

## Who is Eligible

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

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 Toronto
- Proposes to use the proceeds for charitable programs and services that directly benefit Toronto and its residents
- Assumes full responsibility for the conduct and management of its event

An individual is not eligible for a lottery licence.

## Instructions

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

### Step 1 – Applying for an Eligibility Review

To apply for an eligibility review, an organization must submit to Gaming Services:

- 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
- Eligibility review fee of \$26 (HST not applicable)
  - Payment by cheque (payable to "Treasurer, City of Toronto")
  - Personal cheques and cash are not accepted

Incomplete applications will be returned to the applicant.

Gaming Services 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.

### Step 2 – Applying for a Lottery Licence

To apply for a lottery licence, an organization must submit to Gaming Services:

- Application to manage and conduct the lottery and supporting documentation
- Lottery licensing fee

**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 Non-Commercial/Public Place for

organizations that host less than 3 events per week

**Contact Us**

If you have any questions regarding your application, contact Gaming Services.

Address: Gaming Services  
East York Civic Centre  
850 Coxwell Ave., Fl. 3  
Toronto, ON, M4C 5R1

Telephone: 416-392-7037

E-mail: [lotterylicences@toronto.ca](mailto:lotterylicences@toronto.ca)

Website: [www.toronto.ca/lotterylicences](http://www.toronto.ca/lotterylicences)

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

# Lottery Licensing Eligibility Review

## Organization Details

Registered name		Operating name (if applicable)	
Address (Business address - cannot be a P.O. Box)		Unit	City
Mailing Address (if different from above)		Unit	City
Postal code		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	Sports	Education	Community Support
Health and Welfare	Service Club	Religious	Relief of Poverty

## 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 Licensing Eligibility Review

## Proposed Use of Proceeds

Lottery revenues must be spent in a manner which provides a direct benefit to the residents of Toronto 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

City

Postal code

Business phone

Cell phone

Home phone

Email

Signature

Date

# Lottery Licensing Eligibility Review

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		Email
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		Email
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		Email
Signature			Date	