



**APPLICATION FOR LICENSING ELIGIBILITY**

This form is to be completed by an applicant for a lottery license and be kept on file with the Municipality of Grey Highlands.

Name of Organization: \_\_\_\_\_

Municipal Address: \_\_\_\_\_  
(incl. Postal code)

Mailing Address: \_\_\_\_\_  
(if different from above)

Type of Lottery for which applications are made (circle all that apply):

Bingo

Break Open

Lottery

Bazaar

Is the Applicant incorporated as a non-profit organization in the Province of Ontario?

Yes \_\_\_\_\_ Incorporation # \_\_\_\_\_ No \_\_\_\_\_

Is the Applicant registered with Canada Customs and Revenue Agency as a charitable organization?

Yes \_\_\_\_\_ Registration # \_\_\_\_\_ No \_\_\_\_\_

Jurisdiction of Incorporation: \_\_\_\_\_

How long has the organization been in existence? \_\_\_\_\_

How many persons comprise your bona fide membership? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Describe your organization's aims and objectives.

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

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The Applicant Organization's general and lottery trust account (if open at this time)  
(NOTE: A lottery trust account will be required at the time of application)

General Account

Name of Financial Institution: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_

Account #: \_\_\_\_\_

Trust Account

Name of Financial Institution: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_

Account #: \_\_\_\_\_

The Applicants' Financial year-end date is: \_\_\_\_\_

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:

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

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

Telephone #: Home \_\_\_\_\_ Business \_\_\_\_\_

Names of bona fide members who will conduct one or more of the lottery events referred to in this application:

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |

Is the Applicant currently licensed, or ever been licensed, in any other municipality to conduct bingo or break open tickets?

Bingo Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, list other municipalities \_\_\_\_\_

Break Open Tickets Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, list other municipalities \_\_\_\_\_

Has the Applicant ever had a licence revoked or refused? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, where? \_\_\_\_\_

Location of Bingo Lottery Events/Sales Location of Break Open Tickets

	BINGO	BREAK OPEN TICKETS
Name of Location		
Address of Location		
Gaming Supplier Registration Number		

We the undersigned, declare that all information provided in and with this statement is factual and correct. **\*\* Please refer to the Municipal Freedom of Information and Protection of Privacy Act section 8.8.(1) for disclosure information.**

\_\_\_\_\_  
Print name of Principal Officer

\_\_\_\_\_  
Print name of Principal Officer

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\*\*\*\*\* INFORMATION TO INCLUDE WITH APPLICATION \*\*\*\*\***

- 1. A copy of the Applicant's Articles of Incorporation and/or Constitution, as well as any By-Laws, if applicable.**
- 2. A copy of the Letters Patent, constitution, charter, trust deed, memorandum/articles of association – signed as required.**
- 3. A copy of letter from Canada Customs & Revenue Agency recognizing charitable status under the Income Tax Act.**
- 4. A copy of the most recent filing with Canada Customs & Revenue Agency.**
- 5. A list containing the names, addresses, and telephone numbers of all Bona Fide members and a list of the current executive.**
- 6. If the Applicant is a Youth Sports group – number of members and their ages.**
- 7. A copy of the Applicant's complete budget, covering the current twelve month fiscal or calendar year.**
- 8. A copy of your previous year's financial statement.**
- 9. Detailed program of services provided.**



## **MUNICIPALITY OF GREY HIGHLANDS** **RAFFLE LOTTERY - LICENSING PROCESS**

Under the Lottery Licensing Policy Manual, Section 1.5.1 the "Role of the Lottery Licensing Officer is.....ensuring that terms and conditions and financial reporting requirements are adhered to".

You will note the municipal requirements below concur with the "Terms and Conditions", as provided by the Gaming Control Commission, (copy attached). Please review the attached copy of the Terms and Conditions in order to ensure that your organization is abiding by the regulations as set out.

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*Effective January 1, 2006, the municipality will require the following information be submitted with each Lottery Report.*

**NAME OF ORGANIZATION:** \_\_\_\_\_

**LICENCE EXPIRY DATE:** \_\_\_\_\_

File a *final report* of all Raffle Lotteries within 30 days after the expiry of the license.

**DATE REQUIRED BY:** \_\_\_\_\_

- A serial number record shall be maintained showing the distribution of the tickets, including names of sellers, return of ticket stubs, cash, and unsold or returned tickets in order to reconcile all tickets and cash at the end of the raffle.
- Licensee shall obtain receipts for each expense incurred and attach copies to final report.
- Maintain a detailed record of how profits from the raffle have been dispersed.
- A financial report outlining the results of the raffle on the prescribed form as provided by the Ministry within 30 days of the date of the last draw.
- Bank account reconciliation for each separate lottery event in regards to the designated trust account for lottery funds.
- Copies of all deposit slips, which relate to the raffle event.
- A list of all winners.
- A list of any prizes, which have been donated (this information will be included on the financial report). The value of the donated prizes shall not be deducted from the gross receipts.
- The licensee shall provide, within 180 days (6 months) of its fiscal year end, financial statements as in accordance with section 10.5 of the Break Open Ticket License Terms and Conditions.

**DATE REQUIRED BY:** \_\_\_\_\_



## MUNICIPALITY OF GREY HIGHLANDS

### BREAK OPEN TICKET LOTTERY - LICENSING PROCESS

Under the Lottery Licensing Policy Manual, Section 1.5.1 the "Role of the Lottery Licensing Officer is.....ensuring that terms and conditions and financial reporting requirements are adhered to".

You will note the municipal requirements below concur with the "Terms and Conditions", as provided by the Gaming Control Commission, (copy attached). Please review the attached copy of the Terms and Conditions in order to ensure that your organization is abiding by the regulations as set out.

\*\*\*\*\*

*Effective January 1, 2006, the municipality will require the following information be submitted with each Lottery Report.*

**NAME OF ORGANIZATION:** \_\_\_\_\_

**LICENCE EXPIRY DATE:** \_\_\_\_\_

File an *interim report* of all Nevada ticket sales within 10 days after the termination of the first three-month period of the license.

**DATE REQUIRED BY:** \_\_\_\_\_

File a *final report* of all Nevada ticket sales within 30 days after the expiry of the license or the sale of all tickets whichever occurs first.

**DATE REQUIRED BY:** \_\_\_\_\_

**Accompanying the final report shall be:**

- Copies of all deposit slips related to the event, verified (stamped) by the bank.
- Receipts for each expense incurred in regards to the particular lottery event.
- Particulars as to where proceeds were donated. (Name and complete mailing address of each organization along with a photocopy of the cashed cheque.)
- Bank account reconciliation for each separate lottery event in regards to the designated trust account for lottery funds.
- The licensee shall provide, within 180 days (6 months) of its fiscal year end, financial statements as in accordance with section 10.5 of the Break Open Ticket License Terms and Conditions.

**DATE REQUIRED BY:** \_\_\_\_\_

We appreciate your assistance and co-operation in this matter. If you have any questions regarding the above requirements or any other issues relating to lottery licensing please contact Peggy @ 986-2811, ext.222.