



# Community Gaming Grants

## Program Guidelines



Ministry of Community, Sport and Cultural Development

## COMMUNITY GAMING GRANTS

Program Guidelines

Effective February 1, 2017

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<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/news-updates>

# Table of contents

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<b>Introduction</b>	<b>5</b>
<b>1. Program overview</b>	<b>6</b>
1.1 Roles of the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch	6
<b>2. Available funding</b>	<b>7</b>
2.1 Maximum funding levels	7
2.2 How applications are assessed	7
<b>Eligibility</b>	<b>8</b>
<b>3. Organization eligibility</b>	<b>9</b>
3.1 Eligible organizations	9
3.2 Ineligible organizations	10
3.3 Sectors	11
3.4 Eligibility for Parent Advisory Councils and District Parent Advisory Councils	12
3.5 Eligibility for service clubs	12
3.6 Eligibility for the British Columbia Association for Charitable Gaming and Community Charitable Gaming Associations	13
3.7 Eligibility for federally incorporated not-for-profit organizations	14
<b>4. Program eligibility</b>	<b>14</b>
4.1 Eligible programming	14
4.2 Special events	16
4.3 Scholarships and bursaries	16
4.4 Ineligible programming	16
<b>5. Financial eligibility</b>	<b>17</b>
5.1 Eligible financial status	17
5.2 Ineligible financial status	18
<b>The Application</b>	<b>19</b>
<b>6. Applying for a Community Gaming Grant</b>	<b>20</b>
6.1 How to apply	20
6.2 Determining which application form to use	20
6.3 Application intake periods	22
6.4 Application processing	22
6.5 Reconsiderations of decisions regarding an application	23

Continued

<b>Applicant Accountability</b>	<b>24</b>
7. <b>Using Community Gaming Grant funds</b>	<b>25</b>
7.1 <i>Appropriate use of funding</i>	25
7.2 <i>Scholarships and bursaries</i>	26
7.3 <i>Service clubs' conduit organizations</i>	27
7.4 <i>Parent Advisory Councils</i>	27
7.5 <i>District Parent Advisory Councils</i>	28
7.6 <i>Prohibited use of funds</i>	29
7.7 <i>Prohibited use of funds for Parent Advisory Councils</i>	30
7.8 <i>Disbursement of funding</i>	31
7.9 <i>Minor capital projects</i>	31
8. <b>Role of the Community Gaming Grant recipient</b>	<b>32</b>
8.1 <i>Grant conditions</i>	32
8.2 <i>Acknowledgement of funding</i>	33
9. <b>Contact information</b>	<b>33</b>
<b>Appendices</b>	<b>34</b>
<i>Appendix I: Determination of program delivery level</i>	35
<i>Appendix II: Reasons for requested documents</i>	36
<i>Appendix III: Examples of service clubs</i>	38
<i>Appendix IV: Examples of government funding</i>	39
<i>Appendix V: Regular form pre-application checklist</i>	41
<i>Appendix VI: Short form pre-application checklist</i>	45
<i>Appendix VII: PAC/DPAC pre-application checklist</i>	48
<i>Appendix VIII: Conditions for a Community Gaming Grant</i>	50
<i>Appendix IX: Conditions for a BCACG/CCGA grant</i>	54
<i>Appendix X: Conditions for a PAC/DPAC grant</i>	57



## *Introduction*



## 1. *Program overview*

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The Community Gaming Grants program distributes funds from commercial gambling revenues to not-for-profit community organizations throughout the province. The program is intended to provide all eligible community organizations in British Columbia with fair and equitable access to funding for the direct delivery of approved programs to their communities.

The Community Gaming Grants program is governed by the terms outlined in the *Gaming Control Act* and the Gaming Control Regulation.

### 1.1 *Roles of the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch*

The Ministry of Community, Sport and Cultural Development (CSCD) has full statutory responsibility for the Community Gaming Grants program. The Community Gaming Grants Branch develops program policies, processes all grant applications, and determines which organizations will receive grants and in what amounts.

The Ministry of Finance, through its Gaming Policy and Enforcement Branch (GPEB), regulates gambling in British Columbia and is responsible for the overall integrity of gaming and horse racing in the province. GPEB supports the Community Gaming Grants program by providing services such as audits, investigations and management of the Gaming Online Service.



