

## Request to Amend Use of Gaming Proceeds

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

An organization may amend its use of gaming proceeds at any time. Gaming proceeds must only be used for charitable objects or purposes which are consistent with the group’s eligibility for a gaming licence and supports the delivery of the group’s charitable objectives, programs, and services. It is the organization’s responsibility to ensure the disbursement of proceeds complies with the Charitable Gaming Policies Handbook (CGPH). Applicable policy and guidelines may be found at [aglc.ca](http://aglc.ca).

Gaming proceeds must be spent reasonably and, in a cost, effective manner to support the group’s charitable purpose. The following uses do not require prior approval:

- Accounting
- Administrative Expenses – Maximum 30%
- Aid of the Distressed
- Community Events under \$100,000
- Donations (within certain dollar amounts)
  - Unlimited to AGLC Licensed groups
  - Up to \$25,000 to non-AGLC Licensed groups
  - Up to \$10,000 to an eligible charity outside of Alberta.
  - Up to \$5,000 to an eligible charity outside of Canada
- Hosting Conferences, Seminars, Workshops and Clinics
- Programs Related Expenses include:
  - Advertising/promotional activities
  - Awards/trophies/plaques
  - Equipment/resource materials/supplies
  - Judges/officials
  - Membership/registration/affiliation fees
  - Uniforms/costumes
  - Ad hoc facility rental
- Travel

If any of the above noted use of proceeds categories do not appear on the group’s Use of Proceeds list, contact Use of Proceeds to have the list updated appropriately.

**Cost Recovery:** Expenses for charitable programs that generate or receive revenue (e.g. admission fees, registration fees, donations, grants, advertising revenue, etc.) must be managed on a cost-recovery basis. Program revenue and any revenue received for programs or activities, such as donations, and/or grants, etc., must be spent prior to any gaming proceeds being used. Facility rental revenue must apply a minimum of 50 per cent of the rental revenue toward facility expenses.

### INSTRUCTIONS:

- Check (✓) the categories that the group is currently applying for. Only select the categories that the organization will be allocating gaming funds toward.
- All amendments must be signed by one volunteer elected executive member of the group.
- A brief description of each category is provided. A complete description of each use of proceeds policy can be viewed on AGLC’s website [aglc.ca](http://aglc.ca) under the Charitable Gaming Policies Handbook (CGPH), Section 4
- All AGLC forms are available at [aglc.ca](http://aglc.ca)
- Incomplete submissions will be returned to the organization to the attention of the Treasurer. Once all required information is available, the request may be resubmitted for consideration.
- Completed forms may be emailed to [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca)
- Organizations can view currently approved UOP list through an Internet Account – see Online Services at [aglc.ca](http://aglc.ca) to create an online web account.
- Retain copies of all documents submitted to AGLC.

AGLC, Use of Proceeds		
50 Corriveau Avenue St. Albert, Alberta T8N 3T5	Toll-Free: 1-855-506-1066 ext. 9 Fax: 780-447-8912	780-651-7600 ext. 9 Email: <a href="mailto:gaming.useofproceeds@aglc.ca">gaming.useofproceeds@aglc.ca</a>

**Return this form to:**

Email: [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca)  
AGLC Use of Proceeds  
50 Corriveau Avenue, St. Albert, Alberta T8N 3T5  
Use of Proceeds Line: 780-651-7600 ext. 9  
Toll-Free: 1-855-506-1066 ext. 9

## Request to Amend Use of Gaming Proceeds

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 proceeds. All amendments must be signed by one volunteer elected executive member of the organization and include any required support documentation or completed forms.

Organization Information			
Name:		I.D.#:	
Address:	City/Town	Postal Code	

Authorization for Application – Volunteer Elected Executive			
The undersigned confirms a) they are authorized to make this application and b) all information on or related to this application is current and accurate.			
Volunteer Elected Executive Signature		Position Held	
Legal Last Name		Legal First Name	
Legal Middle Name	Preferred Name	Date of Birth (YY/MM/DD)	
Mailing Address			
City/Town	Province	Postal Code	
Contact Phone	Email		

### SECTION 1

**The Request to Amend Use of Gaming Proceeds form is required to obtain prior approval for the following use of proceeds categories:**

Only select the categories applicable to the organization's use of gaming proceeds

