

RAFFLE

LOTTERY LICENCING PACKAGE

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

Municipalities are authorized to issue licences permitting eligible organizations to conduct raffle lotteries where the total value of the prizes to be awarded, including taxes, is \$50,000 or less. Where the total values of the prizes is greater than \$50,000 or where the raffle lottery is to be conducted and managed in conjunction with another licenced gaming event, the Registrar of Alcohol and Gaming has sole authority to issue the licence.

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Lottery Report

County of Brant
519-449-2451
Fax: 519-449-2454
1-888-250-2297
www.brant.ca



County Administrative Building
26 Park Ave
P.O. Box 160
Burford ON, N0E 1A0

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Are You Eligible for a Charitable Gaming Licence?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does NOT guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance education
 - advance religion
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include (but is not limited to):

- adult recreation or sports
- individual sports teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups

Before applying for a lottery licence for the first time, fill out the Lottery Licence Eligibility Questionnaire and submit it to the County of Brant to determine your organization's eligibility.

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**LOTTERY LICENCE
ELIGIBILITY QUESTIONNAIRE**

Completion Instructions

This questionnaire must be completed and forwarded to the licensing officer with the documents listed on the attached page. If you fill out this document electronically, please print out the questionnaire, sign it, and either send a scanned copy of the completed form through email, or deliver a hard copy of the signed form to the Burford office. If you require any further information please contact the licencing officer, 449-2451 ext 2219 or 1-888-250-2295.

ORGANIZATION

Legal Name:	Municipal Address:	City/Town, Postal Code:
Phone #:	Fax:	Web Site Address:

CONTACT

Name:	Business Phone #:	Fax:
	Home Phone #:	Email:

1. Describe the activity of the organization

2. Indicate the specific purpose(s) or program(s) and associated costs to which lottery proceeds will assist the organization in providing a direct delivery of charitable service.

Please use separate sheet if required

3. Please describe how the proceeds from the lottery will benefit the residents of the County of Brant.

4. How long has the organization been in existence? _____

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

yes no Registration #: _____

6. Is the Applicant incorporated as a Non-profit organization in the Province of Ontario?

yes no Corporation #: _____ Date Issued: _____

7. What category best describes the organization?

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

8. Is your organization currently licenced by any other municipality in Ontario? yes no

If yes, which municipality? _____

If yes, what type of lottery? _____

9. Has the Applicant ever had a licence revoked or refused? yes no

If yes, which municipality? _____

10. How many persons comprise your bona fide membership? _____

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

12. For what type of lottery will the group apply? Bingo BOT Raffle Bazaar

The Questionnaire must be signed by two (2) principal officers of the Organization

Principal Officer

Principal Officer

Name:		
Title:		
Home Address:		
City and Province:		
Postal Code:		
Phone #:		
Signature		

The collection, use, disclosure and disposal of Lottery Licencing information, including financial statement, applications, licences issued, etc. shall be treated in accordance with the guidelines contained within the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

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The following documents are required to be submitted with the Lottery Licence Eligibility Questionnaire

1. A copy of the following:
 - a. Letters patent (incorporation papers) + any supplementary letters patent
 - b. Revenue Canada registration approval letter
2. A copy of your current Constitution and/or By-laws, letters patent, charter, trust deed, memorandum of association, bearing the date adopted and signatures of three directing officers.
3. A complete list of your Board/Executive indicating the title, name, address, telephone number and email address of each. Indicate the expiry date of each person's term of office (please include Executive Director or CEO if applicable).
4. Full financial statements (audited if applicable) for the previous year including all sources of income and all expenses.
5. Current year's budget.
6. Proposed use of lottery proceeds (lottery revenues must be spent in a manner which provides a direct benefit to the community).
7. Latest report to the Public Guardian and Trustee, if applicable.
8. Membership list, if applicable.
9. Organization's annual report, if applicable.

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Application for Lottery Licence

Ensure that you read and understand your event Licence Terms and Conditions before proceeding with the application package.

This application is used to apply to the municipal office of the County of Brant for charitable gaming event licences.

Keep a copy of all licence application documents for your records.

Activities are regulated by Criminal Code of Canada, Order-In-Council 1413/08, as amended, and the Gaming Control Act, 1992 and its regulations.

You can obtain copies of the Gaming Control Act and Regulations, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website (www.acgo.on.ca).

Licence Application Instructions

- Your licence application is a legal document and will be returned if the instructions are not followed or if Checklist items (on application) are missing. This could result in the delay/cancellation of your charitable gaming event.
- County of Brant requires a minimum of 5 days processing time and 7 days for first time licensee.
- Type or legibly print all information.
- Answer every question completely.
- Only original forms and signatures will be accepted.
- Persons signing any Licence Application must have a good knowledge of the applicable Licence Terms and Conditions.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.
- Please note that all information including appropriate documentation and fees must be included with your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licenced and all tickets must indicate the licence number. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

If you make changes to your Licence Application package before you submit it to your licencing office, each change must be initialed on each document by the Licence Application signors and other signors of that document.