## 2. Available funding

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### 2.1 Maximum funding levels

<b>Program Delivery Level</b>	<b>Maximum Grant Amount</b>
Local organizations	Up to \$100,000 per year
Regional organizations	Up to \$225,000 per year
Provincial organizations	Up to \$250,000 per year

Organizations applying for regional or provincial levels of funding must provide programs to a sufficiently large number of people, or over a sufficiently large geographic area, as determined by the Community Gaming Grants Branch, in order to be eligible for those funding levels. Please see Appendix I for additional information on how program delivery levels are determined.

Applications are assessed on the basis of the size and scope of the programming presented in the application. An organization is not considered to be eligible for the maximum level of funding simply based on whether they are recognized as a regional or provincial organization.

### 2.2 How applications are assessed

Program staff use the documents requested with the application (e.g. program financials, organization financials, program description, constitution/memorandum and bylaws/rules) to consider each application. Please see Appendix II for a detailed itemization of the purpose of each requested document.

Each application is assessed on its own merit in the context of demonstrated community need and subject to availability of funding. The branch does not rank or compare applicants through a competitive adjudication process; it awards grants as applications are received and reviewed. An application does not guarantee any level of funding. The requested amount may not be approved. The amount approved may vary from year to year.



## *Eligibility*





## 3. *Organization eligibility*

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### 3.1 *Eligible organizations*

An organization may be eligible to apply for a Community Gaming Grant if it:

- ◆ Is not-for-profit (including designated community service cooperatives<sup>1</sup>);
- ◆ Operates primarily for community benefit;
- ◆ Provides programs that benefit the community and not solely its members' interest;
- ◆ Has a voluntary and broadly based membership involved in the management and control of the organization and its programs;
- ◆ Has a voting membership that is more than double the number of board members;
- ◆ Delivers programs established and maintained by its volunteers;
- ◆ Delivers programs that fall within one of the six sectors outlined in section 3.3;
- ◆ Has board members that are democratically chosen by, and from within, its voting membership (with exceptions provided in section 3.7);
- ◆ Has a board with at least two-thirds of its members residing in B.C. (with exceptions provided in section 3.7); and
- ◆ Has a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as executive members.

Organizations do not have to be federally or provincially incorporated; however, organizations that are provincially incorporated or registered as extra-provincial societies must be in good standing with the B.C. Registrar of Companies, and organizations that are federally incorporated must be in good standing with Industry Canada. For further information on extra-provincial societies, please refer to section 3.7.

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<sup>1</sup> An asset locked Community Service Cooperative designated as such under Part 11 of the *Cooperative Associations Act*.

### 3.2 *Ineligible organizations*

An organization is permanently ineligible to apply for a Community Gaming Grant if it:

- ◆ Is for-profit;
- ◆ Is a member-funded society;
- ◆ Is a cooperative (with the exception of designated community service cooperatives);
- ◆ Is a community contribution company<sup>2</sup> (C3) or other social enterprise whose sole purpose is to generate profit to fund the organization;
- ◆ Is an ancillary group sustaining a for-profit business;
- ◆ Is a political party, political action group or lobby group;
- ◆ Is a federal, provincial, regional, municipal, First Nation, or other local government;
- ◆ Is a hospital, medical or health care facility;
- ◆ Is an educational institution or school;
- ◆ Is a penal institution or correction centre;
- ◆ Is a provincial or municipal facility, such as library, museum, gallery or recreation centre;
- ◆ Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia; and/or
- ◆ Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

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<sup>2</sup> A for-profit business with an asset lock component restricting the level of dividends paid to shareholders and requiring the bulk of the company profits to be invested in community purposes.



### 3.3 Sectors

When applying for a Community Gaming Grant, applicants self-classify their organization into one of the following six sectors:

#### *Arts and Culture*

Programs within this sector must provide public access to and/or preservation of the arts, heritage or culture; they cannot primarily support artists or artistic development. Examples of arts, heritage and culture may include: the performing arts (e.g. theatre, music, dance), media arts (e.g. film, video, sound painting, drawing), literature, community fairs and festivals (see section 4.2), heritage (e.g. museums, agricultural displays) or promotion of culture.

#### *Sport*

Programs within this sector must support the delivery of community-based youth and amateur sport opportunities for organized, competitive physical activities. Applications in the sport sector are required to provide the number of registered participants in each program. Motorized sports, and recreational activities such as billiards and shuffleboard, are not eligible.

