



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):

- ☐ Licence fee – Set by Municipality. Must not exceed 3% of total prizes to be awarded (make the cheque payable to the Township of Brock)
- ☐ 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 and a sample ticket
- ☐ Total number of tickets to be printed
- ☐ 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:

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