

Date(s) of signing:

PERMIT APPLICATION FORM

Application to Municipality for permit to participate in Ontario Lottery and Gaming Corporation ("OLG") Charitable Games

C	Charitable Organization:						
Α	Address:			Municipality:	Postal Cod	le:	
C	Charitable Gaming Centre Supported:		Chari	itable Gaming Centre Address:			
		l					
P	Period:	To:	<u> </u>	,			
	e, the undersigned, as principal officer(s) of naritable games conducted and managed by					rticipate in	
1.	The charitable or religious objects or pur	rposes to which proceeds are to be	devot	ed are described as:			
					(Circle C	—— One)	
)	Is the Permit Applicant incorporated as	a non-profit organization in the Pr	ovince	of Ontario?	YES	NO NO	
3.	Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario? Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization?				YES	NO	
-	If YES, give Registration Number: _				-		
4. How long has the Organization been in existence in the Municipality?							
5.	How many members does the Organization have in the Municipality?						
ŝ.	Is the charity a member of the OLG-recog	gnized member Charitable Gaming	Centro	e Association?	YES	NO	
	Membership in a Charitable Gaming Centre	Association recognized by OLG is a con	dition	of receiving and maintaining the P	ermit.		
	ON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REC	QUIRED BY THE MUNICIPALITY, THE FOLLOWING DC	CUMENT	S OR INFORMATION WHERE ANY CHANGES HA	.VE BEEN MADE SINCE T	THE LAST SUBMISSION TC	
ΓH:	IE MUNICIPALITY: governing documents (including articles of incorporation, constitution and by-laws;						
•	financial statements for your most recently-completed fiscal year (audited where applicable); current year's operating budget; your most recent registered charity information return and public information return						
	your most recent registered charity information return and public information return a list of your current Board of Directors; detailed outline of charitable programs/services provided and specific costs incurred in delivery						
· -	any other information that will assist in determining the char	charity information return and public information return					
_	5 to 15 State Manufacture Clarks						
/.	Designated Bona Fide Member or Signing						
	I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's charital games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under whithis Permit is supplied.						
		First Designated Bona Fide Memb or Signing Officer:	er	_	red Bona Fide Member		
	Signature(s):					_	
	Print Name in Full:					_	
	Rusiness Talanhona Number(s)						
	Business Telephone Number(s):					_	

PERMIT REQUIREMENTS



(Permit Application Form Page 2)

- 1. The Permittee shall obtain receipts for each expense incurred.
- The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the Charitable Games conducted and managed by Ontario Lottery and Gaming Corporation ("OLG") at the Charitable Gaming Centre (herein referred to as "OLG's charitable games").
- 3. The Permittee shall maintain books, records and other documents in support of all-financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
- 4. The Permittee shall:
 - a) provide unencumbered access to the Permittee's 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 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 for audit and investigation purposes.
- 5. Each designated 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.
- 6. In administering the designated business account, the Permittee shall:
 - a) appoint a minimum of two (2) signing officers, who must be bona fide 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.
- 7. The Permittee shall not:
 - a) deposit monies received from any source other than OLG's charitable gaming centres into the designated business account, or;
 - b) close the designated business account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
- 8. The Permittee shall 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.
- 9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit
- 10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
 - a) 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; and
 - b) a report on the Permittee's compliance with these Permit Requirements.
- 11. The Permittee shall be a member of the OLG recognized Charitable Gaming Centre Association as a condition of receiving and maintaining a Permit.