- Bursaries and Scholarships**  
With prior approval gaming proceeds may be used for educational bursaries or scholarships for post-secondary education and must be widely publicized and made available to all qualified individuals. Submit 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. CGPH 4.4.3
- Donations Within Alberta Over \$25,000 to Non AGLC-Licensed Organizations**  
With prior AGLC approval, groups may donate more than \$25,000 annually to an eligible individual charity within Alberta that does not conduct licensed gaming events or only conducts raffles with a total ticket value \$20,000 and less. Submit the Request to Amend Use of Proceed form (5506) and the completed Recipient Agreement ([form 5507](#)).
- Emergency Funds**  
With prior approval gaming proceeds may be used to provide relief to people in distress or who are victims of physical or natural disaster. Proceeds may be used to provide shelter, food, clothing or furnishings, equipment and supplies, vehicle or home modifications, travel within Alberta to attend medical treatments, mobility aids, and specialized beds. Prior written approval with specific details must be provided for each request. CGPH 4.4.7
- Endowment Fund**  
With prior approval, gaming proceeds may be used to establish and/or donate to an endowment fund, whose purpose is to support approved charitable purposes. CGPH 4.4.9 (To donate to a third-party endowment fund, see Donation Policy CGPH 4.3.10).

- Facility Expenses**  
With prior approval gaming proceeds may be used in a cost-effective manner for the purchase, rental, capital, leasehold, and operating costs of a facility that is used for charitable program delivery. Operating costs may include fixtures and furnishings, mortgage, lease or rental payments, utilities, insurance (fire and liability), property taxes, janitorial costs and supplies, repairs, and maintenance, including snow removal, lawn care, and ice maintenance and renovations or leasehold improvements. ***\*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.***  
CGPH 4.4.10
- Special Program Support/Development**  
For UOP requests that do not fall within standard use of proceed categories. Specific details are to be provided prior to approval, such as: unique programs pertaining to the organization’s program delivery.
- Vehicle Purchase/Repairs/Operation**  
With prior approval, gaming proceeds may be used to purchase, rent, or lease vehicles (e.g. van, bus, all terrain, trailer), including repairs, operation, maintenance, registration, and insurance (see Subsections 4.2.4-7). A group must maintain a log for the use of the vehicle.  
CGPH 4.4.19-20

**SECTION 2**

**For the following use of proceeds only submit the related form using the link(s) below**

- Community Events over \$100,000**  
Complete Community Events more than \$100,000 (form 5457). With prior approval, gaming proceeds may be used for eligible community events, over \$100,000 in gaming proceeds, that are open and promoted to the public. The group must submit a request for prior approval and include: details about the event; location, date, time and duration of the event; confirmation that the event is open to the public; explanation how is the event advertised; sources and amounts of anticipated revenue and expenses for the event. Gaming Proceeds must not be used to support commercial or for-profit activities. CGPH 4.4.4
- Donations Out of Alberta but in Canada Over \$10,000**  
Complete the Request to Donate Proceeds Outside of Alberta (form 5502) and the Recipient Agreement for Donations to Groups not licensed with AGLC (form 5507). With prior approval donations exceeding \$10,000 annually may be made to any eligible non-profit group outside of AB but within Canada to support disaster/emergency relief or nationally recognized programs that benefit Albertans. CGPH 4.4.6
- 4.4.6 Donation Out of Canada Over \$5,000**  
Complete a Request to Donate Proceeds Outside of Alberta form and a Recipient Agreement for Donations to Groups not licensed with AGLC (form 5507). With prior approval donations exceeding \$5,000 annually may be made outside of Canada to any eligible non-profit group to support international disaster/emergency relief or projects in developing countries that the Canadian federal government approves for international development. CGPH 4.4.6
- Retention of Gaming Proceeds**  
Complete a Retention of Gaming Funds (form 5642) With prior approval disbursement of gaming proceeds shall be made within 36 months of receipt of funds. With prior approval, a group that requires longer than 36 months to use its gaming proceeds, with a balance of over \$50,000 may request a retention of gaming funds to assist with on-going program delivery up to a maximum of \$100,000 for an additional 24 months during which time funds must be disbursed as per the groups’ current UOP list. Fundraising groups may request approval to retain more than \$100,000 but may not retain longer than an additional 24 months. . CGPH 4.1.5.  
Complete a Retention of Gaming Funds (form 5642) Groups may request to retain funds for future facility purchase/construction or renovations up to a maximum of \$500,000. Once a groups’ maximum is reached, these funds must be used within 24 months. CGPH 4.4.14
- Wages, Salaries, Fees for Service and Honorariums**  
Complete a Request to Use Gaming Proceeds to Pay Wage/Salaries (form 5442) 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 AGLC, and the duties cannot be reasonably performed by a volunteer. (CGPH 4.4.21) Payment for administrative positions such as receptionists, bookkeepers, and other clerical positions, and executive directors whose functions are primarily administrative, are limited with 30% allowed for administrative expenses and do not require the submission of a wage/salaries form. (see CGPH 4.3.2)

**For Official Use Only**

Approved

Not Approved

Incomplete

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

\_\_\_\_\_

\_\_\_\_\_

**Retain copies of all documents submitted to Alberta Gaming, Liquor & Cannabis**

