

Lottery Licence Checklist

These items must be enclosed with each licence application. Do not send separately.

- Completed eligibility questionnaire (only required for first time applicants or organizations who have not been licenced within the last three (3) years)
- A fully completed application must include:**
 - Municipal address of the organization;
 - Location of ticket sales;
 - Full description of how lottery proceeds are utilized;
 - Time frame being requested for ticket sales;
 - Gaming supplier information (including current certificate of registration);
 - Lottery trust account information;
 - Minimum of three (3) names and signatures of organization's current officers (Question 13 on eligibility questionnaire).
- Licence Fee (3% of the prize value to be awarded – cheque payable to the Town of Grimsby)

First time applicants must enclose:

- Incorporation Papers (Letters Patent)
- Constitution 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)
- Detailed outline of all programs/services provided in the previous year and specific costs incurred in delivery
- Detailed outline of all programs/service currently provided and specific costs incurred in delivery
- The current operating budget
- Current Listing of the Board of Directors
- Any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to its charitable number for income-tax purposes, and confirmation that it meets the reporting requirements of the *Charities Accounting Act*
- The proposed use of proceeds, which must be 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.