



ELIGIBILITY DOCUMENTS CHECKLIST

ORGANIZATION: _____

DATE: _____

OVERVIEW

	Has been in existence for at least one year
	Has provided charitable community services consistent with the primary objects and purposes of the organization for at least one year.
	Has a place of business in Ontario
	Demonstrates that it is established to provide charitable services in Ontario
	Proposes to use proceeds for charitable objects or purposes that benefit Ontario and its residents
	Assumes full responsibility for the conduct and management of its lottery events.

FIRST APPLICATION

	Letters Patent (purpose/intent)
	Constitution / By-Laws (purpose/intent)
	Budget for the current year (focus of expenditures from operating account)
	Financial statements for the previous year (primary income sources)
	List of Board of Directors (who is involved/responsible)
	Latest report to the Public Guardian and Trustee (if applicable)
	Charitable Number for income tax purposes (if applicable)
	Copy of "Notification of Registration" letter from the Canada Revenue Agency with any supporting documentation, indicating the applicant's status and terms of registration
	Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year
	Detailed description of its activities (purpose/intent + scope of beneficiaries of programming)
	Copy of its annual report

CHARITABLE CLASSIFICATION

	The relief of poverty
	The advancement of education
	The advancement of religion
	Other charitable purposes beneficial to the community

UPDATE TO ELIGIBILITY DOCUMENTS (due every 5 years) - DATED: _____

	Letters Patent (purpose/intent)
	Constitution / By-Laws (purpose/intent)
	Budget for the current year (focus of expenditures from operating account)
	Financial statements for the previous year (primary income sources)
	List of Board of Directors (who is involved/responsible)
	Detailed description of its activities (purpose/intent + scope of programming & related beneficiaries)