



APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is \$50.00 and must be made payable to **City of Isanti.**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

\_\_\_\_\_

Name	Address	Phone No.
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Name	Address	Phone No.
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Name	Address	Phone No.
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Type of Event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Use of Proceeds: \_\_\_\_\_

\_\_\_\_\_

Location and address of event:

\_\_\_\_\_

Estimated value of prizes to be awarded: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Applicant's phone number: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by City Council \_\_\_\_\_ Resolution # \_\_\_\_\_

## BACKGROUND INVESTIGATION INFORMED CONSENT TO RELEASE

**NOTICE:** Under data privacy laws, certain information is classified as private and is available only to you, to City employees whose work assignments require access, and to entities or agencies authorized by statute to gain access to this information. Completion of this form will allow the person or entity below access to information in the custody of the City of Isanti that relates to you.

### A COPY OF THE APPLICANT'S DRIVER'S LICENSE MUST ACCOMPANY THIS RELEASE.

Driver's License Number: \_\_\_\_\_

I, \_\_\_\_\_ authorize the Isanti Police  
Department (Please Print Name)

release and disclose to the City of Isanti the following Information:

- \* Driver's License Check
- \* Criminal History

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I agree to hold harmless the City of Isanti from any liability arising from the release of the information that is in accordance with this Informed Consent to Release.

I understand that I may cancel this Informed Consent to Release at any time prior to the release of information and that, in any event, this release expires automatically 90 days after the date of signing.

The City of Isanti does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to all individuals with disabilities to participate in all City of Isanti Services, programs, and activities.

General Authorization and Release Pursuant to MN Statute Section 13.05, subd. 4, Minnesota Data Practices Act

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: _____	Previous Gambling Permit Number: X- _____
Minnesota Tax ID Number, if any: _____	Federal Employer ID Number (FEIN), if any: _____
Mailing Address: _____	
City: _____ State: _____ Zip: _____ County: _____	
Name of Chief Executive Officer (CEO): _____	
CEO Daytime Phone: _____	CEO Email: _____ (permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____	

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal
 ☐ Religious
 ☐ Veterans
 ☐ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted  
(for raffles, list the site where the drawing will take place): \_\_\_\_\_

Physical Address (do not use P.O. box): \_\_\_\_\_

Check one:

☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

Bingo      Paddlewheels      Pull-Tabs      Tipboards      Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<b>CITY APPROVAL</b> <b>for a gambling premises</b> <b>located within city limits</b>	<b>COUNTY APPROVAL</b> <b>for a gambling premises</b> <b>located in a township</b>
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <b>The city or county must sign before submitting application to the Gambling Control Board.</b> </div>	
<b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and  
 \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?**  
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
<p><b>Allowable expenses</b> - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> <li>• gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);</li> <li>• advertising;</li> <li>• printing raffle tickets; or</li> <li>• any services or goods that are directly related to the conduct of your gambling.</li> </ul> <p><b>Charitable contributions</b> - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> <li>• to or by 501(c)(3) organization and 501(c)(4) festival organizations;</li> <li>• relieving the effects of poverty, homelessness, or disability;</li> <li>• problem gambling programs approved by the Minnesota Department of Human Services;</li> <li>• public or private nonprofit school;</li> <li>• scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);</li> <li>• church;</li> <li>• recognition of military service (open to public) or active military personnel in need;</li> <li>• activities and facilities benefiting youth under age 21;</li> <li>• citizen monitoring of surface water quality, with data submitted to Minnesota PCA;</li> <li>• unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);</li> <li>• wildlife management projects or activities that benefit the public-at-large, with DNR approval;</li> <li>• grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;</li> <li>• supplies and materials for DNR training and educational programs;</li> <li>• nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;</li> <li>• community arts organizations or programs;</li> <li>• humanitarian service recognizing volunteerism or philanthropy; and</li> <li>• acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Controlled contribution</b> - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.</li> <li>2. <b>Financial gain</b> - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.</li> <li>3. <b>Government</b> - An expenditure may not be made for: <ul style="list-style-type: none"> <li>• influencing the nomination or election of a candidate for public office;</li> <li>• promoting or defeating a ballot question; or</li> <li>• any activity intended to influence an election or a governmental decision-making process.</li> </ul> </li> <li>4. <b>Law enforcement</b> - A direct contribution may not be made to a law enforcement or prosecutorial agency.</li> <li>5. <b>Pension</b> - A contribution may not be made to a government pension or retirement fund, such as a fire relief association.</li> <li>6. <b>Conflict of interest</b> - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255.</li> <li>7. <b>Alcohol</b> - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.</li> <li>8. <b>Fundraising</b> - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.</li> <li>9. <b>Other organizations</b> - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.</li> <li>10. <b>Other contributions</b> - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.</li> </ol>

## BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule <a href="#">7861.0310</a> .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. ( <a href="#">349.173</a> )
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. ( <a href="#">349.173</a> )
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. ( <a href="#">7861.0260</a> )
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. ( <a href="#">7861.0260</a> )
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. ( <a href="#">7861.0260</a> )
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. ( <a href="#">349.166</a> )
	8. Cash must not be substituted for merchandise prizes that have been won. ( <a href="#">7861.0260 Subp. 4C(2)</a> )
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. ( <a href="#">340A.707</a> )
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). ( <a href="#">349.2127</a> ) ( <a href="#">7861.0260</a> )
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. ( <a href="#">349.173</a> )
	12. Persons are not required to be present at a raffle drawing to be eligible to win. ( <a href="#">349.173</a> ) ( <a href="#">7861.0310</a> )
	13. Raffle tickets are not sold to or won by persons under age 18. ( <a href="#">349.181</a> ) ( <a href="#">7861.0310</a> )
	14. Purchasers are not required to buy anything other than the ticket. ( <a href="#">349.173</a> ) ( <a href="#">7861.0310</a> )
	15. Clear and legible house rules in accordance with MN Rule <a href="#">7861.0310</a> are prominently posted at the point of winner selection.
	16. An exempt permit financial report ( <a href="#">LG220A</a> ) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. ( <a href="#">349.166</a> )
	BINGO
	1. Clear and legible house rules in accordance with MN Rule <a href="#">7861.0270</a> are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. ( <a href="#">7861.0270 Subp. 2A(1)</a> )
	3. House rules include the reasons for potentially cancelling bingo occasions. ( <a href="#">7861.0270 Subp. 2A(1)</a> )
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) ( <a href="#">7861.0270 Subp. 5B(1)</a> )
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. ( <a href="#">7861.0270 Subp. 5B(7)</a> )
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. ( <a href="#">7861.0270 Subp. 3A</a> )
	7. No reservation of bingo cards or bingo paper for any person ( <a href="#">7861.0270 Subp. 3F</a> )
	8. Bingo records (including bingo program) must be kept for 3½ years. ( <a href="#">7861.0270 Subp. 11</a> )
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. ( <a href="#">7861.0310</a> )
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. ( <a href="#">349.12 Subd. 3a</a> ) ( <a href="#">349.12 Subd. 25</a> ) ( <a href="#">mn.gov/gcb/faq-exemptexcluded.html</a> ) and ( <a href="#">mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf</a> )