

Community Raffle

APPLICATION

- For raffles with anticipated **GROSS REVENUE OF \$10,000 OR LESS**.
- Allow 3 weeks for processing.
- Missing or incomplete information may result in a longer processing time.
- Refer to the [Community Raffle Application Guide](#) for assistance in completing this form.

SECTION A: Organization Information

1. **Has your organization previously held a gaming licence?** YES NO

If yes, what was the licence number? _____

2. **Organization's Full Legal Name:**

3. **Physical Address:**

# AND STREET	CITY/TOWN	PROVINCE	POSTAL CODE

4. **Mailing Address:** (if different from physical address)

# AND STREET/P.O. BOX #	CITY/TOWN	PROVINCE	POSTAL CODE

5. **Background Information:**

If your organization has never received a gaming licence, has not been licensed in the last 3 years, or has changed its mandate or objectives, please refer to the [Community Raffle Application Guide](#) for a list of acceptable supporting documents to include with this application. These documents will be used to assess your organization's eligibility for a charitable gaming event licence.

Please also complete the information below.

Date organization was established: _____ Date of incorporation: _____

Organization's mandate or objectives:



Liquor and Gaming
Authority of Manitoba

www.LGAmanitoba.ca

6. Current Executive:

		PRESIDENT (or equivalent position)	2 ND EXECUTIVE
Name			
# and Street/P.O. Box #			
City/Town			
Province			
Postal Code			
Phone	Business		ext.
	Home		
	Cell		
Fax			
Email			

7. Raffle Contacts:

		RAFFLE CHAIR	MAILING CONTACT (if different from raffle chair)
Name			
# and Street/P.O. Box #			
City/Town			
Province			
Postal Code			
Phone	Business		ext.
	Home		
	Cell		
Fax			
Email			

8. At what address are your records physically kept? (cannot be a P.O. Box #)

SECTION B: Use of Profits

9. How will the profits from this raffle be used?

PLEASE BE SPECIFIC. Include any donations to other charitable organizations assisting in ticket sales. Attach a separate page, if required.

1. _____
2. _____
3. _____
4. _____

SECTION C: Raffle Information

10. What type of raffle(s) are you applying to hold?

Check all that apply and complete ONLY related sections of the application.

A. Sports Event Raffle

Tickets are produced with scores marked on each ticket. The winners are determined by matching the scores in the game with scores on the tickets (e.g. Grey Cup tickets, Super Bowl tickets). Complete Question #10A.

B. Regular Raffle

A predetermined number of tickets are printed and sold. The winner is determined by selecting a ticket from a drum. Complete Question #10B.

C. Players' Choice Raffle

Players choose which draw they wish to participate in from a display of prizes and place their tickets in the respective draw bag/bin/box/pail. The winning ticket for each prize is drawn from only the tickets in the respective bag/bin/box/pail. Complete Question #10C.

D. Percentage Payout Raffle

A number of tickets are sold. A predetermined percentage of sales is identified as the prize being offered. The winner is determined by selecting a ticket from a drum (e.g. 50/50). Complete Question #10D.

Note: After you have completed this section, please fill in Questions #12, #13 and/or #14 if you plan to use electronic methods or equipment to run your raffle. If not, please skip these questions.

10A. Sports Event Raffle:

Event Date: (MM/DD/YYYY) _____

Sporting Event: Grey Cup Super Bowl Other (specify) _____

Ticket Information:

NUMBER OF SERIES/SETS OF TICKETS OFFERED		TICKETS PER SERIES/SET (i.e. 900 tickets in a series)		TICKET PRICE		TOTAL ANTICIPATED GROSS REVENUE*
_____	X	_____	X	\$ _____	=	\$ _____

*Total anticipated gross revenue must be \$10,000 or less.

Prizes Offered:

	CORRECT	REVERSE (if applicable)
1 st Quarter Score	\$ _____	\$ _____
2 nd Quarter Score	\$ _____	\$ _____
3 rd Quarter Score	\$ _____	\$ _____
Final Score	\$ _____	\$ _____

Additional Prizes: (if applicable, provide details, e.g. score changes)

Will you be incurring any additional costs to operate this scheme? If not, you may skip Estimated Expenses

Estimated Expenses* \$ _____

*Estimated expenses cannot exceed 20% of the above estimated gross revenue.
Do not include the cost of prizes and ticket printing.

10B. Regular Raffle:

How many raffles are you applying for?