#### *Environment*

Programs within this sector must support British Columbia's environment or protect the welfare of domestic animals and/or wildlife (e.g. conservation, education and animal and wildlife shelters).

#### *Human and Social Services*

Programs within this sector must significantly contribute to the quality of life in a community, including assisting the disadvantaged or distressed, promoting health and education, or enhancing opportunities for youth. Examples include: support services for people dealing with diseases, food banks, homeless shelters, drop-in centres, neighborhood houses, transition houses, Scouts, Cadets and daycares. Service clubs (see section 3.5) and the British Columbia Association for Charitable Gaming (BCACG) and Community Charitable Gaming Associations' (CCGA) (see section 3.6) are also included in this sector.

#### *Public Safety*

Programs within this sector must enhance and support public safety initiatives, disaster relief and emergency preparedness within British Columbia (e.g. search and rescue, volunteer fire departments and community and restorative justice initiatives).

#### *Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs)*

Funds must be used to benefit students by enhancing extracurricular opportunities. See section 3.4 for additional information pertaining to this sector.

### 3.4 *Eligibility for Parent Advisory Councils and District Parent Advisory Councils*

Parent advisory councils (PACs) or equivalent groups (such as parent support groups at public schools, group 1 or 2 independent schools or First Nation band schools within B.C.) are eligible to apply for a PAC grant.

All public and independent school parent advisory councils are eligible to receive \$20 per student annually.

All district PACs (DPACs) are eligible to receive \$2,500 each year.

- ◆ These grants apply only to grades K-12. The PAC or equivalent must be an autonomous group whose membership consists of parents or guardians of students attending the school.

Please refer to section 7.4 and 7.5 for an overview of eligible uses of grant funds and section 7.7 for a non-exhaustive list of ineligible uses for PACs.

### 3.5 *Eligibility for service clubs*

A service club is eligible to apply for a Community Gaming Grant under the Human and Social Services sector if it meets the eligibility criteria in section 3.1 and has 10 or more voting members. Examples of service clubs are provided in Appendix III.

Service Clubs are the only organizations that may use Community Gaming Grants for community donations programs.

Community Gaming Grant funding may be donated to those community organizations and programs that meet all eligibility criteria for a grant. One-time donations are also permitted to an individual or family within the service club's community where the donation will provide emergency assistance or relieve an exceptional condition or circumstance.

Pertaining to donations, service clubs:

- ◆ May donate to an organization with which they are associated, as long as the recipient organization and programs meet all eligibility criteria, including a separate and democratically chosen board;
- ◆ Are responsible for monitoring how funds are disbursed by the donation recipient and are required to report to the branch any instance where funds were used inappropriately;
- ◆ May donate to hospital foundations toward the purchase of medical equipment;
- ◆ May retain up to seven per cent annually from each Community Gaming Grant donated to another community organization to cover administrative costs; and
- ◆ Cannot receive grant funds from, or donate grant funds to, another service club.



In addition to a service club's community donations program, a service club that runs its own programs must apply for these as separate programs within one Community Gaming Grants application.

### *Use of conduit organizations*

Service clubs may make a donation from gaming grant funds to an approved conduit organization for the purpose of distributing scholarships and bursaries only. The conduit organization, defined as an approved organization that receives Community Gaming Grant funds from the donating service club for the purpose of distributing the funds as scholarships or bursaries, must:

- ◆ Meet the same organizational eligibility requirements as other community organizations receiving grant funds;
- ◆ Have a separate Gaming Account for receipt of the gaming funds from donating organizations to be used for scholarships and bursaries;
- ◆ Appropriately disburse the gaming fund donations as scholarships or bursaries from the Gaming Account within 12 months of receipt (see section 7.2 regarding eligible disbursements);
- ◆ Advise the donating service club of any instances where scholarship/bursary funds are returned by the student, and deposit those funds back into the conduit organization's Gaming Account;
- ◆ Not put any gaming funds, including those returned by a student, into an endowment or trust account; and
- ◆ Not charge any service costs or administrative charges to the donating service club (for administering the scholarship/bursary).

### **3.6** *Eligibility for the British Columbia Association for Charitable Gaming and Community Charitable Gaming Associations*

The British Columbia Association for Charitable Gaming (BCACG) is a provincial not-for-profit organization that liaises between community groups and the Province. The BCACG provides support services to charities and not-for-profit organizations for the purpose of applying for Community Gaming Grants.

