

### Who is Eligible

Eligible religious, charitable and non-profit organizations may be licensed to conduct lotteries.

An organization may be eligible if it:

- Has been in existence for at least one year
- Has provided charitable community services with goals and activities that are consistent with the mandate of the organization for at least one year
- Proposes to use the proceeds for charitable programs and services that directly benefit the Town and its residents
- Assumes full responsibility for the conduct and management of its event

**An individual is not eligible for a lottery licence.**

### Instructions

To apply for an eligibility review, an organization must submit to the Municipal Clerk:

- Lottery Licence Eligibility Review Application
- Organization's constitution and/or by-laws, signed and dated
- Letters Patent, if applicable
- List of current Board of Directors showing name, position in the organization, address, phone number and email address
- Membership list, if applicable
- Brochures, pamphlets and any other background information describing programs and services delivered by the organization
- Revenue Canada Notification of Charitable Designation, if applicable
- Most recent documents filed with Revenue Canada (T3010), if the organization is registered as a charity under the *Charities Accounting Act or Income Tax Act*
- Operating budget for the current year and past year, including all sources of revenue and expenses
- Most recent annual signed financial statement

Incomplete applications will be returned to the applicant.

The Municipal Clerk will review your application and notify you in writing of your organization's eligibility to conduct a lottery. An eligibility review usually takes 30 business days to complete.

**Contact Us:** If you have any questions regarding your application, contact the Municipal Clerk.

Address: Town of East Gwillimbury  
19000 Leslie Street  
Sharon ON L0G 1V0

Hours: Monday to Friday (except holidays) 8:30 a.m. to 4:30 p.m

Telephone: 905-478-4282  
E-mail: [flamanna@eastgwillimbury.ca](mailto:flamanna@eastgwillimbury.ca)  
Website: [www.eastgwillimbury.ca](http://www.eastgwillimbury.ca)



## Lottery Licence Eligibility Review Application

### Organization Details

Registered name		Operating name (if applicable)		
Address (Business address - cannot be a P.O. Box)		Unit	Town	Postal code
Mailing Address (if different from above)		Unit	Town	Postal code
Name of Bona Fide Member – Designated in charge (First, Last)			Organization title/position	
Business phone	Cell phone	Home phone	Fax	
Email		Website		
Providing services since		Number of members		
Category that best describes the organization (check one)				
Arts and Culture <input type="checkbox"/>	Sports <input type="checkbox"/>	Education <input type="checkbox"/>	Community Support <input type="checkbox"/>	
Health and Welfare <input type="checkbox"/>	Service Club <input type="checkbox"/>	Religious <input type="checkbox"/>	Relief of Poverty <input type="checkbox"/>	

### Programs and/or Services Provided

(Attach additional information if needed)	
Name of program or service	Yearly costs incurred
Name of program or service	Yearly costs incurred
Name of program or service	Yearly costs incurred
Name of program or service	Yearly costs incurred
Name of program or service	Yearly costs incurred
Name of program or service	Yearly costs incurred



## Lottery Licence Eligibility Review Application

### Proposed Use of Proceeds

Lottery revenues must be spent in a manner which provides a direct benefit to the residents of the Town and is consistent with the mandate of the organization. Explain in detail the proposed use of lottery proceeds. Attach additional pages if required.

### Financial Details

Name of organization's banking institution

Fiscal year end date

Last date of filing (if applicable)

### Principal Officers of Record

Registered name of organization

We as principal officers of this organization declare:

- We have read over this application
- All information provided in this application is true and correct
- If eligible status for lottery licensing is granted, we undertake to comply with all the terms and conditions of any such licence issued

Name of Principal Officer (First, Last)

Title/position in organization

Other positions in organization (if applicable)

Address

Unit

Town

Postal code

Business phone

Cell phone

Home phone

Fax

Signature

Date



## Lottery Licence Eligibility Review Application

Name of Principal Officer (First, Last)		Title/position in organization		
Other positions in organization (if applicable)				
Address		Unit	Town	Postal code
Business phone	Cell phone	Home phone		Fax
Signature			Date	

Name of Bona Fide Member – Designated in charge (First, Last)		Title/position in organization		
Other positions in organization (if applicable)				
Address		Unit	Town	Postal code
Business phone	Cell phone	Home phone		Fax
Signature			Date	

Name of Bona Fide Member – Designated in charge (First, Last)		Title/position in organization		
Other positions in organization (if applicable)				
Address		Unit	Town	Postal code
Business phone	Cell phone	Home phone		Fax
Signature			Date	