



RAFFLE APPLICATION - KNOW AHEAD QUESTIONS & MATERIALS

Information Needed for New Application

- Application Type
 - E.g. Corporation, Municipality, Non-Profit, etc.
- Legal Name
- Legal Structure
 - Privately Held, Publicly Held, Trust, Not-for-Profit
- Contact Information
 - Name, Phone Number, Email
- Mailing Address
- Physical Address (option to select “same as Mailing”)
- Business Address (option to select “same as Mailing”)

Premise Information (where you will be doing the draw)

- Premise Type
 - E.g. Office, Big Box Retail Store, etc.
- Premise Name
- Physical Address
- Mailing Address (option to select “same as Mailing”)
- Contact Information for Premises (option to select “use my information”)

Raffle Information:

- Have there been any changes to the applicant's structure, Board of Directors, charitable mandate, objects or purposes in the past year? – **Select No.**
- Have there been any other changes to the applicant's organization (business name, address, contact information, bona fide members, etc.)? – **Yes or No**
- Has the applicant had gaming event licences cancelled or suspended in any jurisdiction? – **Yes or No**
- Does the applicant have any outstanding lottery reports from previous licences? **Yes or No**
- How do you intend to use the lottery proceeds? – **For United Way Niagara fundraising Campaign**
- Will the applicant be dealing directly with any Gaming-Related Suppliers for this event? – **Yes or No**
- What is the percentage of the total prize board in relation to the total value of all raffle tickets issued?
 - If the total value of tickets you have sold is X amount - what percentage of that total is to be given for the prize?
 - Early bird prizes must not exceed 5% of the value of all tickets issued. Total prizes must be at least 20% of the value of all tickets issued.

- Note: The total prize board value must not be less than 20% of the total value of all raffle tickets issued.
- Does the event include any non-cash prizes? – **Yes or No**
- Is the location where tickets will be sold a Fair or Exhibition? – **Yes or No**
- Will any part of the conduct and management of the raffle event be online (e.g. ticket sales, distributing prizes)? – **Yes or No**
- Will the applicant be using an electronic raffle supplier and solution to conduct this raffle? – **Yes or No (most likely no)**
- Does the applicant plan to use an electronic raffle solution developed by the applicant to conduct this raffle? – **Yes or No (most likely no)**

Documents to Attach

- **Draw Schedule** - a list of the date, time and location of each draw in the raffle event.
- **Letter of Agreement** - from United Way
- **Retail Value of Prizes** - if the raffle has non-cash prizes, provide a detailed list of prizes and their retail value. Proof of retail value may be requested.
- **Rules of Play**
 - A description of how each game is played
 - Prize value for each game
 - Quantity and price of fixed prize raffle tickets to be sold, if applicable
 - Methods for determining winners
 - Methods for concluding a game that does not proceed as intended or approved
- **Signature of Principals** - you must obtain the signatures of two principal officers of the applicant organization. *You must use the sample form that can be downloaded from the application page*
- **Ticket Sample** - a sample of the ticket (paper and/or electronic) that will be provided to participants.