

Raffle Information Package

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 (cheque payable to the Town of Tillsonburg)
- Completed application form – A fully completed application must include: Location, date & 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)
- The price of the tickets and a sample ticket
- Total number of tickets to be made available for sale
- Rules for the draw and collection of prizes
- If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be payable to the municipality for the full retail value of all prizes to be awarded including taxes with an expiry date of no less than 45 days after the licence expiry date
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- An expiry date of no less than 45 days after the last draw
- Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent 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 and debit card sales and dishonored 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

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
- Municipal approval letter (if applicable)

First-time applicants may be required to enclose copies of:

- Completed questionnaire
- Incorporation Papers (Letters Patent)
- Constitution and By-laws
- Copy of budget for the current year
- Copy of financial statements for the preceding year
- The current listing of the Board of Directors
- Latest Report to the Public Guardian and Trustee
- Charitable number for income tax purposes
- Copy of the Notification of Registration Letter (Canada Customs and Revenue Agency) with any supporting documentation, including the status and terms of registration
- Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year (audited, where applicable)
- A detailed description of its activities provided in the previous year and specific costs incurred in delivery
- Copy of annual report
- Any other information that will assist in determining the charitable nature of the objects and purposes

For more information please review the following documents and the AGCO website <https://www.agco.ca/> :

- Quick Guide to Lottery Licence Applications
- Application to manage and conduct a Raffle Lottery
- Raffle Licence Terms and Conditions
- Lottery Report
- Application to manage and conduct a blanket raffle lottery
- Blanket Raffle Lottery Report

For more information please contact the Office of the Clerk at clerks@tillsonburg.ca