

# BINGO LICENCE APPLICATION GUIDELINES

Before completing the attached licence application form, please read the following information.

The attached bingo licence application is comprised of two separate sections and must be completed in full prior to submission. Applications will not be processed if all required information has not been completed and supporting documents have not been included. **Bingo licence applications must be submitted at least 4 weeks prior to your first event.**

**PART A: Bingo Event Details**

The Bingo Licence will be mailed to the Bingo Chairperson at the organization address.

**LIST OF ELECTED EXECUTIVE**

It is imperative that the Alberta Gaming and Liquor Commission (AGLC) be kept informed of any changes to the elected executive. Please provide information for all bona fide executive members and positions authorized to sign documents forwarded and return with the completed licence application.

**PART B: Use of Proceeds Worksheet**

It is mandatory for applicants to specify the intended use of gaming proceeds. Prior approval must be obtained prior to disbursement of funds. Gaming proceeds must only be used for AGLC approved objects which are essential to the delivery of the group's charitable or religious programs.

**The organization's List of Approved Use of Gaming Proceeds will be mailed under separate cover to the organization address to the attention of the Treasurer.**

**PLEASE KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORT DOCUMENTS SUBMITTED FOR YOUR RECORDS.**

## LICENSING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required financial reports must be up-to-date before new applications are processed.*

## LICENSING PROCESS

The AGLC Social Responsibility and Licensing/Compliance Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulation, policies, and terms and conditions. The AGLC must approve any changes to the approved licence or approved use of proceeds. Inspectors may visit gaming events to provide advice and information and to ensure that all requirements are being met, and/or conduct investigations of any alleged irregularities.

## PREPARING FOR THE BINGO LICENCE

- Charities located within the boundary of the city of Edmonton must conduct bingo within that city. Charities located outside of Edmonton may not access bingo within the city of Edmonton.
- Charities located within the boundary of the city of Calgary must conduct bingo within that city. Charities located within the boundaries of Municipal Districts 31 and 44 that directly border Calgary may apply to the Manager of Licensing Support of the Commission to conduct bingo events within the city of Calgary, provided:
  - a licensed facility does not exist in their own Municipal District; or
  - there is no access to an existing licensed facility in their own Municipal District.

- Charities conducting community bingo events must conduct these events in their own area.
- Licences are issued for single events, or a series of events over a 24-month period.
- Licensed bingo facilities are required when groups hold bingo 4 or more days per week in a hall.
- Licensed bingo facilities are not required when groups hold bingo 3 or less days per week.
- The satellite "Wild 4 Bingo" game can only be offered as part of an approved bingo program.

## LICENCE AMENDMENTS

- Any amendment to a bingo licence must be approved in advance by the Social Responsibility and Licensing/Compliance Division. Without approval, an amendment or change is prohibited.
- A licensed charity that wishes to amend its bingo licence must request in writing Social Responsibility and Licensing/Compliance Division approval to amend its licence. The request must be submitted by the executive of the licensed charity to the Social Responsibility and Licensing/Compliance Division.

## PRIZES (Community Bingo)

- a) All prizes in the approved bingo program shall be awarded.
- b) Players win only if they have the correct card pattern for the game, and in the case of a loonie pot or fireball prize, if the correct card pattern was completed on the specific loonie pot or fireball. All valid winning cards must be paid.
- c) Both cash and non-cash bingo game prizes shall be funded by bingo card sales revenue. Donated non-cash prizes shall be separately identified on financial control forms.
- d) If non-cash prizes are awarded, they shall not be provided, in any way, by registered gaming suppliers or facility landlords.
- e) Prize payouts for regular and special games shall be structured to target a combined maximum payout of 65% of the value of the cards that were sold. The total prize value for each bingo event shall not exceed \$15,000.00.
- f) Non-Association bingo prizes for progressive or accumulating jackpots can have a minimum or guaranteed prize. Groups must keep prize payouts for these games in-line to

ensure they receive a financial benefit. All progressive or accumulating jackpots shall be awarded at least once during each year of the licence period. This includes fixed number jackpots. If not awarded earlier, the jackpot shall be awarded at the last event of each year. Jackpots that are awarded regularly can be carried over into the next licence period. If a group ceases bingo, the jackpot must be awarded. No more than 5 progressive games will be approved.

