BINGO

LOTTERY LICENCING PACKAGE

Bingo events are lottery schemes where players purchase bingo paper and win prizes by being the first to complete specified arrangements or patterns of numbers on the bingo paper from numbers selected at random.

Regular bingo events have prize boards of \$5,500 and under. Prizes over \$5,500 must be registered directly through the Alcohol and Gaming Commission of Ontario.

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Step 1: Eligibility

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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.

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



Burford ON, N0E 1A0

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

LOTTERY LICENCE ELIGIBILTY 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 lottery licensing officer, 449-2451 ext 2219 or 1-888-250-2295.

OR	GANIZATION				
Legal Name:		Municipal Address:	City/Town, Postal Code:		
Phone #:		Fax:	Web Site Address:		
СО	NTACT				
Name:		Business Phone #:	Fax:		
		Home Phone #:	Email:		
Describe the activity of the organization					
2.		pose(s) or program(s) and associat n providing a direct delivery of cha	ted costs to which lottery proceeds will ritable service.		
	Please use separate sheet	t if required			
3.	Please describe how the	proceeds from the lottery will ben	efit the residents of the County of Brant.		
4.	How long has the organia	zation been in existence?			
5.	Is the Applicant registered yes no	ed with Canada Customs and Reve Registration #:	nue Agency as a charitable organization?		

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6.	Is the Applican	t incorporate	d as a Non-profit orga	nization in the F	Province of On	tario?	r age 4 or 1
	☐ yes	☐ no	Corporation #:	Date	e Issued:	_	
7.	the a	elief of poverty advancement o advancement o	of education	e community			
8.	If yes, which	ation currentl municipality? type of lottery?	y licenced by any oth	er municipality	in Ontario?	☐ yes	□ no
9. Has the Applicant ever had a licence revoked or refused?							
11.	Describe the re organization.	equirements t	hat a person must me	et in order to be	ecome a bona f	ide member	of your
12.	. For what type	of lottery will	the group apply?	Bingo 🗌	вот 🗌	Raffle 🗌	Bazaar 🗌
	Th		ire must be signed by ncipal Officer		l officers of the		
	Name:						
	Title:						
	Home Ad	dress:					
	City and I	Province:					
	Postal Co						
	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.
- 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.

Step 1: Eligibility

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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 or delayed 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 licencee.
- 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 mu	ust 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
	A game schedule outlining:
	The bingo games to be played.
	The winning arrangement of numbers for each game.
	The value of the prize to be awarded for each game.
	The price of cards to be sold for each game.
	The starting and ending times for each session in which the licenced Regular Bingo event, and any events to be conducted in conjunction with it, will be held.
If yo	u require clarification on any of the above please feel free to contact the Lottery Licencing Officer at:
	519-449-2451 ext. 2219

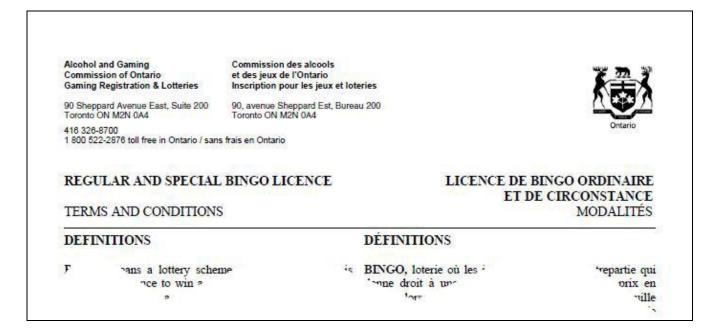
519-449-2451 ext. 2219 1-888-250-2295

julie.searles@brant.ca



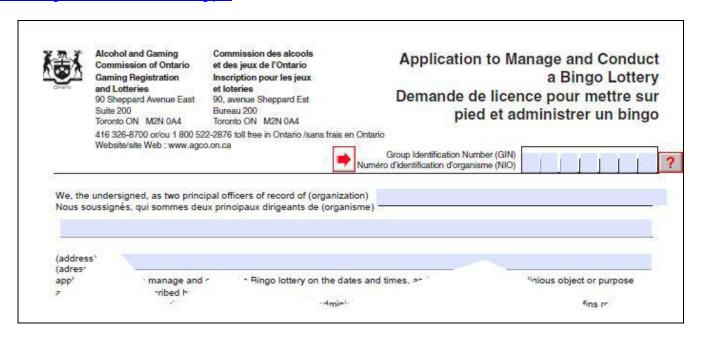
Alcohol and Gaming Commission of Ontario – Regular and Special Bingo Licence Terms and Conditions

http://www.agco.on.ca/pdfs/bi/terms_cond/3011B.pdf



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

http://www.agco.on.ca/forms/bi/6002 g.pdf



Step 1: Eligibility Step 2: Application

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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. lottery

Copy of bank statements for the entire reporting period (since opening of account or since date of last 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.



Burford ON, N0E 1A0

Alcohol and Gaming Commission of Ontario - Bingo Lottery Report

http://www.agco.on.ca/forms/bi/6348_g.pdf