I. Between one and four? If yes, please fill out table provided directly below.

II. More than four or a regular ongoing raffle? If yes, please answer Question #11.

Closing Date of Ticket Sales: (MM/DD/YYYY) _____ Time: _____

	DATE (MM/DD/YYYY)	TIME	DRAW LOCATION	
			NAME OF BUILDING	ADDRESS
1 st Draw				
2 nd Draw				
3 rd Draw				
4 th Draw				

Ticket Information:

	TICKET PRICE	# OF TICKETS		CALCULATION		ANTICIPATED GROSS REVENUE
Single	\$ _____ each	_____	X	\$ _____	=	\$ _____
Multiple (e.g. 3 tickets for \$5)	_____ for \$ _____	_____	÷	_____ x \$ _____	=	\$ _____
	_____ for \$ _____	_____	÷	_____ x \$ _____	=	\$ _____
		Total # of Tickets				Total Anticipated Gross Revenue*
						\$ _____

*Total anticipated gross revenue must be \$10,000 or less.

Prizes Offered:

DESCRIPTION (for each prize with a retail value of \$5,000 or greater, provide a contractual agreement)	RETAIL VALUE (without taxes)	COST (include taxes)
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Totals	\$ _____	\$ _____

Will you be incurring any additional costs to operate this scheme? If not, you may skip Estimated Expenses.

Estimated Expenses* \$ _____

*Estimated expenses cannot exceed 20% of the above estimated gross revenue.
Do not include the cost of prizes and ticket printing.

10C. Players' Choice Raffle:

How many raffles are you applying for?

I. Between one and four? If yes, please fill out table provided directly below.

II. More than four or a regular ongoing raffle? If yes, please answer Question #11.

Closing Date of Ticket Sales: (MM/DD/YYYY) _____ Time: _____

	DATE (MM/DD/YYYY)	TIME	DRAW LOCATION	
			NAME OF BUILDING	ADDRESS
1 st Draw				
2 nd Draw				
3 rd Draw				
4 th Draw				

Ticket Information:

	TICKET PRICE	# OF TICKETS		CALCULATION		ANTICIPATED GROSS REVENUE
Single	\$ _____ each	_____	X	\$ _____	=	\$ _____
Multiple (e.g. 3 tickets for \$5)	_____ for \$ _____	_____	÷	_____ x \$ _____	=	\$ _____
	_____ for \$ _____	_____	÷	_____ x \$ _____	=	\$ _____
		Total # of Tickets		Total Anticipated Gross Revenue*		\$ _____

*Total anticipated gross revenue must be \$10,000 or less.

Prizes/Packages Offered:

Number of prizes/packages: _____

Approximate value of each prize/package: \$ _____

Approximate cost of each prize/package to your organization: \$ _____

Will you be incurring any additional costs to operate this scheme? If not, you may skip Estimated Expenses.

Estimated Expenses* \$

*Estimated expenses cannot exceed 20% of the above estimated gross revenue.
Do not include the cost of prizes and ticket printing.

10D. Percentage Payout Raffle:

How many raffles are you applying for?

I. Between one and four? If yes, please fill out table provided directly below.

II. More than four or a regular ongoing raffle? If yes, please answer Question #11.

Closing Date of Ticket Sales: (MM/DD/YYYY) _____ Time: _____

	DATE (MM/DD/YYYY)	TIME	DRAW LOCATION	
			NAME OF BUILDING	ADDRESS
1 st Draw				
2 nd Draw				
3 rd Draw				
4 th Draw				

Ticket Information: (per event)

	TICKET PRICE	# OF TICKETS		CALCULATION		ANTICIPATED GROSS REVENUE
Single	\$ _____ each	_____	X	\$ _____	=	\$ _____
Multiple (e.g. 3 tickets for \$5)	_____ for \$ _____	_____	÷	_____ x \$ _____	=	\$ _____
	_____ for \$ _____	_____	÷	_____ x \$ _____	=	\$ _____
		Total # of Tickets				Total Anticipated Gross Revenue*
						\$ _____

*Total anticipated gross revenue must be \$10,000 or less.

Prizes Offered:

50% of sales Other _____ %

Will you be incurring any additional costs to operate this scheme? If not, you may skip Estimated Expenses.

Estimated Expenses* \$

*Estimated expenses cannot exceed 20% of the above estimated gross revenue.
Do not include the cost of prizes and ticket printing.

11. Ongoing or Limited Series Raffle Events:

Please complete if you plan to hold an Ongoing or Limited Series Raffle. If not, please skip this question.

This ongoing event is a: Sports Raffle Regular Raffle Players Choice Raffle Percentage Payout Raffle

Note: You may attach an additional page 8 (Question #11) if you are applying for several ongoing or limited series events.

If your raffle does not follow a regular schedule (e.g. weekly Friday nights, bi weekly on Thursday, etc.), please attach your raffle schedule. Your attached raffle schedule must include all the details outlined in the table below.

Please also fill out the additional raffle information box below.

