

REQUEST TO AMEND USE OF GAMING PROCEEDS

Before completing the attached Request to Amend Use of Gaming Proceeds, please read the following information:

A Charity may amend their use of gaming proceeds at any time. This form may be used to submit a request to amend an organization's currently approved use of gaming proceeds. Prior approval must be obtained before disbursement of funds. Organizations disbursing gaming proceeds without AGLC prior 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.

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 recover 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.

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(s) with a check mark (✓) that appropriately identifies how your organization proposes to allocate their 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) 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 at aglc.ca.**
- **Incomplete submissions will be returned to the organization. Once all required information is available, the request may be resubmitted for consideration.**

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

- Donations Out of Alberta but in Canada of \$5,000 or Less**
Gaming proceeds may be donated to charitable or religious groups outside of Alberta, but within Canada, 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.
- 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.
- 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.
- 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**
When hosting, 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.

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.
- 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.
- 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.

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.

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.

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.**

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.

Youth Development Programs

Specific details must be provided. For youth sports groups, a minimum or 75% or more of its membership or participants are 21 years of age or younger.

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
- Incomplete

Comments/Conditions: _____

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

