

Raffle

APPLICATION GUIDE

- **For raffles with anticipated GROSS REVENUE OVER \$10,000.**
- This information is provided to help you complete your application.
- These instructions and/or explanations do not replace the Raffle Terms and Conditions.
- Please allow 6 weeks for us to process your completed application.

PAYMENT IS NOT REQUIRED WITH THIS APPLICATION. Licence fees will be 1.5% of actual gross revenue and must be submitted with your raffle report.

SECTION A: Organization Information

This section provides us with important contact information. It also helps us determine your organization's eligibility for a licence.

1. **Previous Licence:** If your organization was licensed in the past, include the licence number.
2. **Organization's Full Legal Name:** Must be the full legal name of your organization.
3. **Physical Address:** Provide your organization's street address, where the building is physically located.
4. **Mailing Address:** Provide a mailing address, if different than the physical address.
5. **Background Information:** First-time applicants and organizations that have not been licensed in over three years must complete this question and provide as many of the following supporting documents as possible with your application:
 - charter
 - constitution and by-laws
 - articles of incorporation (and most recent corporate annual return)
 - minutes of most recent annual general meeting
 - membership list
 - most recent financial statement
 - bank statements
6. **Current Executive:** This list must include complete information regarding your elected executive. Each person must know their personal information is being included on the application to be used for our purposes only. They must be prepared to respond to any inquiries regarding this application.
7. **Raffle Contacts:** The raffle chair is our primary contact. Their contact information must be included to ensure we communicate with the individual from your organization who is responsible for this raffle.
8. **Address Where Records Are Kept:** You must retain all records pertaining to your licensed events for a period of three years. The address where the records are physically kept cannot be a P.O. box number.

All documents provided must be in the applicant organization's name. We may request additional information.



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SECTION B: Financial Information

This section tells us about your financial plan for the operation of your raffle. It also provides us with details about your organization's general financial situation.

- 9. Use of Profits:** List specific details on how the profits from your raffle will be spent. Please be specific. For example, write "purchase junior curling rocks" rather than "junior curling program expenses". Payments must be made directly from your raffle account to the provider of goods and services.
- 10. Profit Disbursement Date:** Provide the specific date by which all profits will be spent. If this date is more than 60 days after your draw date, special reporting requirements are required. We may request a detailed plan for long-term projects (e.g. construction of a new building).
- 11. Estimated Expenses:** Provide your budgeted expenses to operate this raffle. Prize costs and licence fees are not to be included. Payments must be made directly from your raffle account to the provider of goods and services. Total expenses (Total (B) in question 10) must not exceed 20% of the total anticipated revenue (Total (A) in question 9). If your total expenses exceed 20% of your total anticipated revenue, your application will be returned to you for revision.
- 12. Ticket Printing Cost:** Provide the cost of printing tickets for all the events you propose to hold. If you plan to hold a chase the ace event, please provide the cost of printing tickets for your entire licence (approximately 52-54 weeks).
- 13. Draw Information:** Indicate the time, date and location for all draws as well as the deadline for ticket sales. Draw dates cannot be changed once ticket sales begin. If you plan to hold a number of raffles within a given period of time, or intend to hold raffles on an ongoing basis, please complete section B. You may attach an additional page 5 (question 13B) if you are applying for several ongoing or limited series events. Include any other specific draw information in this section.
- 14. Anticipated Revenue:** Provide your estimated revenue based on the ticket prices and number of tickets you will print. Each individual ticket must indicate its selling price. This information will help your sellers know the price each ticket is to be sold for and will ensure proper calculation of total revenue. If you want to sell tickets at different prices (e.g. some at \$2 each and others at 3 for \$5), calculate the estimated revenue for each price level. If you plan to sell multiple-priced tickets, you must indicate how many tickets will be printed for each price level and how the tickets will differ from each other (e.g. colour).
- 15. List of Suppliers and Service Providers:** Gaming suppliers sell, advertise or distribute gaming supplies in Manitoba. Gaming service providers provide a gaming service. Gaming suppliers and service providers must be licensed by the LGA before you contract with them for supplies and services for your raffle. Copies of all contracts must be provided with your application. All suppliers and service providers must be listed on the application. If a supplier or service provider is not licensed, this process may delay your raffle application. Do not include printers, newspapers or radio stations in this section. A list of licensed gaming suppliers and service providers is available upon request. Please contact us by e-mail at gaminglicence@lgamanitoba.ca or by phone at 204-954-9400 to request the list.

