

**LOTTERY LICENSING
ELIGIBILITY AND USE OF PROCEEDS**

Evaluation Guidelines - Checklist for New Organizations

<input type="checkbox"/>	A copy of its letters of patent - this is technically a requirement to submit, as per the LLPM. We have other groups that have provided this information in the past so it is obtainable. You can visit www.attorneygeneral.jus.gov.on.ca/english/family/pgt/charbullet/bullet2.asp for information. However, this information basically provides additional information for us to determine if you are a charity/non-profit organization with charitable purposes/service club and we are confident that the information you provided us already addresses this.
<input type="checkbox"/>	A copy of its constitution and by-laws (has this been updated?)
<input type="checkbox"/>	A copy of its budget for the current year
<input type="checkbox"/>	A copy of its financial statements for the preceding year
<input type="checkbox"/>	A list of its Board of Directors
<input type="checkbox"/>	Its latest report to the Public Guardian and Trustee - you will only have this if your organization owns property. If you have this report providing us a copy is at your discretion. It is simply a piece of information the municipality can use to determine if the organization has charitable purposes.
<input type="checkbox"/>	Its charitable number for income tax purposes and copy of its Notification of Charitable Registration letter from Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration
<input type="checkbox"/>	Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year
<input type="checkbox"/>	A detailed description of its activities (Use of Proceeds)
<input type="checkbox"/>	A copy of its annual report