

Eligibility Guide

Section 1 – General

1.1 Overview and Definitions

In Manitoba, an organization or individual that would like to conduct a lottery scheme (a game that involves cost or consideration to enter or play, a chance to win, and a prize) must obtain either a **charitable gaming event licence** or a **social occasion raffle licence**. Both licence types are issued by the Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) in accordance with section 207 of the Criminal Code (Canada), see <https://laws-lois.justice.gc.ca/eng/acts/C-46/section-207-20141216.html>.

The purpose of this guide is to assist potential applicants understand the eligibility requirements for a **charitable gaming event licence**.

For information about a **social occasion raffle licence**, see www.MyLGCA.ca.

Only eligible charitable or religious organizations may apply for a **charitable gaming event licence** issued by the LGCA or an authorized local gaming authority (i.e. a municipality or a First Nation). There are eight charitable gaming event licence types available in Manitoba: raffle, bingo, breakopen, media bingo, Texas hold'em poker tournament, sports draft, Monte Carlo, and Calcutta auction.

A **charitable organization** is a non-profit organization that has a mandate to relieve poverty, advance education or health, or provide a broad community benefit (rather than the self-benefit of individual members). Although activities may be aimed at a specific segment of the population (i.e., youth or people living in poverty), the activities must be accessible by members of the public who qualify as part of that segment.

A **religious organization** is a non-profit organization that has a mandate to provide a place of worship, further its teachings, or provide a benefit to a religious community.

1.2 Use of Profits

In addition to being an eligible charitable or religious organization, to be issued a charitable gaming event licence by the LGCA, an applicant must show that its lottery profits will be used for charitable or religious purposes. Generally, how profits are used must relate to an organization's mandate and objectives.

For example, an eligible youth sports team could use its lottery profits for facility rental costs, team supplies (i.e. medical kits, safety equipment, training equipment) and player equipment that remains with the team. The team could not use funds to purchase equipment intended for personal use (i.e. personalized jerseys that are kept by an individual).



Section 2 – Application Requirements

2.1 Applying

An applicant that has never applied for a charitable gaming event licence, or has not had a licence in three years or more, must submit documentation with their application to demonstrate their eligibility for a charitable licence. Providing documentation does not guarantee that an organization will be deemed eligible by the LGCA. A combination of the following documents may be provided by an applicant to demonstrate their eligibility for a licence:

- Charter
- Constitution
- By-laws
- Articles of Incorporation and most recent corporate annual return
- If applicable, proof of Canada Revenue Agency registered charity status
- Most recent financial statement, audited if possible
- Minutes from **at least two** of the most recent meetings
- Description of charitable or religious activities, including how and when they are offered
- Letter of support (see **Section 2.1.2** for more information)

2.1.1 Documentation

Collectively, the documentation submitted **must** confirm that the applicant:

- Is an organization (not an individual or informal/temporary group)
- Is non-profit (no share capital) **with** a charitable or religious mandate
- **Regularly engages in or demonstrates specific activities and projects** that support its charitable or religious mandate

2.1.2 Letter of Support

If an applicant does not have required documentation, or the documentation does not address the three bullets in **section 2.1.1**, a letter of support may be included with an eligibility submission.

2.1.2.1 Letter of Support for a Charitable Organization

The letter of support must be signed by a **prominent community leader** (religious leader, local professional, councillor/reeve, school administrator, etc.) who is familiar with the organization's activities and mandate. The letter of support must:

- Confirm the applicant is a bona fide, non-profit organization
- Identify the organization's charitable or religious mandate, aims, and objectives
- Identify the reason(s) for fundraising
- For applicants that are affiliated with a primary or secondary school committee or parent/school association, the letter of support can be signed by a school principal or senior school division administrator. The letter also must confirm that the school division allows funds to be raised through a charitable gaming event licence.

See appendix A for a sample letter of support for a charitable organization.



2.1.2.2 Letter of Support for a Youth Sports Team

The requirements for a letter of support for a youth sports team are slightly different from those of a charitable or religious organization. A letter of support for youth sports must:

- Come from the team's official association and be signed by an authorized representative
- Identify your team and the age category
- Confirm your team's purpose and the team activities that support the purpose
- Confirm the team is in good standing and registered for the current season

See appendix B for a sample letter of support for a youth sports team.

Section 3 – Examples of Eligible Organizations

The examples in this guide are illustrative, and do not include every organization type or the variances within a category.

3.1 Charitable or Religious Organizations

Organizations that may be eligible for a charitable gaming event licence are non-profit organizations that have a charitable or religious mandate that generally falls into at least one of four broad categories: poverty relief, advancement of education or health, advancement of religion, and providing a community benefit. Examples are included below.