- 16. Prizes:** All prizes offered in the raffle must be listed with a complete description including the retail value of the prize (excluding taxes) and the cost to your organization (including taxes). Prizes cannot be substituted, removed, altered or changed once ticket sales begin. Contractual agreements with suppliers must be signed by the supplier of the prize and a member of your organization or a bill of sale must be provided as confirmation of the value and availability for each prize valued over \$5,000. Additional information regarding any prize offered may be requested. The order in which prizes will be awarded must be indicated and must also appear on the ticket to avoid any confusion during a draw.
- 17. Raffle Bank Account:** A separate raffle bank account must be used. It must be a chequing account into which all raffle revenue must be deposited and from which all expenses and disbursements for approved objectives must be paid. Organizations may use a second bank account for the purpose of depositing online ticket sales revenue. If your organization is using such an account, please fill in question 17b with the information required. Transfers from the online ticket sales bank account into the raffle account must be done regularly (i.e. weekly) and all transfers must be completed shortly after ticket sales have closed.
- 18. Current Funds:** Does your organization have current funds to cover the cost of prizes? You need to provide a guarantee that all prizes offered in the raffle will be awarded as promised, regardless of the ticket sales. This may be in the form of a current bank statement showing a balance equal to or greater than the total cost of all prizes. If your organization does not have sufficient funds, an irrevocable standby letter of credit (sample available upon request) or bank draft is required. We may ask for additional confirmation.
- 19. Raffle Rules:** These rules tell ticket buyers and sellers the conditions or restrictions (e.g. minimum age) there may be to participate in your raffle. Any other rules or restrictions (e.g. travel restrictions) must be provided and may have to be printed on the ticket.
- 20. Electronic Raffle Procedures:** An organization that wishes to offer any of the following options: online sales; issuing and/or receipt of raffle tickets; electronic selection of a winner; and/or electronic distribution of prizes, will have their proposed procedures reviewed against the Technical Standards for Electronic Raffle Systems and must comply with the Raffle Terms and Conditions.
- 21. Electronic Raffle Equipment:** An organization that wishes to use electronic raffle equipment and/or software to conduct their raffle are required to ensure their methods meet the requirements of the Raffle Terms and Conditions. An organization that wishes to use electronic raffle equipment or software to conduct their raffle will be required to complete the relevant sections of the Raffle - Appendix A form. An organization's proposed electronic equipment and software will be considered against the Technical Standards for Electronic Raffle Systems.
- 22. Ticket Information:** Please provide your sample ticket with your application. If you wish to offer non-electronic raffle tickets please consult Section 5.01 in the Raffle Terms and Conditions to find the information that must appear on your raffle ticket. The Raffle Application will also direct you to the requirements for your raffle tickets. We may request an actual printer's proof before approving your licence. If you wish to offer raffle tickets or online, please ensure you have met all of the requirements set out in sections E and F of Raffle - Appendix A before submitting your proposed ticket for our approval.

SECTION C: Reporting

This section provides information about your raffle. We use this information to determine whether your raffle tickets contain the necessary information for purchasers to make an informed choice to participate in your raffle, and there are rules in place to ensure fairness and game integrity.

- 23. Reporting:** If you will be required to report, please indicate the financial reporting method you would prefer and the person responsible for preparing and submitting your report.
- 24. Certification:** The president and the raffle chair must sign and date the application. **If the same person holds both positions, a second executive member listed on the application must sign.** Make sure both individuals have read the application area and the Raffle Terms and Conditions before signing this section.

Did you remember to:

This section of the application will provide a checklist to assist you with submitting a completed application for efficient and timely processing. Missing or incomplete information may result in your application being delayed or returned to you. When fully-completed, please send your application form to our Gaming Licensing Department at 800-215 Garry Street, Winnipeg, Manitoba R3C 3P3, by email to gaminglicence@LGManitoba.ca or by fax to 204-954-9450.