



Municipality of Dysart et al
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ORGANIZATIONAL ELIGIBILITY **FOR LOTTERY LICENSING**

The Following Pre-Requisites are Mandatory to be Considered Eligible for a Lottery Licence:

1. organizations must have been in existence for at least one (1) year;
2. have provided charitable community services consistent with the primary objects and purposes of the organization for at least one year;
3. have a place of business in Ontario;
4. demonstrate that it is established to provide charitable services in Ontario;
5. propose to use proceeds for a charitable purpose or objects that benefit Ontario and its residents; and
6. assume full responsibility for the conduct and management of its lottery events.

Types of Charitable and Religious Organizations

Types of organizations in the four categories of charitable mandate include those providing for:

- a) The Relief of Poverty

Organizations providing assistance to:

- food banks;
- street patrols who work directly with homeless people;
- shelters for the homeless and economically disadvantaged; and
- meal programs.

b) The Advancement of Education

To be eligible, an organization must provide public programs which:

- provide significant scholastic or vocational training or instruction;
- develop intellectual capacity or teach necessary life skills; or
- engage in research that improves human knowledge, and disseminate that knowledge to the public.

c) The Advancement of Religion

Religious organizations must demonstrate that programs and services assist in the delivery of religious services and programs to the community. A religious body is considered charitable when its activities serve religious purposes for the public good. Other activities that advance religion include:

- organizing and providing religious instruction, and performing pastoral and missionary work; and
- establish and maintaining buildings for worship and other religious use.

d) Other Charitable Purposes Beneficial to the Community

To qualify an organization must demonstrate that:

- it is operated on a not-for-profit basis, and its purposes include charitable or religious objects;
- its services are offered to a significant portion of the public; and
- the purposed use of proceeds are consistent with its mandate.

Eligible organizations include those with mandates in:

- culture and arts;
- health and welfare;
- amateur sports organizations (youth, with a few exceptions)
- the enhancement of youth;
- the enhancement of public safety; and
- community service organizations (service clubs).

Required Documents to be Submitted with Charitable Questionnaire

When an organization first applies for any type of lottery licence, or whenever an eligibility review is required, it **MUST** provide all of the following information and documents that apply to it:

1. a copy of Letter Patent (Incorporation papers) if applicable;
2. a copy of your organizations constitution or by-laws bearing the signature of three directing officers (see minimum requirements of a constitution);
3. a copy of its budget for the current year;
4. a copy of its financial statements for the preceding year;
5. a list of its Board of Directors;
6. its latest report to the Public Guardian and Trustee, if applicable;
7. its charitable number for income tax purposes, if applicable;
8. a copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable;
9. copies of its charitable returns to the Canada Revenue Agency for the previous calendar year;
10. a detailed description of its activities;
11. a copy of its annual report; and
12. a letter stating the purposed use of proceeds, which must be consistent with the primary objects, and purposes of the organization, which must be of charitable nature consistent with at least one of the four classifications of charitable purposes.

Minimum Requirements for a Constitution

Note: For the purpose of proving eligibility as a charity, the constitution of an organization **MUST**, as a minimum, include the following:

1. the organization's name;
2. the organization's purpose or objects;
3. a description of how an individual becomes a member of the organization and retains membership in the organization;
4. 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;
5. a description of the organization's structure (e.g., president or chair, secretary, treasurer, etc.);
6. a description of how the organization elects its directors;
7. the signature of the officers who adopted the incorporating documents;
8. the signature of at least three of the organization's current directing officers, certifying that the incorporating documents are current and still in effect;
9. the effective date of the instrument;
10. a further clause (which may be contained in the by-laws):
 - that, if the organization should dissolve, provides for the distribution of the organization's assets and property held or acquired from the proceeds of the licensed lottery event (i.e., lottery trust accounts or property purchased with lottery proceeds) to charitable organizations that are eligible to receive lottery proceeds in Ontario.