Community Charitable Gaming Associations (CCGAs) are not-for-profit organizations that support charities and not-for-profit groups with their applications for Community Gaming Grants. CCGAs work closely with the BCACG as the provincial coordinating group and are in place to be a liaison and conduit between community groups and the Province.

Both the BCACG and CCGAs are eligible to apply for Community Gaming Grants for the sole purpose of delivering programming in support of the Community Gaming Grants program. Please see Appendix IX for the conditions for BCACG/CCGA grants.

### 3.7 *Eligibility for federally incorporated not-for-profit organizations*

Federally incorporated not-for-profit organizations are eligible to apply for Community Gaming Grants for the use of delivering programs and services in British Columbia for the benefit of British Columbians.

Extra-provincial societies must meet the organization eligibility requirements set out in section 3.1 with the following exceptions:

- ◆ An organization with a single, authoritative board of directors at the national level that is democratically chosen by, and from within, its voting membership will be considered to have met the requirement of demonstrating a democratic process, even if its body specific to B.C. or the local community is appointed; and
- ◆ The governing body specific to B.C. or the local community has members that reside in British Columbia and do not receive remuneration or other financial benefit for their services as executive members.

A local/provincial chapter of an extra-provincial society that has autonomous governance and meets the requirements set out in section 3.1 does not require the exceptions listed above.

All other sections and subsections of the Guidelines remain applicable to federally incorporated organizations on an ongoing basis, including the requirement that grant funding does not leave the province.

## 4. *Program eligibility*

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### 4.1 *Eligible programming*

Not-for-profit organizations that directly deliver programs to the community may be eligible to apply for a Community Gaming Grant. A program is defined as an ongoing service or activity designed to achieve one or more specific objectives within the community that it serves.

Grant applicants must demonstrate how the programs for which they seek funding meet eligibility criteria and have benefitted, and will benefit, the community. Grant funds must be used for the delivery of an approved program that is responsive to the community's needs and issues.

For a program to be eligible for funding, an organization must demonstrate that it has delivered the program within British Columbia for at least 12 months at the time of application. Funding for the same or similar programs will only be provided to the organization that directly delivers the program and is responsible for program expenditures. Community Gaming Grants are not intended to be used for an organization's core funding.

Programs must also demonstrate:

### ***Clear community benefit – examples by sector***

- ◆ Arts and Culture: the level of public access to the program or service that is being delivered by the organization (e.g. public events, free public performances, access to trying out artistic activities, reduced ticket prices for youth and seniors).
- ◆ Sport: how the programs provide access for people to engage in organized, competitive physical activity at the community level.
- ◆ Environment: how the program is helping to protect the environment or the welfare of domestic animals and wildlife (e.g. volunteer clean-up, conservation activities, helping injured or homeless animals).
- ◆ Human and Social Services: how the programs and services contribute to improving the quality of life in the community or access to services and support (e.g. providing community outreach and education, providing access to a variety of community services).
- ◆ Public Safety: how the programs and services contribute to the enhancement of public safety through volunteer engagement in emergency services (e.g. search and rescue, emergency preparedness).
- ◆ Parent Advisory Councils/District Parent Advisory Councils: enhancements to K-12 students' extracurricular opportunities.

### ***Accessibility and inclusiveness – examples***

- ◆ Providing opportunities for anyone to participate in the program, regardless of age, ability, ethnicity, gender, religion, income or sexual orientation, wherever possible.

### ***Sustainability and lasting impact – examples***

- ◆ A viable plan for ensuring that resources are in place to continue the program.
- ◆ The potential for long-term community benefit resulting from the program.
- ◆ Evidence of Community support:
  - Financial or in-kind contributions (donated cash, labour, professional services, equipment, materials), corporate sponsors and individual donors.
  - Letters of support from others knowledgeable about the sector, community or program.

## 4.2 *Special events*

Community fairs and festivals are eligible programs, provided that the event is held on a recurring (e.g. annual) basis as an ongoing program being delivered by an eligible organization.<sup>3</sup>

## 4.3 *Scholarships and bursaries*

Scholarship and bursary programs are eligible to apply for Community Gaming Grants, provided grant funds are used for post-secondary education only at an accredited post-secondary institution. A scholarship is provided to a student on the basis of academic merit. A bursary is provided to a student on the basis of financial need. See section 7.2 for additional details.

