

ELIGIBILITY QUESTIONNAIRE

This questionnaire must be completed and forwarded to the Lottery Licensing Officer, along with the documents listed on the attached page.

Legal or Registered Name of the Organization: _____

Official Address: _____

Contact Name: _____ Position: _____

Phone# _____ Email: _____

1. How long has the organization been in operation? _____

2. What is the organization's fiscal year end? _____

3. Is the organization registered as a Charity with Revenue Canada? **Yes** **No**

Please provide registration date and Number: _____

4. Is the organization incorporated as a not-for-profit organization with the Ontario Ministry of Government Services? **Yes** **No**

Please provide registration date and Number: _____

5. How many members are there in the organization? _____

6. Which of the four classifications of charitable objects match the primary purpose of the organization? **(Please circle)**

a) The relief of poverty; *e.g. Food banks, Soup kitchens, Shelters etc.*

b) The advancement of education; *e.g. Schools (private/public), Literacy councils etc.*

c) The advancement of religion; *e.g. Places of worship, religious congregations etc.*

d) Any other charitable purpose beneficial to the community not falling under a), b), or c) above:

- Culture and the arts;
- Health and welfare;
- Amateur sports organizations;
- The enhancement of youth;
- The enhancement of public safety programs; and
- Community service organizations;

1 of 3

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

8. Describe the services of public good or welfare that are performed by the organization:

a) Are these services denied to any segment of the community of Oakville?

Yes **No**

b) Are these services performed without profit?

Yes **No**

We are aware that all lottery regulations are a result of the Criminal Code of Canada, the Ontario *Gaming Control Act*, The Alcohol and Gaming Commission of Ontario and the Town of Oakville. We have read the (General) Terms and Conditions which are applicable to all types of lottery licences issued in Ontario.

(1) Name: _____ **Title:** _____

Signature: _____ **Date:** _____

(2) Name: _____ **Title:** _____

Signature: _____ **Date:** _____

DOCUMENTS REQUIRED FOR LOTTERY LICENCE ELIGIBILITY REVIEW

1. A copy of the following:
 - **Letters Patent** (incorporation papers) + any Supplementary Letters Patent
 - **Revenue Canada Charity Registration Approval Letter** (Original Letter & New Business Number)
2. A copy of your current **Constitution and/or By-Laws**, 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. Completed **Police Criminal Data Request Forms** signed by the President, Vice President, Treasurer and Secretary (or equivalent titles/positions) and for any other persons who will have signing privileges on the lottery bank account. **(please call 905-845-6601 Ext.: 2920 prior to confirm this requirement)**
5. Full **Financial Statements for the past 1 year** (audited if the annual revenue was over \$250,000).
6. **Current year's budget** to determine requirement of additional funds.
7. **A cover letter** requesting the Council to approve your application to conduct and manage charitable gaming events in the Town of Oakville.
8. **Proposed use of lottery proceeds** (lottery revenues must be spent in a manner which provides a direct benefit to the community and must be used in the direct delivery of the services).
9. **Brochures or fliers** to indicate the organizational mandate and its existence.
10. **Eligibility review fee: \$25** (non-refundable) payable to the Town of Oakville.

3 of 3