#### **BINGO PROGRAM (Community Bingo)**

- a) Only the approved bingo program shall be conducted. This includes price of all cards, start/finish time, prize structure for all games, give-aways/promotions, rules of play and house rules.
- b) Community licensees conducting bingo at least four times per month may conduct:
  - i) One special event per calendar month.
  - ii) A special anniversary program, to coincide with its new licence period.
  - iii) Prior written approval is required for these events.
- c) Give-aways/Promotions. Any item given to players in the hall, other than by means of a bingo game is considered a give-away. This could include door prizes, merchandise or food items. Total retail value of all items shall not be more than twenty-five dollars (\$25) for each one hundred persons, or portion of that, attending the event. The value can be accumulated to offer one prize per event. For example, if 350 players are in attendance, prizes with a retail value of up to \$100 could be awarded. This could be one prize of \$100, or a series of prizes with a total retail value of up to \$100. This does not include food, beverages or other merchandise sold on a regular basis at the concession, and given free or at a reduced cost to players by concession operators. Give-aways/promotions shall comply with AGLC Terms & Conditions and Operating Guidelines.
- d) For a media bingo or similar scheme, applications will be reviewed based on Media Bingo Terms & Conditions.
- e) Minors Exemption. Bingo Licensees, excluding those operating in licensed bingo facilities, with yearly gross proceeds less than \$150,000 and offering no more than a \$1,000 regular game prize board (total of regular game prizes in program) at any bingo event (based on a \$1.00 card) may apply to the AGLC to permit minors, accompanied by an adult, to play bingo for cash prizes.

#### **USE OF PROCEEDS**

Gaming proceeds shall only be spent on charitable and religious purposes provided by the Commission.

Applicants specify the intended use of gaming proceeds on the application, Part B.

#### **FINANCIAL REPORTING**

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, and raffle) issued. All licensed charities will receive the required financial report forms, to complete, from the Financial Review Section of the AGLC. Financial reports are required for consolidated accounts.
- The requirements in this regard are as follows:
  - a) Financial reports are mailed after the end date of the licensed charity's bingo licence.
  - b) If the licensed charity has a two-year bingo licence, it is mailed two financial reports, one at the end of the first year, and another at the end of the second year.
- Completed reports with supporting documents shall be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licences.

- If a group has more than one active licence, the group is encouraged to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer these proceeds from their individual gaming accounts into this account. The benefits of this account are:
  - cheques for approved use of proceeds are issued from one account; and
  - easier tracking of proceeds available for distribution.

For additional information on financial reporting please contact the AGLC Financial Review Section, 780-447-8600 or 1-800-272-8876 for more information.

#### **AUDIT REQUIREMENTS**

- The books and records of licensed charities are subject to review and/or audit by the AGLC and must be maintained in a manner acceptable to the AGLC.
- The areas normally subject to audit will include, but not be limited to:
  - a) books of original entry (including computerized records);
  - b) invoices;
  - c) bank statements and cancelled cheques;
  - d) event control and summary sheets;
  - e) contracts, agreements or similar documents;
  - f) Income Tax and Goods and Services Tax returns;
  - g) minutes of annual general meetings, and meetings of general membership, board and executive;
  - h) external accountant's/auditor's working paper files;
  - i) annual (audited) financial statements; and
  - j) business and financial records (as outlined above) of any entity that is related to the licensed charity and/or an executive or board member of the licensed charity that is in receipt of any of the licensed charity's gaming funds either directly, indirectly or through a series of transactions.

#### **AGLC INTERNET ACCOUNT**

On-line web-based services are currently available to registered charitable gaming organizations. In order to access AGLC's secure, web application services, your organization will be required to complete the Internet Account Request Form available on the AGLC web site at [aglc.ca](http://aglc.ca).

The list of services available to charitable gaming organizations are:

- a list of gaming licences;
- consolidated bank account information;
- organization contact list;
- current use of proceeds list; and
- the ability to submit raffles financial forms for raffles licences with a total ticket value of \$10,000 or Less on line.

#### **PRIVACY STATEMENT**

The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Social Responsibility and Licensing/Compliance Division, Alberta Gaming and Liquor Commission, 50 Corriveau Avenue St. Albert, Alberta T8N 3T5. Telephone: 780-447-8600 Toll-free: 1-800-272-8876.



