



Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0
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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 Lindsay Forbes, Committee and Licensing Coordinator at 519-793-3522 ext 260 or lforbes@northernbruce.ca if you have any questions or need additional information.