



Lottery Licence Eligibility Application

Municipality of Southwest Middlesex
153 McKellar Street
Glencoe, ON N0L 1M0

Hours: Monday to Friday – 8:30 AM to 4:30 PM

Important Requirements to Note When Applying for a Lottery Licence:

1. Licence fees are due upon approval of application. The lottery licence fee is 3% of the total prize amount.
2. Please supply all necessary eligibility information 45 days before the planned event. Once approved, please provide 30 days for approval of lottery events.

Applicants Complete the Following:

Date of Eligibility Submission: _____

Registered Name of Organization: _____

Contact Name: _____

Business Address: _____

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

- Yes
 No

Please provide registration date & number: _____

Is the Organization registered with Revenue Canada as a charity?

- Yes
 No

Please provide registration date & number: _____

The Municipality of Southwest Middlesex 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. Which of the charitable purposes does your organization provide programs for?

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

Please specify sub-category:

- culture & arts
- health and welfare;
- enhancement of Youth;
- amateur sports organization;
- community service organization;
- public safety programs

Please describe specific programs/services delivered by your organization:

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

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

- Yes
- No

How many members are in your organization? _____

3. 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

4. Is the proposed use of proceeds 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?

Yes

No

Does the organization currently manage or conduct any gaming events (lotteries) within the Municipality of Southwest Middlesex or other Municipalities?

Yes

No

For lottery licensing, all organizations must have a lottery trust account.

Please complete the following information:

Bank and Address: _____ Trust Acct Number _____

Date Account was opened: _____

Designated Members in Charge

Print Name in Full	
Title	
Other Position(s) held in Organization	
Home Address	Number and Street: City and Province : Postal Code :
Phone Numbers	Business : Home :
Date	
Signature	

Print Name in Full	
Title	
Other Position(s) held in Organization	
Home Address	Number and Street: City and Province : Postal Code :
Phone Numbers	Business : Home :
Date	
Signature	

We, as active, bona fide members of hereby certify that as the designated members in charge of the lottery for which this application is made, will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery licence is issued. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the lottery scheme.