



Lottery Licence Eligibility Applications

Important Requirements to Note When Applying for a Lottery Licence:

1. Licence Fee due Upon Approval of Application. The lottery licence fee is 3% of the total prize amount.
2. Licence Application process is a minimum of seven (7) days after all necessary information has been received by the Clerk.

Applicants Complete the Following:

Name of Organization: _____

Contact Name: _____

Telephone No.: _____

Email: _____

Website: _____

Mailing Address: _____

Please provide your last lottery licence number (if applicable):

Determination of Eligibility:

The Municipality of Middlesex Centre will review all the relevant documentation to determine the eligibility for lottery licensing. Each application is unique and the determinations of eligibility will depend on **the organization** and the **proposed use of proceeds**.

1. Is the organization incorporated as a non-profit organization with the Ministry of Consumer & Business Services (Ontario)?

- ☐ Yes
☐ No

Please provide registration date and number: _____

2. Is the organization registered with Revenue Canada as a charity?

- ☐ Yes
☐ No

3. Does your organization have a place of business in Ontario and can demonstrate that it is established to provide charitable services in Ontario and use proceeds for objects or purposes which benefit Ontario residents?

- ☐ Yes
☐ No

Please provide registration date and number: _____

4. Has your organization been in existence for more than one (1) year?

- ☐ Yes
☐ No

5. Which of the charitable purposes does your organization provide programs for?

- ☐ the relief of poverty;
☐ the advancement of education;
☐ the advancement of religion;
☐ other charitable purposes beneficial to the community.

Please explain:

6. The following documentation or information will need to provide in order to review the organizations eligibility. Please return documents with completed questionnaire.

- ☐ Incorporation Papers (Letters Patent)
- ☐ Constitutions 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)
- ☐ Outline of all programs/services provided in the previous year/current year and the specific costs incurred in the delivery
- ☐ Current Listing of Board of Directors
- ☐ Any other information that would assist the municipality in determining the charitable nature of the organization

7. For the purpose of lottery licencing, all organizations must have a lottery trust account. Please complete the following information:

Name of Bank and Address: _____

Trust Account No.: _____ Date Opened: _____

Your organization is required to have a lottery trust account to run a lottery scheme.

Name of Applicant/Signing Officer: _____

Signature: _____

Date submitted to the office: _____