



## Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

[www.northbrucepeninsula.ca](http://www.northbrucepeninsula.ca)

### Lottery Licensing Review Documents Required

- Completed "Questionnaire Respecting Applicants for Lottery Licence"
  - This questionnaire must be filled out annually
  - A copy is attached
  - If you have recently submitted, but there has been changes (i.e. new bank account or new executive members) please submit with new information
  
- List of Current Board of Directors
  
- Current operating budget
  
- Financial statements for last fiscal year
  - A year-end financial statement from the date of your last fiscal year end
  
- Annual Report
  - Minutes of your last Annual General Meeting are also acceptable
  
- Governing Documents – **Two** of the following are required
  - Constitution
  - By-laws
  - Letters patent
  - Charter
  - Trust deed
  - Memorandum of association
  - Revenue Canada Notification of Registration letter (if registered)
  
- Detailed Outline of Programs/Services
  - What they are, how they are delivered to clients, specific costs, supporting materials, etc.

Please contact 1-833-793-3537 if you have any questions or need additional information.