



## Quick Guide to Lottery Licence Applications

### Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
  - relieve poverty
  - advance religion
  - advance education
  - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario and proposes to use proceeds for charitable purposes that benefit Ontario residents.
- is non-profit

Examples may include:

- hospital foundations
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

### Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package.

- This package is used to apply to the municipal office of Welland for charitable gaming event licences.
- Keep a copy of all licence application documents for your records.

- Activities are regulated by the **Criminal Code of Canada, Section 206 & 207, Order-in-Council and the Gaming Control Act, 1992 and Regulations.**
- You can obtain copies of the **Gaming Control Act and Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at [www.agco.on.ca](http://www.agco.on.ca)

### Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the Instructions are not followed or if Application information is missing. This may result in the cancellation of your charitable gaming event.
- **City of Welland** requires a minimum of 24 hours processing time and 5-10 days for first time licensees which must be approved by Council.
- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted. \*Signers must be bona fide members and cannot be related by blood or marriage and the same rules apply for witnessing signatures.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

### Use of Proceeds

The organization's proposed use of proceeds must be for charitable programs which must be consistent with the charitable purposes and objects of the organization.

### Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.