## 4.4 *Ineligible programming*

Ineligible programs include, but are not limited to:

- ◆ Programs that generally provide services exclusively to an organization's membership;
- ◆ Programs that provide financial assistance to individuals;
- ◆ Fundraising programs;
- ◆ Programs whose beneficiaries are outside of British Columbia;
- ◆ Programs whose beneficiaries are exclusively other organizations;
- ◆ Subsidized housing programs;
- ◆ Vocational training, such as employment programs and professional development;
- ◆ Alumni associations programs;
- ◆ Advancement of religion programs;
- ◆ Economic development programs;
- ◆ Tourism programs;
- ◆ Programs delivered on contract, or programs delivered under a funding agreement; or
- ◆ Programs that do not deliver an immediate direct service to the community, such as research.

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<sup>3</sup> One-time events and fundraising events are not eligible to receive a grant.





## 5. *Financial eligibility*

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At the time of application, organizations must meet specific financial criteria in order to be considered for a grant.

### 5.1 *Eligible financial status*

Public funds should be allocated in a manner that benefits the community. For that reason, an organization must demonstrate a real need for financial assistance to deliver the program for which it requests funding. An organization is not permitted to reduce its year-end surplus by transferring cash or investments to a foundation. Organizations with program actuals showing a surplus of the same or greater amount of grant funding requested will not be considered to be in financial need.

Community Gaming Grants are not intended to be used for an organization's core funding. The amount of funding approved may be limited if the amount requested raises federal and provincial government funding to more than 75 per cent of the total program actual cost. Community Gaming Grants are included in this calculation. See Appendix IV for additional information.

The remaining 25 per cent may be satisfied in a variety of ways, such as fundraising, municipal contributions and in-kind support. This will ensure communities support funded programs. In-kind support may be fulfilled in any combination of volunteer time, donated labour, equipment, services and materials from other sources. Complete records of all volunteered hours and donated services or materials must be retained as part of the organization's gaming records. Valuation of volunteerism and donations is based on:

- ◆ Donated materials at verified fair market value;
- ◆ Donated accredited professional services at verified fair market value; and
- ◆ Volunteer labour at up to \$20.00/hour.<sup>4</sup>

All grant recipients must have a separate gaming bank account that is held in British Columbia. Except for in exceptional circumstances approved by the branch, grant funds cannot leave B.C.

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<sup>4</sup> This hourly rate is for the express purpose of calculating in-kind volunteer contributions in grant applications for this specific program.

## 5.2 Ineligible financial status

An organization is temporarily ineligible to receive a Community Gaming Grant if it:

- ◆ Earned more than \$250,000 net revenue in the past 12 months through its own licensed gaming activities; and/or
- ◆ Has more than 50 per cent of its previous fiscal year's operating expenses on hand in the form of unrestricted cash and investments. For the purpose of this surplus calculation:
  - Deferred revenues and future operating expenses are considered unrestricted funds;<sup>5</sup>
  - Internally restricted funds must be designated for a specific purpose and may include building and land development costs and capital acquisitions. General purpose/"rainy day" contingency funds will be considered unrestricted funds;
  - Internally restricted funds – including the date they were approved by the board – should be noted in the financial statements and the accompanying board minutes;
  - Internally restricted funds will be considered unrestricted after having been reserved for more than three years. Internally restricted funds for building and land development costs will be considered unrestricted after five years.<sup>6</sup>

The surplus percentage is calculated based on the organization's financial statement provided as part of the organization's application. The formula used is:

*Current cash assets and investments of the organization,  
minus (-) gaming funds,<sup>7</sup>  
minus (-) current liabilities (excluding deferred revenues),  
minus (-) internally restricted funds,  
minus (-) externally restricted funds,  
divided (/) by the actual operating expenses of the previous fiscal year,  
multiplied (x) by 100  
equals (=) the surplus percentage calculation.*

The reason for using this calculation in assessing financial eligibility is to ensure that grant funds are awarded to organizations that need it the most. Holding an accumulated, undesignated surplus in excess of 50 per cent of annual operating expenses will render the organization ineligible for a Community Gaming Grant that year.

5 The branch will look to the notes in an organization's financial statements to determine what is considered to be deferred revenue.

