



**DEPARTMENT
OF
CHARITABLE GAMING**

Applications

TYPES OF APPLICATIONS FOR LICENSURE

- CG-1 License Application for Charitable Organization
- C-2 License Application for Distributor
- CG-3 License Application for Manufacturer
- CG-4 License Application for Facility
- CG-SER Application for Special Event Raffle
- CG-Exempt Form for Organization Grossing under \$25,000
- CG-OC: Officer or Chairperson Change (\$25 fee not required for EXE-Organizations grossing under \$25,000)
- Cease or Change of Gaming Activity
- CG-Schedule A License Application for Special Charity Fundraising Event

CHARITABLE ORGANIZATION ELIGIBILITY FOR LICENSURE

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. A 501(c)(7) may be eligible, call 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 toward 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 THAT CONDUCT CHARITABLE GAMING

EXEMPT ORGANIZATIONS

- Under \$25,000/year gross receipts
- Files an Annual Financial Report
- Receives a “Notification of Exemption” letter
- One time \$25 application fee
- CG-Exempt Application

*The Department of Charitable Gaming accepts new or renewal applications, special event applications and change of requests by fax and/or e-mail

LICENSED ORGANIZATIONS

- Gross receipts \$25,000 and above/year
- Quarterly Financial Reports (some exceptions)
- Receives Charitable Gaming License
- \$25 annual renewal fee +pay a percent of gross receipts (quarterly/annually) +fee for appropriate background checks
- CG-1 Application

NEXT STEP

- Submit a completed application to the Department at least 60 days before your organizations plans to start its charitable gaming activities.
- Enclose a \$25 fee with the application
- Once an application has been reviewed by a Licensing Specialist & all deficiencies have been resolved, an office inspection will be conducted by a DCG Compliance Officer
- Establish a separate bank account for your charitable gaming activities (required for licensed organizations, strongly recommended for exempt organizations)
- Electronic Payment form is available at dcg.ky.gov
- License or Notification of Exempt letter will be issued once *all* requirements are met.

WHAT IF I NEED TO MAKE CHANGES?

Date, Time & Location Changes:

- Send DCG a letter/e-mail; if required, a copy of the lease, 10 days in advance (including raffle-draw changes)
- Can be hand delivered , mailed, faxed, or emailed
- ***Request & Correspondence must be signed by an officer*** (electronic signature is acceptable)
- Any fees will be invoiced if not paid at the time of change request

Officer, Chairperson and all other changes:

- Send CG-OC (Officer or Chairperson Change application) to DCG within 30 days of the change
 - Can be hand-delivered, mailed, faxed or e-mailed
 - Any fees will be invoiced if not paid at the time of change request
 - ***Request & Correspondence must be signed by an officer (electronic signature is acceptable)***
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- You can pay by ACH Draft by completing the Electronic Payment form & emailing or faxing to Stephanie Ledford (Stephanie.Ledford@ky.gov)
 - \$25 processing fee for change requests for organizations with gross receipts \$25,000 and above
 - DCG will approve or deny requests within ***10 days***

COMMON PROBLEMS WITH THE APPLICATIONS

- Application is not complete; doesn't provide all detailed information for gaming activities
- Not signed at all, or not signed by an officer
- Applicant doesn't provide detailed/accurate information on charitable gaming revenue and expenditures for the organization
- Not submitted in a timely manner for renewal and for additional gaming activities and requests

SUPPORTING OUR CUSTOMERS

- When contacting the Department, be sure to know your Organization's license number or exempt number and your assigned DCG licensing specialist
- If you would like to stay in touch with the Department, please subscribe your e-mail address via dcg.ky.gov
- By doing so, the Department will be able to:
 - E-mail changes regarding the law
 - E-mail upcoming events and the latest DCG news
 - E-mail Applications and Financial Reports