



Raffle Lottery Application Quick Guide

What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

Licence Application Checklist

These items **MUST** be enclosed with each Licence Application form (Do not send separately):

- The completed application form – A fully completed application must include: the location of event, date and time of the proposed draw (sporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events) as well as the charitable purpose to which proceeds are to be donated (include a clear description)
- The price of the tickets, the total number of tickets to be printed and a sample ticket
- Licence fee – set by Municipality, must not exceed 3% of total prizes to be awarded (make the cheque payable to the Township of Brock)
- The retail market value of the prizes to be awarded must not be less than 20 percent of the total value of all tickets issued
- Rules for the draw and the collection of prizes
- If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copies of all receipts, invoices, purchase orders, bills of sale, or letters of intent (quote) for prizes of \$500 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be used
- A full explanation of how credit card sales and dishonoured cheques will be handled
- The cut-off date for the sale of tickets by cheques and credit cards
- A complete list of prizes, with their full retail value (plus taxes)
- A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.
- Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued

Municipality may also request:

- A business plan and budget for the raffle lottery
- A detailed ticket sales plan, including where, when and how sales will take place
- Any other documentation deemed necessary by the municipality
- A description of all the services to be obtained from each supplier

First-time applicants must enclose copies of:

- Governing Documents – Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
- Detailed Outline of programs/services – What they are, how delivered to clients, specific costs, supporting materials, etc.
- Organization's current operating budget
- Organization's verified financial statements for last fiscal year
- List of Board of Directors
- Latest report to the Public Guardian and Trustee, if applicable
- Revenue Canada notification of registration letter (If your organization is registered)
- Membership list, if applicable
- Organization's Annual Report, if applicable

For more information please contact:

Township of Brock - Lottery Licence Officer Deena Hunt, Clerk's Assistant

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