6 Externally restricted funds must be clearly identified in the organization's previous year's operating expenses. Community Gaming Grant funds are considered restricted funds.

7 Funds in the organization's Gaming Account deposited or received in the previous 12 months – either from licensed gaming events, Community Gaming Grants or gaming fund donations from service clubs.



## *The Application*



## 6. Applying for a Community Gaming Grant

### 6.1 How to apply

Before starting an online application, applicants should first review the instructions outlined within the pre-application checklist.

The pre-application checklist for using the regular form is attached to Appendix V and is available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-cgg.pdf>

The pre-application checklist for using the short form is attached to Appendix VI and is available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-cgg-short.pdf>

The pre-application checklist for PAC and DPAC grants is attached to Appendix VII and is available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-pac-dpac.pdf>

Applications must be submitted online at: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>.

Guidance on how to complete the regular online application is available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-application-tutorial-regular.pdf>

Guidance on how to complete the short form online application is available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-application-tutorial-short.pdf>

Organizations experiencing difficulty accessing the Gaming Online Service can refer to the technical support Frequently Asked Questions document available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bcinfo-faq-gaming-online-application.pdf>

Organizations must submit the appropriate online application form by the required deadline (see section 6.3).

### 6.2 Determining which application form to use

Most organizations will apply using the regular application. Some organizations that are re-applying for a Community Gaming Grant may be eligible to use the short form application if they meet the following requirements:

- ◆ A regular Community Gaming Grant was approved for the previous two years or one previous short form was approved in the year prior;
- ◆ The previous year's grant was awarded with conditions and those conditions have been addressed;



- ◆ The previous year’s grant was not received as a result of a reconsideration; and
- ◆ This year’s request is for the same program(s) and same level of funding approved in the last fiscal year (not necessarily what was requested in the last fiscal year).

Organizations may only use the short form application for a maximum of two years in a row. Organizations that received a grant as a result of reconsideration must use the regular application. The branch reserves the right to advise organizations that they are ineligible to use the short application. Please note that organizations applying in the Public Safety sector are not eligible to submit a short form.

*Example submission table*

<b>Year of Submitting an Application (for the same program and same level of funding)</b>	<b>Type of Application Form</b>
Year 1	Regular
Year 2	Regular
Year 3	Short
Year 4	Short
Year 5	Regular

The application for a Community Gaming Grant is for eligible community organizations seeking funding for ongoing programs to their communities.

The application for PAC/DPAC Community Gaming Grant funding is only for use by PACs and DPACs. A PAC/DPAC must also submit an application form that confirms its existence.<sup>8</sup>

Only one application for a Community Gaming Grant will be accepted from an organization per government fiscal year (April 1 – March 31).

8 A PAC that cannot find its school in the Gaming Online Service must contact the Community Gaming Grants Branch for assistance.



### 6.3 *Application intake periods*

<b>Program Type</b>	<b>Annual Application Timelines</b>
Arts and Culture	Apply between February 1 and May 31. Notification by August 31.
Sport	Apply between February 1 and May 31. Notification by August 31.
Parent Advisory Councils and District Parent Advisory Councils	Apply between April 1 and June 30. Notification by September 30.
Environment	Apply between July 1 and August 31. Notification by November 30.
Public Safety	Apply between July 1 and August 31. Notification by November 30.
Human and Social Services	Apply between August 1 and November 30. Notification by February 28.

### 6.4 *Application processing*

Only complete applications will be processed. An application is considered complete when the application and all supporting documentation have been received. Supporting documents may be attached within the online application or submitted by email or mail within two weeks. If a void cheque from the organization’s bank account is required, it may also be attached as a scanned copy in the application or submitted by email or mail. Direct deposit/payroll forms are not accepted. For ease of reference, applicants should include their Licensing and Grants (L&G) file number with their supplementary documents. Applicants that submit late or incomplete applications may not be funded.

It usually takes the Community Gaming Grants Branch approximately 12 weeks to process applications received on or before the applicable sector deadline. Grant notification letters are distributed via email to the email addresses provided in the applications.

## 6.5 *Reconsiderations of decisions regarding an application*

Organizations may request that the branch reconsider its decision regarding an application for a Community Gaming Grant.

A request for reconsideration must be submitted in writing to the branch within 30 days of notification of the denial (email is acceptable). The request must clearly state the reasons for requesting that the decision be varied or overturned and must address each point in the denial letter. Failure to do so will result in a second and final denial for that fiscal year.

