



THE CITY OF YELLOWKNIFE

Raffle Application

Application should be submitted at least two weeks prior to the planned ticket sales start date.
Any application submitted within the two-week period may not be processed in time.

Licence #: _____

Application Date: ____/____/____
YY MM DD

Formal/Legal Name of Applicant: _____

Mailing Address: _____ Postal Code: _____

Governing Body (if applicable): _____

Incorporated Under: _____

Registered Charity
#

Societies Act
#

Other
(specify)

Incorporation Date:

How long has group existed?

of Board members

of Org. Members

RAFFLE CONTACT (for correspondence)

Print Name: _____

Mailing Address: _____ Postal Code: _____

Residence Phone

Business Phone

Fax

Email

AUTHORIZATION FOR APPLICATION

We Certify That: all information and documents supplied are correct, and the group has authorized us to make this application. Any City of Yellowknife Administrator may examine and make copies of all records relating to this application and/or licence. This includes the approved lottery bank account(s) at any financial institution(s).

President's Signature: _____ Print Full Name: _____

Mailing Address: _____ Postal Code: _____

Residence Phone

Business Phone

Fax

Email

TYPE OF RAFFLE (Please check (✓) one below)

Ticket Sales 50/50 Draw Ballot Draw Other: _____

A complete sample raffle ticket must be submitted with this application. The ticket must include the organization's name and contact information, number of tickets printed and cost per ticket, the time, date and location of the grand prize draw, the prize(s) and value of each, and the City of Yellowknife Lottery Licence Number.

Ticket Sales Location(s): _____

Date of Grand Prize Draw: _____

Estimated Prize Value: \$ _____ Time of Grand Prize Draw: _____ AM/PM

Licence Fees are as follows (these prices do not include the \$50 application/processing fee):
Less than \$7000 = \$ 50, \$7000 to no more than \$20,000 = \$300, More than \$20,000 to no more than \$50,000 = \$1500

Draw Location: _____ Total # of Tickets for Sale: _____

Use of Proceeds (be specific): _____

- i. Any use of proceeds claiming travel must be accompanied by specific dates and location for the event. A list of athletes/competitors and their coaches/chaperones must be submitted before the licence can be released.
- ii. Adult sports teams may ONLY use funds for travel to a sporting event for which they have qualified at a higher level of competition that is sanctioned by the appropriate governing body.
- iii. Any equipment and/or uniforms purchased (after approval) with lottery proceeds must stay with the association and be available for use by all members (eg. Team jackets for individuals must be purchased with other funds.)
- iv. Any use of proceeds claiming training, development or clinics must be accompanied by a schedule of planned events, facility rentals or clinic dates, locations and facilitators before the application will be considered.

For office use only

\$50 (Application fee) + \$ _____ (Licence Fee) x _____ (total # of events) = \$ _____ + \$100.00 Late Fee (*if applicable) = \$ _____

* The late fee is applied if the application is received within one week (7 days) of the event start date.

BANK ACCOUNT

A separate lottery bank account **MUST** be established. The account shall have chequing privileges and monthly return of cancelled cheques. All lottery revenue shall be deposited into this account, and all payments shall be made by cheque from this account.

NAME OF FINANCIAL INSTITUTION:

Branch # _____

Name _____ Account# _____

Address _____

City _____ Prov/Terr. _____ Postal Code _____

If this is a new bank account please provide the date this account was established: ____/____/____
YY MM DD

Accurate information is required. If unsure, please contact your financial institution.

PAYMENT TYPE

Date: ____/____/____
YY MM DD

Cash Cheque Interac Visa MasterCard Amount: \$ _____

Credit Card #: _____ Expiry Date: ____/____

Name of Card Holder: _____ Payment Date: ____/____/____

Please include the following information with this application: It is the organization's responsibility to notify the City, in writing, of any changes to the following information.

- A copy of up-to-date incorporation documents (registered by-laws, objectives and certificate of incorporation)
- An up-to-date list of the group's board of directors
- An up-to-date list of registered members (all sports teams)

DECLARATION OF COMMUNITY BENEFIT

In order to determine the group's eligibility for a lottery licence, please provide the following information. All questions must be answered in detail. All organizations must submit this completed form, and submit the appropriate supporting information before any applications will be considered.

Type of programs or services offered by the group:

Date(s) and approximate time(s) of program or service offered:

Premises from which the program or service is delivered:

Number of persons participating in the programs or receiving services, and the fee structure:

Number of persons who may potentially benefit from the programs or services offered by the group:

List programs or services that are registered to members and those which are open to the general public:

Percentage of participants or recipients of the group's programs or services who are group members and percentage who are members of the public:

Explain why the group's programs or services are important to the community:

Describe how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community:

A Statement of Account showing all expenses and proceeds from this event must be submitted within 30 days of the bingo date. Failure to do so can result in a fine and rejection of all future applications.

A complete bank statement from your lottery account, from January 1 – December 31, is due on or before December 31 of each year. This statement will be used to verify your Use of Proceeds as indicated on your Bingo Applications and to balance your Statement of Accounts submitted after each bingo.

Raffle Application Check List

Please use this sheet to double check your application and other lottery requirements before submitting your application.

- Have you completed all 3 pages of this application?
- Have you set up a separate bank account, in your organizations name, for all lottery proceeds and expenses?
- Do you have your non-refundable \$50 processing fee ready to submit with this application? Only payments from your designated lotteries account will be accepted. (Personal Credit Cards, Debit Cards and Cheques will NOT be accepted).
- Do you have your up-to-date incorporation papers, board of directors and registered members? A Members list is required for organizations using funds for travel only.
- Have you completed the Use of Proceeds section and included:
 - Date, location and list of members/roster for your travel
 - Date, location and time of facility rentals, clinics and/or programs
 - Descriptions of the clinics, programs and participants age(s)
 - Number and descriptions of specific equipment and/or uniforms being purchased (equipment and uniforms, including team jackets, etc. MUST stay with the organization. Purchases for individuals must come from other fundraising).
 - Specific descriptions of the types of building upgrades and maintenance.
- Did you remember to include proof of your facility rental?
- Did you include a draft copy of your raffle ticket? Does it include all the appropriate information, indicated above?
- Have you completed the Declaration of Community Benefit?

Some Things to Remember

- Please do not forget to pick up a copy of the Statement of Account and have it ready to submit within 30 days of your event.
- All advertising for your Raffle must include the Lottery Licence number once your application has been approved. This includes all newspaper and radio ads.
- Groups that have volunteered their services to work an event cannot receive compensation of any kind.
- Organization members directly involved in selling and organizing the event are not permitted to purchase raffle tickets.
- No person under the age of 16 is permitted to purchase raffle tickets.
- All complaints/problems are to be submitted, in writing, to the Lotteries Officer within 48 hours of the event. Please indicate the Organization, Licence Number and date of the event and a clear description of the dispute.