

Who is Eligible

Eligible religious, charitable and non-profit organizations may be licensed to conduct lotteries in Innisfil. 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 in Innisfil.
- Proposes to use the proceeds for charitable programs and services that directly benefit Innisfil and its residents.
- Assumes full responsibility for the conduct and management of its event.

An individual is not eligible for a lottery license.

Instructions

Applying for a lottery license is a **TWO STEP** process if your organization has not been licensed by the Town in the past two years:

Step 1 – Applying for an Eligibility Review

To apply for an eligibility review, an organization must submit to Customer Service:

- Lottery Licensing 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.

We will review your application and notify you in writing of your organization's eligibility to conduct a lottery. An eligibility review usually takes 5 business days to complete.

Step 2 – Applying for a Lottery License

To apply for a lottery license, an organization must submit to Customer Service:

- Application to manage and conduct the lottery and supporting documentation
- Lottery licensing fee is payable at the time of pick-up of the license.

Select Lottery Type

Please select the type of lottery event that you will be applying for (select all that apply):

- Raffles
- Break Open Tickets
- Lottery Events at a Bazaar
- Bingo in a Public Place
- Bingo in a Commercial Bingo Hall or e-Bingo Centers
 - Pending approval of your eligibility, your organization will be placed on the Bingo Waiting List

Contact Us

If you have any questions regarding your application, contact Customer Service

Address: Town of Innisfil – Customer Service
2101 Innisfil Beach Road
Innisfil, ON L9S 1A1

Telephone: (705)-436-3740

Website: www.innisfil.ca/living/ourservices/lottery-license/

E-mail: inquiry@innisfil.ca

Hours:
Monday – Friday: 8:30 a.m. – 4:30 p.m.
Saturday: 9:00 a.m. – 12:00 p.m.
Open late 2nd and 4th Wednesday's of the month 4:30 p.m. - 7:30 p.m.

<u>Organization Details</u>			
Registered name		Operating name (if applicable)	
Address (Business address – no P.O. Box)	Unit	City	Postal Code
Mailing Address (if applicable)	Unit	City	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"/> Health and Welfare <input type="checkbox"/> Service Club <input type="checkbox"/> Religious <input type="checkbox"/> Community Support <input type="checkbox"/> Relief of Poverty <input type="checkbox"/>			

<u>Programs and/or Services Provided</u>	
(Attach additional information if needed)	
Name of program or service	Yearly costs incurred
Name of program or service	Yearly costs incurred
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<u>Proposed Use of Proceeds</u>
<p>Lottery revenues must be spent in a manner which provides a direct benefit to the residents of Innisfil and is consistent with the mandate of the organization. Explain in detail the proposed use of lottery proceeds. Attach additional pages if required.</p>

<u>Financial Details</u>	
Name of organization's banking institution	
Fiscal year end date	Last date of filing (if applicable)

<u>Principal Officers of Record</u>			
Registered name of organization			
We as principal officers of this organization declare: <ul style="list-style-type: none"> • 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 license issued 			
Name of Principal Officer (First, Last)		Title/position in organization	
Other positions in organization (if applicable)			
Address		Unit	City Postal Code
Business phone	Cell phone	Home phone	Fax
Signature		Date	

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