In the request the applicant may provide only clarifying information that addresses a possible misinterpretation(s) by the branch of the information submitted with the original application.

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*New information or documents that substantively change the original application are not admissible in the reconsideration request.*

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The Executive Director, Community Gaming Grants will conduct a thorough review to ensure the branch's procedures, rules and conditions were applied fairly and properly, and will either vary or uphold the original decision. The written decision of the Executive Director will be the final step for that application. The decision will be sent to the affected organization within 90 days of receipt of the written request for reconsideration.

Organizations that submit reconsideration requests are required to submit the regular Community Gaming Grant application form when they next apply.

For more information about the Internal Review process, please see: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bc/internal-review-procedures-grants.pdf>



## *Applicant Accountability*





## 7. *Using Community Gaming Grant funds*

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### 7.1 *Appropriate use of funding*

Grant funds must be used within British Columbia to cover costs essential to the direct delivery of an approved program within the community.

Eligible costs include, but are not limited to:

- ◆ Operational costs attributable to the delivery of the approved program, including but not limited to items such as wages of existing paid positions, utilities, facility rental, supplies, etc.;
- ◆ Rental or purchase of equipment essential for the delivery of the approved program;
- ◆ Travel essential to the direct delivery of the approved program;
- ◆ Out-of-province travel must be pre-approved by the branch and will be approved only in exceptional circumstances, such as:
  - Representing the province as a result of merit achieved through organized competition;
  - Regional amateur competition in a recognized league that involves cross border travel; or
  - Medical treatment that is unavailable in the province.
- ◆ Capital acquisitions required for the delivery of an organization's eligible programs, such as computers, furniture, or vehicles, which will be owned by the organization. For capital acquisitions over \$5,000 in value, applicants must include a professional quote with their application.

Grant funds may be transferred – by cheque or electronically – from the Gaming Account to the General Account (i.e. the organization's day-to-day operating bank account) for the reimbursement of **eligible program expenses**. To ensure Community Gaming Grants are used for eligible program expenses, the Gaming Account Summary Report must provide clear and complete detailed program expense reporting.

As per section 21(g) of the Conditions for a Community Gaming Grant, two current, unrelated board members must authorize electronic transfers and/or automated debit transactions in writing and the authorization document must specify the specific purpose and maximum dollar amount permitted.

All transfers from the Gaming Account to the General/Operating Account are required to meet the following conditions:

- ◆ The reimbursement is for eligible General Account expenses;
- ◆ The expense was incurred within the same fiscal year as when the applicable grant transfer was processed;
- ◆ The reimbursement is not for a prior fiscal year's operating program expenses;
- ◆ The reimbursement is not a prepayment of a future general operating program expense; and
- ◆ The reimbursement must be supported by invoices/receipts of costs previously incurred.

Transfers from the Gaming Account to the General/Operating Account are required to reconcile dollar for dollar to the applicable General Account program expenses and must have supporting documentation (i.e. invoices/receipts). A clear and defined audit trail is required for the use of all Gaming Account funds.

Upon dissolution of an organization, all unused grant funds and assets purchased with grant funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within B.C.

## 7.2 *Scholarships and bursaries*

Scholarships or bursaries (see section 4.3) may be an eligible disbursement where:

- ◆ The scholarship/bursary program is an identified purpose in the organization's constitution, memorandum or mandate;
- ◆ The scholarship/bursary program is offered by an eligible organization whose board determines the selection criteria and procedure;
- ◆ The scholarship/bursary is paid directly to the student; and
- ◆ The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization's members or their families.

### 7.3 *Service clubs' conduit organizations*

Gaming funds distributed by eligible conduit organizations (see section 3.5) as scholarships/bursaries must be:

- ◆ Only available to individuals who reside in B.C.;
- ◆ Open to the community, within the criteria set by the donating service club; and
- ◆ Payable to the student. If for any reason, the student does not complete the funded studies, the student must return funds to the conduit organization, which must then advise the donating service club. The donating service club may allow the conduit organization to immediately donate the returned funds to a different suitable scholarship/bursary recipient or to hold the funds for a future donation. Alternatively, if the funds were granted by the branch to the donating service club more than 12 months previously, the donating service club may return the funds to the Ministry of Finance.

