these campaigns)
  - (i) service clubs (ex: Lions Club or Rotary Club)
  - (ii) veteran service organizations (Royal Canadian Legion)

11. Use of proceeds match charitable purposes of organization.

Brief detail of what lottery proceeds are intended to be used for:

## 2. REQUIRED DOCUMENTATION

Once the above mandatory criteria are confirmed, the enclosed list of documentation must be provided (if it applies to the organization) to complete the approval process:

1. Constituting documentation officially establishing the organization, setting out the members' common purpose and describing how the organization operates to achieve that purpose. This may include copies of the letters patent, constitution

and/or by-laws. Organizations without establishing documentation do not qualify. Within the documents the following information must be detailed:

- a. the organization's name and purpose
  - b. a description of how an individual becomes a member of the organization and retains membership
  - c. a clause stating that the organization's members will not derive gain from the organization and all profits will be used to promote the organization's objectives
  - d. a description of the organization's structure (president, chair, etc...)
  - e. a description of how the organization elects its directors
  - f. signatures of the officers who adopted the incorporating documents
  - g. signatures of at least 3 current directing officers certifying the incorporating documents are current and in effect
  - h. the effective date of the instrument
  - i. general dissolution clause detailing the wrapping up of the organization
  - j. clause (possibly in by-laws) describing the distribution of assets or property acquired with lottery proceeds, or funds in the lottery trust account(s) in the event of organization dissolution, to another charitable organization eligible to receive lottery proceeds
2. Organization's mandate
  3. A copy of the current year's operating budget including projected expenses and revenues (which should demonstrate need for lottery funds)
  4. Financial statement of previous fiscal year (audited if applicable), which should show funding going towards indicated charitable objects and purposes
  5. A list of Board of Directors
  6. Latest report to the Public Guardian and Trustee
  7. Organization's charitable number for income tax purposes
  8. A copy of its "Notification of Registration" letter from the Canada Revenue Agency + any supporting documentation indicating the applicant's status and terms of registration
  9. Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year
  10. Copy of its annual report

11. Detailed description of organization's charitable objects, purposes and activities

Please enclose the required documentation along with this Eligibility Application when submitting to the municipal licensing authority. This package can be dropped off at the Township of North Huron Town Hall (main desk), emailed to [licences@northhuron.ca](mailto:licences@northhuron.ca) or mailed in to:

Township of North Huron (Attn: Clerk's Department)  
PO Box 90, 274 Josephine St.  
Wingham, ON  
N0G 2W0

The Clerk or their designate will contact the organization with approval status and further details. Once approved to apply for lottery licences, organizations are advised to read the first three chapters of the AGCO's *Lottery Licensing Policy Manual*, the additional chapter related to the type of lottery licence they're applying for and the Terms and Conditions for their lottery type found on [www.agco.ca](http://www.agco.ca).

Organizations must notify the municipal licensing authority of any changes made to their required documentation (constituting documents, Board of Directors, etc...). Groups must also file an annual financial statement indicating lottery revenues and use of those proceeds. Mismanagement of revenues and lack of proper reporting puts the organization at risk of suspension or cancellation of licensing privileges.

**We as two officers of the above organization agree that all facts stated and information furnished herein are true and correct. It is understood that the organization is responsible to read the required documentation to ensure regulations are being followed and that reports will be submitted to allow the licensing authority to track lottery proceeds:**

Name (*print*): \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_