



New Applicant Lottery Eligibility

ORGANIZATIONS

In order to be eligible, an organization must:

- Have been in existence for at least one year;
- Have provided charitable community services consistent with the primary objects and purposes of the organization for at least one year;
- Have a place of business in Ontario;
- Demonstrate that it is established to provide charitable services in Ontario;
- Propose to use proceeds for charitable purposes or objects that benefit Ontario and its residents; and
- Assume full responsibility for the conduct and management of its lottery events.

In order to determine organizations eligibility the following must be supplied with a completed application package:

- Copy of letters patent (Incorporation papers);
- Copy of constitution and by-laws;
- Documentation that a lottery trust account has been opened;
 - Documentation of at least two individuals who have signing authority of charity account;
 - Contact information for designated individual who will be in possession of all account activity records.
- Copy of current operating budget;
 - Should itemize each of the projected revenues and expenditures of the organization. The organization's proposed use of proceeds (as detailed in the lottery licensing application) should coincide with the line items in their current operating budget. As well, the operating budget should demonstrate a need for the lottery proceeds.
- Copy of financial statements for the preceding year;
 - These financial statements should show through past expenditures that contributions to support the charitable objectives of the organization have been made and that the organization is carrying out its charitable objects.
- List of Board of Directors
- Latest report to the Public Guardian and Trustee;
- Charitable number for income tax purposes;
- Copy of Notification of Charitable Registration letter from the Canadian Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration;

- The most recent Registered Charity Information Return & Public Information Returns, as submitted to Canada Customs and Revenue Agency
- a detailed description of activities/programs currently provided and specific costs incurred in delivery; and
- a copy of the annual report;
- a detailed list of 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.

CONSTITUTION DOCUMENTS

Every applicant organization must have a document that establishes the organization, setting out the members' common purpose and detailing how the organization will operate in order to achieve that purpose. Formal documents include Letters Patent, constitution, and memorandum of association. Informal associations that have not adopted formal written constituting documents are not eligible for lottery licensing.

The following items must be included in the constituting documents:

- the organization's name;
- the organization's purpose or object;
- a description of how an individual becomes a member of the organization and retains membership in the organization;
- a clause stating that the organization's members will not derive any gain from the organization, and that any profits will be used solely to promote the organization's objectives;
- a description of the organization's structure (e.g., president or chair, secretary, treasurer);
- description of how the organization elects its directors;
- the signature of the officers who adopted the incorporating documents;
- the signature of at least three (3) of the organization's current directing officers, certifying that the incorporating documents are current and still in effect;
- the effective date of the instrument; and
- a general dissolution clause (that addresses the winding up of the organization; and
- a further clause (which may be contained in the by-laws):
 - o that, if the organization should dissolve, provides for the distribution of the organization's assets and property held or acquired from the proceeds of licensed lottery events (i.e., lottery trust accounts or property purchased with the lottery proceeds) to charitable organizations that are eligible to receive lottery proceeds in Ontario.