Changes to your submitted Licence Application package must be made in writing on your organization's letterhead, be signed by the Licence Application's signors and include supporting documents that are affected. The County of Brant requires at least one week written notice. Application changes are NOT automatically approved and may NOT be permitted.

Once your lottery licence is issued, requests for changes will NOT be considered. Expired licences may NOT be amended or cancelled.

Licence Application Checklist

These items must be enclosed with each Licence Application Form (Do not send separately):

- Licence fee
Set by municipality. 1.5% of total prizes to be awarded (cheque payable to the County of Brant).
- Completed application form
- Location, date and time of the proposed draw (supporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events).
- The price of the tickets and a sample ticket.
- Total number of tickets to be printed.
- Rules for the draw.
- If the prize value is \$500.00 or more, the licensee must obtain legible copies of a firm price quotation and a letter of intent, invoice and agreement to purchase for each prize.
- If the prize value is \$10,000 or more, including taxes, the applicant must present a letter of credit. The licencing authority may also require a financial guarantee for a prize of a lesser value.
- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be issued.
- A full explanation of how credit card sales and dishonoured cheques will be handled if applicable.
- The cut-off date for the sale of tickets by cheques and credit cards if applicable.
- A complete list of prizes, with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

Municipality may also request:


- A business plan and budget for the raffle lottery.
 - A detailed ticket sales plan, including where, when and how sales will take place.
 - A description of all the services to be obtained from each supplier.
 - Copy of preceding and current operating budget, which includes all sources of revenues and expenses.
 - Any other documentation deemed necessary by the municipality:
-

If you require clarification on any of the above please feel free to contact the Lottery Licencing Officer at:

519-449-2451 ext. 2219
1-888-250-2295
julie.searles@brant.ca


Alcohol and Gaming Commission of Ontario – Raffle Licence Terms and Conditions

http://www.agco.on.ca/pdfs/bi/terms_cond/6004AB.pdf

<p>Alcohol and Gaming Commission of Ontario Gaming Registration & Lotteries 90 Sheppard Avenue East Suite 200 Toronto ON M2N 0A4 416-326-8700 1-800-522-2876 toll free in Ontario/sans frais en Ontario</p>	<p>Commission des alcools et des jeux de l'Ontario Inscription pour les jeux et loteries 90, avenue Sheppard Est Bureau 200 Toronto ON M2N 0A4</p>	 Ontario	<p>RAFFLE LICENCE TERMS AND CONDITIONS LICENCE DE TOMBOLA (TIRAGE) MODALITÉS</p>
<p>DEFINITIONS</p> <p>MEMBER IN GOOD STANDING</p>		<p>DÉFINITIONS</p> <p>Membre en règle du statut</p>	

Alcohol and Gaming Commission of Ontario – Application to Manage and Conduct a Raffle Lottery

http://www.agco.on.ca/forms/bi/6004_g.pdf

	<p>Alcohol and Gaming Commission of Ontario Gaming Registration and Lotteries 90 Sheppard Ave. E., Suite 200 Toronto ON M2N 0A4 416-326-8700 1-800-522-2876 toll free in Ontario / sans frais en Ontario</p>	<p>Commission des alcools et des jeux de l'Ontario Inscription pour les jeux et loteries 90, av. Sheppard Est, bureau 200 Toronto ON M2N 0A4</p>	<p>Application to Manage and Conduct a Raffle Lottery Demande de permis pour administrer et conduire une tombola (tirage)</p> <p>Group Identification Number (GIN) Numéro d'identification d'organisme (NIO)</p> <p style="text-align: center;"> <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> </p>
<p>We, the undersigned, as two principal officers of record (organization)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Address</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<p>Les soussignés, qui sont deux principaux dirigeants de (organisme)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Adresse</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

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Reporting Requirements

The Licencee shall provide the Licensing Officer with a financial report within 30 days of the date of the last draw outlining the results of the lottery event on the prescribed form. Your report will include:

- The attached report form.
- Copy of bank statements for the entire reporting period (since opening of account or since date of last lottery report submitted).
- Copy of bank deposit slips.
- Copy of cancelled expense cheques and applicable invoices/receipts.
- Itemized list of expenses.
- Copy of cancelled donation cheques (if a balance is retained in your Lottery Trust Account for future charitable donations please provide cancelled cheques and bank statements as money is disbursed).
- List of winners.

Alcohol and Gaming Commission of Ontario – Lottery Report

http://www.agco.on.ca/forms/bi/6347_g.pdf

	<p>Alcohol and Gaming Commission of Ontario Gaming Registration and Lotteries 90 Sheppard Avenue East Suite 200 Toronto ON M2N 0A4 (416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario</p>	<p>Commission des alcools et des jeux de l'Ontario Inscription pour les jeux et loteries 90, avenue Sheppard Est Bureau 200 Toronto ON M2N 0A4</p>	<p>Lottery Report/Rapport de loterie</p>
			<p>Group Identification Number (GIN) Numéro d'identification d'organisme (N.I.O.)</p>
			<p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p>
<p>Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued. Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.</p>			
<p>1. Organization Name - Address/Nom et adresse de l'organisme</p>		<p>Lottery Licence No./N° de licence de loterie</p>	
		<p>Type of</p>	