This form may be obtained from our website:  
aglc.ca

### BINGO LICENCE APPLICATION

Licensed Bingo Facility ( Class A or  Class B)  Other (Community) Bingo

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Main: 780-447-8600 Toll-Free: 1-855-506-1066 Bingo and Pull Ticket: 780-651-7600  
Fax: 780-447-8911 or 780-447-8912 Website: [aglc.ca](http://aglc.ca)

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE ATTACHED BINGO LICENCE GUIDELINES.  
APPLICATION MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO THE FIRST EVENT.**

PLEASE PRINT CLEARLY

**Application Date Completed:**          **AGLC ID #:** \_\_\_\_\_

**ORGANIZATION NAME:** (as it appears on the Certificate of Incorporation)  
\_\_\_\_\_

Organization's Legal Address: \_\_\_\_\_ Mailing Address: (if different than legal)  
\_\_\_\_\_

City Province Postal Code City Province Postal Code

Organization Phone Organization Email Organization Website

Incorporated Under:  Societies Act  Companies Act  Other specify \_\_\_\_\_

Incorporation Number: \_\_\_\_\_ Incorporation Date: \_\_\_\_\_ How long has organization existed? \_\_\_\_\_ # of Members: \_\_\_\_\_ # of Executive: \_\_\_\_\_

**BINGO CHAIRPERSON** (For correspondence - may be contacted for clarification of this application)

Print Full Name: \_\_\_\_\_ Date of Birth:         

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code  
Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**AUTHORIZATION FOR APPLICATION**

**WE CERTIFY THAT:** all information and documents supplied are correct, and the group has authorized us to make this application. Any AGLC Inspector may examine and make copies of all records relating to this application and/or licence. This includes the approved bingo bank account(s) at any financial institution(s).

**President Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth:         

Home Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth:         

Home Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please complete the following checklist and include required supporting documentation**

- |  |  |
|--|--|
| <input type="checkbox"/> Copy of up-to-date incorporation documents to include registered bylaws, objectives, and certificate of incorporation; if not previously submitted. | <input type="checkbox"/> Rules of play governing operation of bingo.   |
| <input type="checkbox"/> Meeting motion authorizing application.   | <input type="checkbox"/> Schedule of games and prize payouts for each individual game to be played.  |
| <input type="checkbox"/> *Licence fee (if applicable) - cheque/money order payable to Alberta Gaming and Liquor Commission.  | <input type="checkbox"/> Copy of premises rental agreement (if applicable) or letter of authorization from owner authorizing usage of premises for gaming activity, with address, renter name, owner name, date, time, rental amount, and purpose, signed by both parties. |

**\* If applying as a member of a licensed bingo facility, the facility licensee supplies.**

**📁 Retain copies for your organization's records of all documents submitted to the Alberta Gaming and Liquor Commission**

**COMMUNITY BENEFIT STATEMENT**

To determine the organization's continued eligibility for a gaming licence, the following information is required:

- Have your objectives changed in the past 12 months?  Yes  No  
If yes, please describe:  
\_\_\_\_\_
- Have your bylaws changed in the past 12 months?  Yes  No  
If yes, please provide a copy of the amended "filed" bylaw.
- Have you implemented any new programs in the past 12 months?  Yes  No  
If yes, please describe:  
\_\_\_\_\_
- Does your group deliver programs in conjunction with any other group or corporate entity?  Yes  No  
If yes, please provide the name of the group/s:  
\_\_\_\_\_
- If you are a sports group, what percentage of gaming funds benefit adults, youth, seniors or the disabled?  
\_\_\_\_\_

**BANK ACCOUNT**

A separate bingo bank account shall be established. NOTE: You cannot use an existing gaming account for more than one active licence. The account shall have chequing privileges, and monthly return of cancelled cheques. All bingo revenue shall be deposited into this account, and all payments are made by cheque.

Name of Financial Institution: *(bank, credit union, etc.)* \_\_\_\_\_ Date Bingo Account Opened: \_\_\_\_\_

**INSTITUTION  
CODE**

--	--	--

**TRANSIT NUMBER**

--	--	--	--	--	--

**ACCOUNT NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**WHEN APPLYING** to conduct events within a licensed bingo facility, the facility licensee will provide this information.

