



## Lottery Licences Documents Required For Processing

Organizations must have been in existence for at least 1 year before being considered eligible for lottery licences as well as having its home base in the Municipality of Clarington. The group must demonstrate that it is established to provide charitable services in Ontario and that the proceeds will be used for objects or purposes that will benefit Ontario residents.

### First Time Applicants

**“must” provide the following documentation:**

**Please apply corresponding number to each item submitted.**

#	Documents	One time Only or Yearly	Item Received
1.	Copy of Incorporation Papers	One time	
2.	Copy of Notification of Charitable Registration (Revenue Canada)	One time	
3.	Copy of Constitution and By-laws	One time	
4.	Detailed outline of charitable programs/ service provided and specific costs incurred in delivery	One time	
5.	Copy of Financial Statement for Previous Fiscal Year (Audited, where applicable)	Yearly	
6.	Copy of Current Operating Budget	Yearly	
7.	Copy of Most Recent Registered Charity Information Return & Public Information Return (Revenue Canada)	Yearly	
8.	Current Listing of Board of Directors	Yearly	
9.	<b>Sports Organizations</b> – Must supply Municipality with listing of all players, ages and birth dates	Yearly	

The following information must be provided each time you apply for a new licence.

**Please apply corresponding letter to each item enclosed.**

Letter	Documents	Item Received
A.	A completed application form which has been signed by two Directors of the organization and witnessed.	
B.	A completed financial report from the previous Lottery Licence must be submitted within 30 days of expiry of licence. Bank Statements and copies of cheques should be attached to the report. (If all tickets are sold before the expiry date, the Nevada licence is also considered expired and the report due 30 days thereafter)	
C.	A sample of the ticket to be sold at this location.	

### Nevada Only

Letter	Documents	Item Received
D.	A completed “Charitable Questionnaire” (attached)	
E.	“Third Party” Agreement (attached) (when applicable)	
F.	A sample of the ticket to be sold at this location.	

**Payment will be accepted when the licence is issued.**