



**CHARITABLE GAMING PERMIT APPLICATION FORM**  
Application to Municipality for permit to participate in Ontario  
Lottery and Gaming Corporation ("OLG") Charitable Games

**CHARITABLE ORGANIZATION INFORMATION**

|                           |               |
|---------------------------|---------------|
| Organization Name:        | Municipality: |
| Address:                  | Postal Code:  |
| Charitable Gaming Centre: |               |

We, the undersigned, as authorized 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".

**Application Type**

☐ New Applicant ☐ Renewal

Current Permit Number, if renewal: \_\_\_\_\_

**Section 1. Organization Structure** *(New applicants must complete this section. Applicants renewing their permit must complete this section if information has changed.)*

1. How is your charitable organization structured? **(select ONE):**

1.1 Incorporated as a Not-for-profit organization in the Province of Ontario? ☐

If YES, provide the following:

- Corporation Number: \_\_\_\_\_
- A copy of Articles of Incorporation
- A list of the Board of Directors, including contact information

**OR**

1.2 Registered as a charity with the Canada Revenue Agency (CRA)? ☐

If YES, provide the following:

- Registration Number: \_\_\_\_\_
- A list of the Board of Directors, including contact information

**OR**

1.3 Unincorporated Not-for-Profit Organization? ☐

If YES, provide the following:

- A copy of the organization's By-laws and/or Constitution
- A list of the Board of Directors, including contact information

**Section 2. Programs, Services and Use of Proceeds** *(New applicants must complete this section.)*

2. How long has the organization been providing programming and services to the community?

\_\_\_\_\_

3. Provide a detailed outline of charitable programs/services offered by your organization, including the locations where these services are delivered.

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**Section 3. Permit History and Compliance** *(All applicants must complete this section.)*

4. Does this organization hold another cGaming Permit in another Municipality? ☐Yes ☐No  
If YES, which Municipality: \_\_\_\_\_

5. Has this organization ever had a cGaming Permit or Lottery Licence suspended or revoked by the AGCO, another municipality, or any lottery licensing authority in any jurisdiction? ☐Yes ☐No

If YES, please specify type of licence/permit, issuing authority, reason and date of suspension /revocation:

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6. Provide the charitable programs and services to which proceeds are to be devoted, including the approximate cost to support each program/services.

| Programs and Services                                                   | Approximate cost to support this Program/Service |
|-------------------------------------------------------------------------|--------------------------------------------------|
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
|                                                                         | \$                                               |
| <b>Target fundraising goal from Charitable Gaming (cGaming Budget)*</b> | <b>Total \$:</b>                                 |

\* This refers to the amount the group intends to raise within a permit period by participating in the cGaming program. Supporting documents outlining the organization's programs, services, and associated costs must also be included with the application.

**Section 4. Renewal Updates** *(Applicants renewing their permit must complete this section.)*

7. Has your Board of Directors changed since the last permit? ☐Yes ☐No  
If YES, provide a list of the current Board of Directors and their contact information.

## **Section 5. Permit Requirements and Obligations**

1. The Permittee shall maintain detailed records of all financial transactions related to charitable gaming, including the bank balance of the cGaming account, receipts for each expense, and disbursement of proceeds from OLG's charitable games. These records must be kept up to date, provided to the Municipality on a monthly basis, and retained for no less than four years from the date of the Permit. 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 on a monthly basis.
2. The Permittee shall:
  - a) provide unencumbered access to the Permittee's charitable gaming-related 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 charitable gaming related 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, acting reasonably, for audit and investigation purposes;
  - c) recognize that cGaming funds provide partial support only and are to be used as one component of a broader, diversified funding strategy.
3. The designated cGaming 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.
4. In administering the designated cGaming business account, the Permittee shall:
  - a) appoint a minimum of two (2) signing officers, who must be volunteers/Board 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.
5. The Permittee shall not:
  - a) deposit monies received from any source other than OLG's cGaming Centres into the designated business account, unless prior written approval has been obtained from the municipality. Funds received from iGaming activities shall only be deposited into the cGaming account where a general operating account is not available. In such cases, charities must notify the municipality accordingly. The Eligibility and Use of Proceeds requirements do not apply to these funds;
  - b) close the designated business account until all monies have been depleted according to the Eligibility and Use of Proceeds document, and a report has been submitted to the Municipality.
6. The Permittee shall provide, within 30 days of each month end, the Municipality with 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.
7. The Permittee shall immediately become a member of the OLG recognized Charitable Gaming Centre Association in addition to the Ontario Charitable Gaming Association (OCGA) and remain a member in good standing at all times as a condition of receiving and maintaining a Permit.

**By checking this box and signing this application you agree to the above permit requirements/obligations.**

☐ **Yes**

Authorized Signing Officer: I, hereby confirm that I am authorized by the Board of Directors to make this Permit application. Furthermore, I certify that as the signing officer, I accept accountability to ensure that our organization's Board is made aware of the requirements associated with participation in charitable games that are conducted and managed by OLG. I shall be responsible for such participation in accordance with all 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 the OLG Use of Proceeds and Eligibility Guidelines and OLG Policies and Standards for Charities.

|                     | <b>First Authorized Signing Officer:</b> | <b>Second Authorized Signing Officer:</b> |
|---------------------|------------------------------------------|-------------------------------------------|
| Signature(s):       | _____                                    | _____                                     |
| Print Name in Full: | _____                                    | _____                                     |
| Board Position:     | _____                                    | _____                                     |
| Business Phone #:   | _____                                    | _____                                     |
| Email Address:      | _____                                    | _____                                     |
| Date(s) of signing: | _____                                    | _____                                     |

### **Section 6. Required Documents Checklist**

- ☐ Governing documents, such as Articles of Incorporation, Constitution, and/or By-laws (*required for new applicants; required for renewals only if there are changes*).
- ☐ Current Board of Directors, including contact information (*required for new applicants; required for renewals only if there are changes to the Board*).
- ☐ A detailed outline of charitable programs/services, including the specific costs for delivery, with the total amount representing the cGaming budget (*required for all applicants*).
- ☐ Financial statements for the preceding year (*required for renewals*).

### **Municipal Use Only**

|                                  |                                                    |
|----------------------------------|----------------------------------------------------|
| Date of Submission:              | Permit Period:                                     |
| Reviewed By:                     |                                                    |
| Approved/Renewed:                | <input type="radio"/> Yes <input type="radio"/> No |
| If not approved/renewed, reason: |                                                    |
| Date of Approval/Renewal:        |                                                    |