



### PERMIT APPLICATION FORM

Application to Municipality for permit to participate in Ontario Lottery and Gaming Corporation ("OLG") Charitable Games

|                                     |                                   |              |
|-------------------------------------|-----------------------------------|--------------|
| Charitable Organization:            |                                   |              |
| Address:                            | Municipality:                     | Postal Code: |
| Charitable Gaming Centre Supported: | Charitable Gaming Centre Address: |              |
| Period:                             | To:                               |              |

We, the undersigned, as principal officer(s) of the above charitable organization apply to the above "Municipality" for a permit to participate in charitable games conducted and managed by OLG at the above "Charitable Gaming Centre" for the above permit period:

1. The charitable or religious objects or purposes to which proceeds are to be devoted are described as:

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(Circle One)

2. Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario? **YES** **NO**

3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization? **YES** **NO**

If YES, give Registration Number: \_\_\_\_\_

4. How long has the Organization been in existence in the Municipality? \_\_\_\_\_

5. How many members does the Organization have in the Municipality? \_\_\_\_\_

6. Is the charity a member of the OLG-recognized member Charitable Gaming Centre Association? **YES** **NO**

**Membership in a Charitable Gaming Centre Association recognized by OLG is a condition of receiving and maintaining the Permit.**

UPON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REQUIRED BY THE MUNICIPALITY, THE FOLLOWING DOCUMENTS OR INFORMATION WHERE ANY CHANGES HAVE BEEN MADE SINCE THE LAST SUBMISSION TO THE MUNICIPALITY:

- governing documents (including articles of incorporation, constitution and by-laws;
- financial statements for your most recently-completed fiscal year (audited where applicable);
- current year's operating budget;
- your most recent registered charity information return and public information return
- a list of your current Board of Directors;
- detailed outline of charitable programs/services provided and specific costs incurred in delivery
- any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to your charitable number for income-tax purposes
- the proposed use of proceeds, which must be consistent with your answer to question no.1 above

7. Designated Bona Fide Member or Signing Officer:

I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's charitable games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied. I further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under which this Permit is supplied.

|                           | First Designated Bona Fide Member or Signing Officer: | Second Designated Bona Fide Member or Signing Officer: |
|---------------------------|---|--|
| Signature(s):             | _____   | _____  |
| Print Name in Full:       | _____   | _____  |
| Position:                 | _____   | _____  |
| Business Telephone        | _____   | _____  |
| Number(s): Email Address: | _____   | _____  |
| Date(s) of signing:       | _____   | _____  |



## PERMIT REQUIREMENTS

(Permit Application Form Page 2)

1. The Permittee shall obtain receipts for each expense incurred.
2. The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the Charitable Games conducted and managed by Ontario Lottery and Gaming Corporation ("OLG") at the Charitable Gaming Centre (herein referred to as "OLG's charitable games").
3. The Permittee shall maintain books, records and other documents in support of all-financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
4. The Permittee shall:
  - a) provide unencumbered access to the Permittee's books, records and other documents including, but not limited to, the use of proceeds derived from OLG's charitable games, to persons appointed by the Municipality and to all peace officers; and
  - b) deliver to the Municipality within the time period specified by the Municipality the Permittee's books, records and other documents including, but not limited to, those related to the use of proceeds from OLG's charitable games, and such other materials as required by the Municipality for audit and investigation purposes.
5. Each designated business account shall be maintained in the name of the Permittee, and shall have the following features:
  - a) payment/withdrawal privileges and monthly statements issued;
  - b) all cheques returned with monthly statement or available for printing online.
6. In administering the designated business account, the Permittee shall:
  - a) appoint a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee;
  - b) deposit into the account all monies derived from OLG's charitable games;
  - c) ensure payments/withdrawals are made only for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
7. The Permittee shall not:
  - a) deposit monies received from any source other than OLG's charitable gaming centres - into the designated business account, or;
  - b) close the designated business account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
8. The Permittee shall provide the Municipality with a financial report outlining the receipt and use of proceeds from OLG's charitable games on the form prescribed by OLG including bank statements and receipts.
9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit
10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
  - a) financial statements, which shall, at a minimum, include a summary of the financial information with respect to the receipt and use of proceeds from OLG's charitable games and all expenses, disbursements, net proceeds and use of net proceeds; and
  - b) a report on the Permittee's compliance with these Permit Requirements.
11. The Permittee shall be a member of the OLG recognized Charitable Gaming Centre Association as a condition of receiving and maintaining a Permit.