Name and street address of bingo location \_\_\_\_\_ Seating capacity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

**TYPE OF BINGO** Please check (✓) one

**Association:**

Bingo as part of the \_\_\_\_\_ Bingo Facility       Member    Non-Member

**Community:**

A single event to be held on \_\_\_\_\_, \_\_\_\_\_

A series of events from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

weekly *day of the week* \_\_\_\_\_

monthly *day and dates* \_\_\_\_\_

Dates events not held: \_\_\_\_\_

**Total Number of Events to be held:** \_\_\_\_\_

**Licence Fees (if applicable) x \$30/event = \$** \_\_\_\_\_

*A \$30/event licence fee is required. If conducting bingo in a licensed bingo facility, the facility licensee will submit the fee. No fee is charged for community bingos where the yearly gross proceeds are less than \$150,000/year.*

**\* If applying to conduct events within a licensed bingo facility, the facility licensee will provide this information.**

For games with separate card sales, prize payouts shall not exceed sixty-five percent (65%) of sales. There shall be no minimum or guaranteed prize for these games, except at a special event (refer to section 2.3 Bingo Licensee Terms and Conditions).  
Exception for Non-Association bingo is a progressive or accumulating jackpot, which can have a minimum or guaranteed prize.

**EVENT/EXPENSES DETAILS - Use 24-hour clock -- if details of events differ, use second column.**

Day of the Week		
Time - Start (at precall)	Hrs.	Hrs.
- Finish	Hrs.	Hrs.
Admission Price		
Regular Card Price	for \$	for \$
Extra Regular Card Price	for \$	for \$
<b>Total Regular Games</b>		

Loonie Pots		Payout
#1	\$	%
#2	\$	%

**Minors Exemption Request**  
(see attached for additional info)

**Expenses Per Event:**

Non Association not to exceed 10% of gross revenue

Paper Products		
Caller		
Cashier		
Advertising		
Rent		
Licence Fee (if applicable, see attached)		
Volunteer Meals/Refreshments		
Value of Merchandise		
<b>TOTAL</b>		

Special Card Games with Extra Charge (e.g., Bonanza, Nickel)

**Satellite Link**

	Card Price	Payout
Bonanza		
Nickel		
Other _____		
_____		
_____		



This form may be obtained from our website:  
aglc.ca

**LIST OF ELECTED EXECUTIVE**

It is imperative that the Alberta Gaming and Liquor Commission (AGLC) be kept informed of any changes to the elected executive. Please provide information for all bona fide executive members and positions authorized to sign documents forwarded to AGLC. Complete this form and return to the AGLC as follows:

**Alberta Gaming and Liquor Commission**

Social Responsibility and Licensing/Compliance Division, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5  
Fax 780-447-8911 or 780-447-8912, email: [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)

Please note: one individual may not hold more than one executive position, unless this is permitted in the group's by-laws (e.g., Secretary/Treasurer); control of the group must not be held by a small group based on family relations. Executive positions may not be held by related members with the same surname, or the same residential address and/or the same residential phone number.

Group Name and Mailing Address: _____ _____ _____	AGLC ID Number: _____
Email: _____ Website: _____	Date Completed: _____

**PRESIDENT** Term Expiry Date: yy | mm | dd

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email: \_\_\_\_\_

**TREASURER** Term Expiry Date: yy | mm | dd

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email: \_\_\_\_\_

**SECRETARY** Term Expiry Date: yy | mm | dd

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email: \_\_\_\_\_

**VICE PRESIDENT** Term Expiry Date: yy | mm | dd

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email: \_\_\_\_\_

<b>SECRETARY/TREASURER</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____ _____			
Residence Phone: _____	Business Phone: _____	Fax: _____	Postal Code Email: _____

<b>BINGO CHAIRPERSON</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____ _____			
Residence Phone: _____	Business Phone: _____	Fax: _____	Postal Code Email: _____

<b>CASINO CHAIRPERSON</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____ _____			
Residence Phone: _____	Business Phone: _____	Fax: _____	Postal Code Email: _____

<b>RAFFLE CHAIRPERSON</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____ _____			
Residence Phone: _____	Business Phone: _____	Fax: _____	Postal Code Email: _____

<b>PULL TICKET CHAIRPERSON</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____ _____			
Residence Phone: _____	Business Phone: _____	Fax: _____	Postal Code Email: _____

<b>POSITION HELD:</b>		Term Expiry: <u>   </u>   <u>   </u>   <u>   </u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____ _____			
Residence Phone: _____	Business Phone: _____	Fax: _____	Postal Code Email: _____

