

TEAM   
KENTUCKY.®

---

PUBLIC PROTECTION  
CABINET

Department  
of  
Charitable Gaming

Applications



# Applications

& Licensing

# APPLICATIONS FOR LICENSURE

- CG-APP-ORG: CHARITABLE GAMING ORGANIZATION LICENSE APPLICATION
- CG-APP-DIS: CHARITABLE GAMING DISTRIBUTOR LICENSE APPLICATION
- CG-APP-MAN: CHARITABLE GAMING MANUFACTURER LICENSE APPLICATION
- CG-APP-FAC: CHARITABLE GAMING FACILITY LICENSE APPLICATION
- CG-APP-EXE: NOTIFICATION OF INTENT TO ENGAGE IN EXEMPT CHARITABLE GAMING
- CG-OCC-ORG: NOTICE OF CHANGE IN OFFICERS OR CHAIRPERSON
- CG-APP-ORG-CFE: CHARITY FUNDRAISING EVENT APPLICATION
- CG-APP-SER: SPECIAL EVENT RAFFLE LICENSE APPLICATION—  
501(c)(7) status only

# CHARITABLE LICENSE ELIGIBILITY

In order to qualify and conduct charitable gaming in the state of Kentucky, an organization must:

- Have 501 (c) (3), (4), (8), (10), (19) status from IRS. 501(c)(7) may be eligible – KRS 238.535 (14)(b)(2) contact the department.
- Been established and continuously operating within KY for charitable purposes for three years prior to application for licensure.
- Been actively engaged in charitable activities three years prior to the application for licensure and be able to demonstrate reasonable progress towards its charitable purposes.
- Maintained an office/place of business for one year in the county in which charitable gaming is to be conducted.

# TWO TYPES OF ORGANIZATIONS

## Exempt Organizations (EXE)

- Under \$25,000/year gross receipts
- Files an Annual Financial Report
- Receives a “Notice of Exemption”
- \$25 application fee (no additional fees required)
- Pulltabs/electronic pulltabs & special limited games not allowed
- CG-APP-EXE Application

## Licensed Organizations (ORG)

- Gross receipts above \$25,000 /year
- Quarterly Financial Reports (some exceptions)
- Receives Charitable Gaming License
- \$25 nonrefundable application fee + annual license fee + fee for background checks; pay a percent of gross receipts (quarterly/annually)
- \$25 change request fee after license is issued
- CG-APP-ORG Application for Charitable Organization

# NEXT STEP

- The Department of Charitable Gaming accepts new or renewal applications, charity fundraising event applications and change requests by mail/email/ fax
- 1<sup>st</sup> time applicant – Application is reviewed by a Licensing Specialist, any/all deficiencies identified and cured within thirty (30) days, an office inspection is conducted by a DCG Compliance Officer, all fees (including KSP background check fees) paid – license issued
- Renewal application – Application is reviewed by a Licensing Specialist, any/all deficiencies identified and cured within thirty (30) days, all fees (including any outstanding fines) paid – license issued
- **The Department has 60 days to grant or deny a completed application; application and all requested changes must be signed by an officer (electronic signature is acceptable)**
- Payments can be made via electronic payment form located on our website: [dcg.ky.gov](http://dcg.ky.gov)

# WHAT IF I NEED TO MAKE CHANGES?

- Date, Time & Location Changes:
  - Send Licensing Specialist the change request by mail/email/fax & if required, a copy of the lease, 10 days in advance (including changes to raffle drawing)
  - Can utilize the Change of Gaming form found on website
  - \$25 change fee & signed by an Officer - fees will be invoiced if not paid at the time of request
- Officer, Chairperson and all other changes:
  - Send CG-OCC-ORG (Officer or Chairperson Change) application to the Licensing Specialist by mail/email/fax within 30 days of the change
  - \$25 change fee & signed by an Officer - fees will be invoiced if not paid at the time of request
- Electronic signature of an Officer is acceptable
- You can pay by ACH Draft by completing the Electronic Payment Form & emailing or faxing to Stephanie Ledford ([Stephanie.Ledford@ky.gov](mailto:Stephanie.Ledford@ky.gov))
- Department will issue or deny request for amended license within 10 days

# ADDITIONAL GAMING LICENSE

- An additional license is needed when the organization wishes to conduct a raffle drawing, non-cash prize wheel, special pulltab event or bingo that is not listed on the main license for that day, time or location.
- Submit request at least 10 days in advance
- **Request and Correspondence must be signed by an officer** (electronic signature is acceptable)
- Request can be sent by mail, email or fax
- \$25 processing fee



# SPECIAL EVENT LICENSE

- Charity Fundraising Event & Special Charity Fundraising Event (CG-APP-ORG-CFE application) are events that attract patrons for community, social and entertainment purposes apart from charitable gaming. Events such as:
  - County/city fairs & church picnics
  - School carnivals
  - Banquets/dinners
  - Casino night
- Submit a CG-CG-APP-ORG-CFE application at least 30 days prior to the scheduled date for a CFE or SLCFE (organization can have 8 CFE events/year of which 2 can be SLCFE)
- **Application can be sent by mail, email or fax and must be signed by an officer** (electronic signature is acceptable)
- \$25 processing fee

## Supporting YOU - Our Customers

- When contacting the Department, be sure to know your organization's license number (ORG) or exempt number (EXE) and your assigned licensing specialist; include license/exempt number on all email correspondence
- If a gaming session has to be cancelled, notify the department/licensing specialist in writing via email at least 24 hrs prior to the start of the session
- Be sure the department has an up-to-date current email address. By doing so, we will be able to:
  - E-mail reminders regarding licensure renewals
  - E-mail reminders on reporting deadlines
  - E-mail any upcoming training events, latest DCG news or changes to statutes/regulations