3.1.1 Poverty Relief

- Organizations that provide food, clothing, furniture, etc. to people living in poverty
- Organizations that operate facilities or provide services and programs for people living in poverty

3.1.2 Advancement of Education or Health

- Primary, secondary or post-secondary school committees
- Parent teacher associations
- Safe grad committees
- Non-profit day cares
- Scholarship or bursary funds based on need or merit and available to a large segment of the population
- Organizations that support medical research
- Organizations that provide treatment and prevention programs, or support groups
- Organizations that provide health and wellness programs
- Organizations that provide mental health services (counselling, public education, treatment programs, etc.)
- Organizations that provide public safety services (volunteer fire fighting, anti-racism programs, disaster relief, etc.)



3.1.3 Advancement of Religion

- Organizations that provide a place of worship
- Missionary organizations
- Organizations that promote a religious group's teaching

3.1.4 Community Benefit

- Public museums
- Libraries
- Public galleries
- Arts organizations (theatre, music, dance, visual arts, etc.)
- Cultural/ ethnic/ heritage organizations
- Community fairs/ festivals
- Historical organizations
- Environment/nature conservation organizations
- Animal welfare organizations
- Amateur sports associations/organizations
- Sports teams and leagues for youth, senior citizens or persons with disabilities
- Recreation/community facilities, organizations that provide trail/outdoor recreation maintenance
- Service organizations
- Organizations that provide programs that assist youth, seniors, or persons with disabilities be active in society
- Foundations

3.2 EXAMPLES OF INELIGIBLE ORGANIZATIONS

Generally, applicants that do not fall into one or more of the categories listed in section 3.1 are not eligible for a charitable gaming event licence. Examples of applicants that are generally not eligible for a charitable gaming event licence may include:

- Individuals
- Informal groups
- Ineligible organizations that are raising funds for a charitable or religious cause
- For-profit businesses, including share corporations and entities that transfer income or assets to members (including upon dissolution)
- Non-profit organizations that support for-profit businesses
- Chambers of commerce
- Economic development or tourism organizations
- Organizations that exist to benefit members only (including professional associations, professional development organizations, unions, and employee groups)
- Organizations that participate in or promote illegal activities or intolerance against another group of people
- Governments, including departments, agencies or organizations that are not legally, administratively and financially separate from government
- Political parties and constituency associations of political parties
- Adult recreation or social groups
- For-profit or members-only teams, leagues, organizations and facilities

Applicants that are not eligible for a charitable gaming event licence may be eligible for a social occasion raffle licence. For more information, see www.MyLGCA.ca.



Appendix A – Sample Letter of Support for a Charitable Organization

A letter of support for a charitable organization must:

- Be on official letterhead
- Identify your organization
- Confirm the organization is a bona fide, non-profit organization
- Identify the organization’s charitable or religious mandate, aims and objectives.
- Identify the reason(s) for fundraising
- Be signed by a prominent community leader (religious leader, local professional, councillor/reeve, etc.) who is familiar with your organization’s activities and mandate

– SAMPLE LETTER OF SUPPORT –

Must be on official letterhead including logo.

November 5, 2020 [DATE]

Liquor, Gaming and Cannabis Authority of Manitoba
Charitable Services Department
1055 Milt Stegall Drive
Winnipeg, MB R3G 0Z6
Email: gaminglicence@LGCAmb.ca
Fax: 204-927-5385

RE: LETTER OF SUPPORT FOR [ORGANIZATION NAME]

This letter is to confirm that [ORGANIZATION NAME] is a bona fide, non-profit organization located in [LOCATION].

The organization’s mandate is [DESCRIPTION].

The organization’s objectives are [DESCRIPTION].

The organization’s activities include [DESCRIPTION].

The organization’s reason(s) for fundraising are [DESCRIPTION].

Sincerely,

[NAME]
[TITLE]
[CONTACT INFORMATION]



Appendix B – Sample Letter of Support for Youth Sports Team

Letter of support for a youth sports team must:

- Come from the team’s official association and be signed by an authorized representative
- Identify your team and the age category
- Confirm your team’s purpose and the team activities that support the purpose
- Confirm the team is in good standing and registered for the current season

– SAMPLE LETTER OF SUPPORT –

Must be on official letterhead including logo of the association/league.

November 5, 2020 [DATE]

Liquor, Gaming and Cannabis Authority of Manitoba
Charitable Services Department
1055 Milt Stegall Drive
Winnipeg, MB R3G 0Z6
Fax: 204-927-5385
Email: gaminglicence@LGCAMB.ca

RE: LETTER OF SUPPORT FOR [TEAM NAME AND AGE CATEGORY]

This letter is to confirm that the above noted team is a member in good standing within the [ASSOCIATION/LEAGUE] for the 20XX/20XX season.

The team [DESCRIPTION OF PURPOSE]. It does so by [DESCRIPTION OF ACTIVITIES THAT SUPPORT PURPOSE].

The [ASSOCIATION] recognizes the need for fundraising activities and supports their application for a charitable gaming licence.

The following individuals are executive members for the team: [NAME AND POSITION TITLE FOR ALL APPROVED COACHES AND TEAM STAFF].

Sincerely,

[NAME]
[TITLE]
[CONTACT INFORMATION]

Available in alternate formats, upon request.