The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Social Responsibility and Licensing/Compliance Division, Alberta Gaming and Liquor Commission, 50 Corrivue Avenue St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876

## **APPLICATION FOR USE OF GAMING PROCEEDS**

**Before completing the attached Application for Use of Gaming Proceeds, please read the following information:**

It is mandatory for charitable organizations conducting a licensed gaming event to specify the intended use of gaming proceeds. Gaming proceeds shall only be used for AGLC approved objects, which are essential to the delivery of the group's charitable or religious programs as defined in the AGLC Charitable Gaming Policy. Prior approval must be obtained before disbursement of funds. Organizations disbursing gaming proceeds without prior AGLC approval may be subject to penalty and/or fine. A use of proceeds not specifically accommodated in the Use of Proceeds policies is considered an ineligible use of proceeds.

Disbursement of gaming proceeds must be made within 24 months of receipt of the funds. Any extension of this time period must have prior written approval of the AGLC. All requests to retain funds beyond 24 months must include a total dollar amount to be retained, a projected end date for disbursement of funds, the purpose for which the funds will be used, and must be signed by two executive members.

All programs where gaming proceeds are used, and for which a fee is charged or for which funds are received, must be managed on a cost-recovery basis. Cost-recovery means the disbursement of gaming funds to pay for a program's costs is limited to the amount not covered by a program's revenues.

A charity may amend its use of gaming proceeds at any time. A Request to Amend Gaming Proceeds (Form 5006) must be completed and submitted to the AGLC for approval prior to disbursement of funds. All amendments must be signed by two executive members of the organization and include any required support documentation or completed forms.

### **INSTRUCTIONS:**

- **Of the Use of Proceeds categories listed, select the category/categories with a check mark (✓) that appropriately identifies how your organization proposes to allocate gaming proceeds.**
- **Categories marked with an asterisk (\*) indicate that either supporting documentation or a specific form is required prior to approval. Attach additional pages if necessary.**
- **A brief description of each category is provided. A complete description of each Use of Proceeds Policy can be viewed on the AGLC website ([aglc.ca](http://aglc.ca)) under the Charitable Gaming Policy, Section 5 – Use of Proceeds. The organization is responsible to disburse gaming proceeds in accordance with the applicable Use of Proceeds policy, as defined in the Charitable Gaming policy.**
- **AGLC forms for specific use of proceeds requests are available on the AGLC website.**



# APPLICATION FOR USE OF GAMING PROCEEDS

<b>Application Date Completed:</b> <u>   </u> / <u>   </u> / <u>   </u>	<b>AGLC ID #:</b> _____
<b>ORGANIZATION NAME:</b> <i>(as it appears on the Certificate of Incorporation)</i>	
_____	

**Grant Funding**  
Please identify if the organization has received grant funding in support of operational, program or project expenses.     Yes     No

If yes, please describe the grant received (e.g., CFEP, CIP, Municipal, etc.), the amount and date received, and the purpose of the grant funds:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 1**

The following Use of Proceeds categories do not require the submission of additional detail supporting the proposed use of funds. It is the organization's responsibility to ensure the disbursement of gaming funds is in accordance with the applicable AGLC Charitable Gaming Policy.

- Accounting Fees/Gaming Financial Reports**  
Licensed groups may use gaming proceeds to hire a professional accountant to prepare gaming financial reports. The financial report must be prepared by a member in good standing of a) Certified General Accountants Assoc. of Alberta; or b) the Institute of Chartered Accountants of Alberta; or c) the Society of Certified Management Accountants of Alberta. The preparation of other financial reports is not an allowable use of gaming proceeds.
- Administrative Costs – Maximum 10%**  
Administrative costs that are necessary to the delivery of a charitable or religious program or service are eligible uses of gaming proceeds. Approved administrative expenditures shall normally be limited to a maximum cumulative total of 10% of gaming proceeds earned the previous calendar year. Administrative costs that are eligible for approval include: telephone, stationery, postage bulletins, newsletters, website costs (internet service provider), which communicate information to the public about the group's community service programs, space rental for regular membership meetings and storage, office rent and Director's liability insurance. Administrative costs related to the internal administrative activities of the group are not eligible uses of gaming proceeds. These costs that are not eligible for approval include: food and beverage; salaries, wages or honorariums for administrative duties; non-gaming accounting fees; and legal fees.
- Awards/Trophies/Plaques**  
Cash, merchandise prizes or any other prize of value is prohibited. Awards must be based on achievement not for volunteer appreciation.
- Donation Out of Canada \$1,000 or Less**  
Groups may make a total annual donation of \$1,000.00 or less to any eligible individual charity or religious group outside of Canada without the prior approval of the AGLC. The purpose of the donation must be in accordance with Charitable Gaming Policy 5.7.
- Donations Within Alberta of \$5,000 or Less**  
Gaming proceeds may be donated to charitable or religious groups outside of Alberta that actively delivers a program or service which provides a community benefit. Groups may make a total annual donation of \$5,000 or less to any eligible individual charity or religious group outside of Alberta, but within Canada, without the prior approval of the AGLC.
- Equipment – Program Related – 100%**  
Gaming proceeds may be used to maintain, purchase or rent equipment that is essential to the delivery of the group's charitable services or programs. Ownership of the equipment must remain property of the organization. Equipment that is used in any activity or operation which is intended to produce income cannot be purchased with gaming proceeds.  
  
