



## **Catch the Ace Lottery Licence Application Checklist**

These items must be enclosed with each licence application (**Do not** send separately)

- ┆ Completed eligibility questionnaire (only required for first time applicants or organizations who have not been licenced within the last 3 years)
- ┆ Completed application form (requires 2 signatures)
- ┆ A fully completed application must include:
  - ┆ Municipal address of the organization
  - ┆ Schedule of proposed draws including dates and location
  - ┆ Full description of how lottery proceeds are utilized
  - ┆ Prices of the tickets
  - ┆ Rules of the draw (types of tickets being used)
  - ┆ Prize value to be awarded
- ┆ Licence Fee  
(3% of the prize value to be awarded – cheque made payable to the Town)
- ┆ First time applicants must enclose:
  - ┆ Must prove to the Town that the organization has been in existence and fully operational for at least one year;
  - ┆ A copy of its Letter Patent;
  - ┆ A copy of its Constitution and Bylaws (Must include a general dissolution clause that addresses the distribution of the organization's assets and property acquired from Licensed Lottery Events);
  - ┆ A copy of its budget for the current year;
  - ┆ A copy of its financial statements for the preceding year;
  - ┆ A list of its Board of Directors;
  - ┆ Its latest report to the Public Guardian and Trustee;
  - ┆ Its charitable number for income tax purposes;
  - ┆ 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;
  - ┆ A detailed description of its activities;
  - ┆ A copy of its annual report;
  - ┆ Detailed outline of the proposed use of lottery proceeds (be specific); and
  - ┆ Documentation proving the set-up of a lottery trust account, as well as the two signing officers of the charity who have cheque writing privileges. All expenses and charitable donations must be paid by cheque and shall be directly related to the conduct of the event.