EVENT TYPE AND FREQUENCY		EVENT DAY(S)	EVENT(S) TIME		EVENT LOCATION
			START	END	
<input type="checkbox"/> Ongoing	<input type="checkbox"/> Weekly	<input type="checkbox"/> Sunday			Name of Building
	<input type="checkbox"/> Biweekly	<input type="checkbox"/> Monday			
<input type="checkbox"/> Limited Series From (MM/DD/YYYY) _____ To (MM/DD/YYYY) _____	Start (MM/DD/YYYY) _____	<input type="checkbox"/> Tuesday			Address
	<input type="checkbox"/> Monthly <input type="checkbox"/> 1 st week <input type="checkbox"/> 2 nd week <input type="checkbox"/> 3 rd week <input type="checkbox"/> 4 th week	<input type="checkbox"/> Wednesday			
		<input type="checkbox"/> Thursday			
		<input type="checkbox"/> Friday			
		<input type="checkbox"/> Saturday			
					Owner

Additional Raffle Information:

Is your raffle held in conjunction with another event? (e.g. home games, after a regularly scheduled meeting, part of regularly scheduled organization activities)

Please also include additional information important to the conduct of your ongoing raffle here. (e.g. closed dates, periods when the raffle will not operate)

SECTION D: Electronic Raffle

12. Electronic Raffle Procedures:

Please complete if you plan to use any of the following electronic raffle methods. If not, please skip this question.

Will your organization be offering any of the following:

- A. The online sale, issuing and/or receipt of raffle tickets?** YES NO
- B. The electronic selection of a winner?** YES NO
- C. The electronic distribution of prizes?** YES NO

If you answered yes to any of the previous questions, please fill out the appropriate section of Raffle-Appendix A: Sections A, B and/or C.

13. Electronic Raffle Equipment:

Please complete if you plan to use electronic raffle equipment. If not, please skip this question.

Will your organization be using electronic raffle equipment? YES NO

If you answered yes to the previous question, please fill out Raffle-Appendix A: Section D.

14. Ticket Information:

Please complete if you are planning on issuing tickets to purchasers electronically. If not, please skip this question.

Note: Please review Raffle-Appendix A: Sections E and F for information required on an electronic raffle ticket.

Attach a sample electronic raffle ticket.

SECTION E: Submission

15. Application Submission:

Your application will be processed once the signed copy of the certification page is received by The LGA. You can send it to us by email, fax, mail or drop it off in person at our office. Please keep a copy for your records.

Organization: _____ Licence Number: _____

Check this box if the signed certification of this application will be forwarded to us separately. It must be received within 7 days of your application being submitted.

SECTION F: Certification

16. We, the undersigned, hereby certify on behalf of the organization that the information provided on this application is correct and true and that we have read, understood and agree to abide by the Raffle Terms and Conditions.

EXECUTIVE MEMBER:

Print Name

Signature

Date (MM/DD/YYYY)

Position Title



Did you remember to:

- Attach the required supporting documents listed in #5 of the [Community Raffle Application Guide](#) if applicable.
- Attach a copy of any additional uses of profits that do not fit in the space provided. (#9)
- Attach copies of any contractual agreements for each prize with a retail value of \$5,000 or greater. (#10B and/or #10C)
- Attach your schedule of events or any additional ongoing or limited series raffles. (#11)
- Attach [Raffle-Appendix A](#) if applicable. (#12, #13, and/or #14)
- Attach a sample electronic raffle ticket which complies with [Raffle-Appendix A: Sections E and F](#). (#14)
- Refer to the [Section 5.01 of the Raffle Terms and Conditions](#) for a complete list of information required on a raffle ticket entry.
- Keep a copy of this application and all supporting documentation for your records.

Please send this form directly to the LGA's Gaming Licensing Department at 800-215 Garry Street, Winnipeg, Manitoba R3C 3P3, by email to gaminglicence@LGAmanitoba.ca or by fax to 204-954-9450.

PRIVACY NOTICE

The Liquor and Gaming Authority (the "LGA") is collecting your personal information to conduct investigations for the purposes of licensing prospective and current licensees in Manitoba under *The Liquor and Gaming Control Act* (C.C.S.M. c. L153).

The LGA is authorized to collect your personal information under subsections 36(1) (a) and (b) of the *The Freedom of Information and Protection of Privacy Act* (C.C.S.M. c. F175) because the collection is authorized by the *The Liquor and Gaming Control Act* and your personal information relates to and is necessary for the LGA's background investigations. Your personal information will only be used by the LGA to process your application, assess your eligibility to receive and maintain a licence and for enforcement purposes under *The Liquor and Gaming Control Act*.

Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. The LGA cannot use or disclose your personal information for other purposes, unless you consent or the LGA is authorized to do so by *The Freedom of Information and Protection of Privacy Act*.

If you have any questions or concerns about the LGA's collection of your personal information, please contact the LGA's Freedom of Information and Privacy Protection Coordinator at 204-954-9400 or FIPPAcoordinator@LGAmanitoba.ca.