Education/School Groups Only: Gaming proceeds may be used to purchase educational equipment and supplies such as audio/visual equipment, athletic equipment and musical instruments which otherwise would not be available. The ownership of these assets shall remain with the educational institution or school.
- Facility/Equip (Facility Related Only) – Max 50%**  
Ethno-cultural, fraternal, veteran or service groups that provide a facility with public access areas and areas for the exclusive use of members and their guests may use up to 50% of its gaming proceeds for the costs of its facility (includes: fixtures and furnishings, mortgage, lease or rental payments, utilities, insurance (fire and liability), property taxes, janitorial costs and supplies, repairs and maintenance, and renovations).  
**\*Current copy of Certificate of Land Title or Lease/Rental Agreement is required to verify the organization has care, custody and control of the premise and the legal right to occupy.**

- Facility/Equip (Facility Related Only) – 100%**  
Groups that provide a public facility may use gaming proceeds for the capital, leasehold, rental and operating costs of the facility (includes: fixtures and furnishings, mortgage, lease or rental payments, utilities, insurance (fire and liability), property taxes, janitorial costs and supplies, repairs and maintenance, and renovations).  
*\*Current copy of Certificate of Land Title or Lease/Rental Agreement is required to verify the organization has care, custody and control of the premise and the legal right to occupy.*
- Officials/Judges Fees**  
Includes referees, umpires, adjudicators or other positions responsible for officiating or judging a competition. Note – voting members of the organization cannot be paid from gaming proceeds.
- Promotional Activities**  
Gaming proceeds may be used for promotional activities designed to increase public awareness and participation in charitable or religious programs. This includes advertising in newspapers, radio, television, posters, signs, pamphlets, letters and internet web pages (development and maintenance).
- Registration/Affiliation Fees**  
Gaming proceeds may be used for registration/affiliation fees when related to a group's specific objective.
- Rent – Facility**  
Renting a facility including ice rental, sports fields and stages for performing arts groups.
- Resource Materials/Supplies**  
Program related materials and supplies such as resource materials, books, manuals and videos. May also include the design and production of program related materials.
- Senior Citizen Activities (Seniors' Groups)**  
Gaming proceeds may be used to pay for approved expenditures related to the special needs of senior citizens. An individual must be at least 60 years of age to be considered a senior citizen.
- Travel – In Province**  
Travel that is social, recreational or administrative in nature is not eligible. (For Seniors groups, please see Seniors guidelines.) Gaming proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. All expenditures must be supported by receipt or voucher.
- Uniforms/Costumes**  
Gaming proceeds can be used to purchase uniforms and costumes that remain the property of the organization. Groups must have written policy for the use of uniforms/costumes, and provide to AGLC upon request.
- Vehicle Purchase/Repairs/Operation**  
Vehicle must be registered and insured in the name of the licensed group. Includes purchase, registration, insurance, repairs and operation.
- Volunteer Conference/Seminars/Training**  
The conference, seminar, workshop, etc. must be primarily organized for educational purposes related to a specific charitable program or service the group supports or delivers to the community. Local area only. Outside of local area – please see Travel Policy.
- Youth Development Programs**  
Specific details must be provided. For youth sports groups, a minimum of 75% or more of its membership or participants are 21 years of age or younger.

