

**Please read the following carefully and return with all documentation requested below. Thank you.**

**Determination of eligibility for new organizations before applying for a lottery license**

If your organization has not been licensed by South Frontenac before a review of all relevant documentation to determine eligibility for lottery licenses must be conducted prior to applying for a lottery license. Each application is unique; Determination of eligibility will depend on the specific organization and its proposed use of proceeds.

**Who is Eligible? An organization must meet ALL of the following mandatory criteria before it is considered eligible to apply for a lottery license:**

1. The organization has been in existence for at least one (1) year.
2. The organization must have a place of business in Ontario;
3. Demonstrate that it is established to provide charitable services in Ontario and
4. Use the proceeds for objects or purposes which benefit Ontario residents.

**What is Needed to Determine Eligibility?**

Your organization will need to submit the following documents and information so eligibility can be determined:

- South Frontenac Questionnaire
- Letters Patent (if applicable)
- Constitution and By-laws
- The most recent Registered Charity Information Return (T3010), as submitted to Canada Revenue Agency (if applicable)
- Detailed outline of all programs/services provided in the previous year
- Detailed outline of all programs/services currently provided
- Operating budget for the current year, including all sources of revenue and expenses.
- Financial Statement for Previous Fiscal Year (audited, where applicable)
- Current Listing of the Board of Directors
- The proposed use of proceeds of the lottery event. Use of proceeds must be consistent with the primary objectives of the organization and must also be of a charitable nature that is consistent with at least one of the four classifications of charitable purposes.
- Revenue Canada Notification of Charitable Registration (if applicable)
- Any other information that will assist in determining the charitable nature of the objects and purposes of the organization (this may include an annual report, correspondence relating to its charitable number for income tax purposes, confirmation that it meets the reporting requirements of The Charities Accounting Act)

**Incomplete applications for eligibility review will be returned to the applicant along with a Notice of Deficiency detailing what is missing before the organization may submit a lottery licence application.**