



### RAFFLE APPLICATION CHECKLIST

These items must be enclosed with each **Licence Application** form. (**Do not** send separately):

- Licence fee – 3% of licence prize board taken out of Lottery Trust Account. Please make cheque payable to Municipality of Thames Centre
- Are all prior Lottery Licence reports in, correct and on time 30 days after the event took place.
- Completed application form signed by two principal officers of your organization
- 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 printed
  - Rules for the draw and the collection of prizes
  - If the prize value is \$10,000 or more, a financial guarantee from a financial institution is required and must be made 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 last draw
  - copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$10,000 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, plus taxes
  - 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) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize. Keep in mind that your total prize value must be no less than 20% of the gross sales earned from the sale of your tickets.**
- Current Bank Statement
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copy of proposed lottery budget
- Membership list, if applicable;
- Organization's Annual Report, if applicable