## **Section 2**

The following Use of Proceeds categories require the submission of specified AGLC forms or documentation. Please reference applicable policy to ensure all required documentation has been submitted. Incomplete requests will be returned to the Treasurer at the organization mailing address.

- Bursaries and Scholarships\***  
Gaming proceeds may be used to support educational bursaries or scholarships. Provide the bursary/scholarship eligibility criteria; the composition of the decision-making body reviewing the applications; and the number and value of the bursaries or scholarships to be awarded.
- Disbursement of Gaming Proceeds – Retention\***  
Disbursement of gaming proceeds shall be made within 24 months of receipt of funds. Any extension of this period must have prior written approval of the Commission and must include the total amount of gaming funds to be retained, the purpose for which the funds are to be retained and a date by which the funds will be expended.
- Donation Out of Canada Over \$1,000\***  
A Request to Donate Proceeds Outside of Canada (Form 5484); a Statutory Declaration (Form 5503) sworn by an executive member of the donor group; and a Recipient Agreement (Form 5507) signed by the recipient group must be completed and submitted for approval if the donation exceeds an annual amount of \$1,000.00.
- Donations Out of Alberta but in Canada Over \$5,000\***  
A Request to Donate Proceeds Outside of Alberta but Within Canada (Form 5502); a Statutory Declaration (Form 5503) sworn by an executive member of the donor group; and a Recipient Agreement (Form 5507) signed by the recipient group must be completed and submitted for approval if the donation exceeds an annual amount of \$5,000.00.

- Donations Within Alberta in Excess of \$5,000\***  
A request to donate proceeds within Alberta in excess of \$5,000 requires the prior approval of the AGLC. Groups shall provide the request in writing and include a completed Statutory Declaration (Form 5503) sworn by an executive member of the donor group, and a completed Recipient Agreement (Form 5507) signed by the recipient group.
- Emergency Funds\***  
Gaming proceeds may be used to provide relief for individuals or families in personal distress or who are victims of physical disaster. Gaming Proceeds may be used to provide equipment and supplies or train volunteers during emergency situations. Prior written approval is required for each request.
- Endowment Fund\***  
Gaming proceeds may be used to establish and/or donate to an endowment fund, whose purpose is to support approved charitable or religious purposes. Endowment fund contributions shall normally be limited to a maximum cumulative total of 50% of gaming proceeds earned the previous calendar year and require prior approval from the AGLC.
- Ethno Cultural Activities\***  
Expenses related to the development of education programs, seniors' programs, and activities that promote cultural heritage. Specific details are required prior to approval.
- Travel – Out of Canada\***  
Travel Itinerary (Form 5443) must be submitted for approval prior to the event. The travel must be required for the group to delivery its programs in Alberta, and be either a normal part of the group's activities or an earned opportunity to go to a higher level of activity.
- Travel – Out of Province\***  
Travel Itinerary (Form 5443) must be submitted for approval prior to the event. The travel must be required for the group to deliver its programs in Alberta, and be either a normal part of the group's activities or an earned opportunity to go to a higher level of activity.
- Wages, Salaries, Fees for Service and Honorariums\***  
Wage/Salaries (Form 5442) must be submitted for approval. Gaming proceeds may be used to pay salaries, wages, fees for service or honorariums only if the duties performed are essential to the group's program delivery, as approved by the AGLC, and the duties cannot be reasonably performed by a volunteer. Note: positions are not transferable. A Wage/Salary form is required for each individual employee in that position.
- Special Program Support/Development\***  
Specific details to be provided prior to approval. Unique programs pertaining to the organization's program delivery. Event related activities (i.e., performances, festivals, etc.) must include a preliminary budget including projected revenues and expenses. Attach additional pages if necessary.

**For Official Use Only**

- Approved
- Not Approved

\_\_\_\_\_ per: Alberta Gaming and Liquor Commission

Comments/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information.

If you have any questions about the collection or use of the information, please contact:

Social Responsibility and Licensing/Compliance Division  
 Alberta Gaming and Liquor Commission  
 50 Corriveau Avenue  
 St. Albert, Alberta T8N 3T5  
 Main: 780-447-8600  
 Use of Proceeds Line: 780-651-7600  
 Toll-free: 1-855-506-1066 Fax: 780-447-8912

 **Retain copies of all documents submitted to Alberta Gaming and Liquor Commission**