### 7.4 *Parent Advisory Councils*

PAC grant funding is intended to benefit students by enhancing **their extracurricular opportunities**. Eligible uses of grant funds include the following:

- ◆ Student publications (e.g. newsletters, yearbooks);
- ◆ Student competitions (e.g. writing, debating, chess, music);
- ◆ Student computers for extracurricular activities (e.g. software, hardware, accessories);
- ◆ Student societies (e.g. drama club, student society);
- ◆ Student ceremonies (e.g. graduation, dry grad);
- ◆ Uniforms and equipment for extracurricular activities;
- ◆ Sports equipment;
- ◆ Capital acquisitions directly benefiting students (e.g. playground equipment);
- ◆ Awards and trophies;
- ◆ Scholarships and bursaries for post-secondary education (paid directly to students);
- ◆ Student conferences or educational field trips within B.C.;
- ◆ Student transportation and travel within B.C.; and

- ◆ With prior branch approval, student transportation and travel outside B.C., where the student group:
  - Is representing its school as a result of merit achieved through organized competition;
  - Is competing in a sport that involves cross border travel;
  - Has been selected because of its level of creative achievement or success; or
  - Is entered in a recognized competition in which there is a formal evaluation or adjudication process.<sup>9</sup>

## 7.5 *District Parent Advisory Councils*

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community. Eligible uses of DPAC funding include:

- ◆ Educational and promotional materials;
- ◆ Administrative costs, including British Columbia Confederation of Parent Advisory Councils (BCCPAC) membership fees; and
- ◆ Travel for regular DPAC meetings.

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<sup>9</sup> Out of province field trips are not eligible uses of PAC funds.



## 7.6 *Prohibited use of funds*

Community Gaming Grant funds cannot be used for:

- ◆ Costs not related to the direct delivery of an organization's approved programs;
- ◆ The development of new programs (however, new program components would be eligible once delivered for 12 months);
- ◆ The expansion of an existing program (e.g. adding a new component or service to an existing service/program that has not previously been delivered);
- ◆ The creation of new positions (however, new positions would be eligible once in existence for 12 months);
- ◆ Projects, defined as a specific body of work undertaken to create a unique product or service, with a temporary team, for a specified duration;
- ◆ Travel that is social, recreational or invitational in nature;
- ◆ Travel or other costs related to annual general meetings, board meetings, retreats, conferences, etc.;
- ◆ Fundraising (e.g. activities such as concessions and sale of goods with the intent to generate revenue);
- ◆ Monetary prizes or gift cards;
- ◆ Mortgage payments;
- ◆ Out-of-province or out-of-country aid;
- ◆ Past debt, loan or interest payments;
- ◆ Balancing a non-gaming account in deficit position, or to satisfy a cash flow issue;
- ◆ Replacement of reduced or eliminated funding, including government funding;
- ◆ Sustaining or endowment funds;
- ◆ Professional development for staff; or
- ◆ Subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted.



## 7.7 *Prohibited use of funds for Parent Advisory Councils*

Grant funds may not be used to pay for goods or services that should be provided by the school district for teachers to deliver curriculum or for students to complete curriculum requirements. Materials that are not required in the teaching or completion of curriculum, but which assist in doing so, such as smart boards and other enhanced educational items, are also ineligible for PAC funding.

Ineligible uses of PAC grant funds include, but are not limited to, the following:

- ◆ Curricular activities or purposes (for example, tablets and smart boards used in class);
- ◆ Disbursements outside of the province unless approved in advance in writing by the branch;
- ◆ Out-of-province travel, unless approved in advance by the branch;
- ◆ Out-of-province or out-of-country aid;
- ◆ Past debt, loan or interest payments;
- ◆ Sustaining or endowment funds;
- ◆ Extra lighting, curtains, props, etc. for in-school theatre/drama classes;
- ◆ Replacing the gymnasium floor;
- ◆ British Columbia Confederation of Parent Advisory Councils membership fees;
- ◆ Teachers on call (to attend field trips to assist with supervision);
- ◆ Staff luncheons; and/or
- ◆ Professional development of staff.

## 7.8 *Disbursement of funding*

With the exception of PACs, organizations must disburse grant funds within 12 months of their receipt. If an organization cannot disburse its funds within the required timeline, it must request approval from the branch, in writing, to retain the funds for a longer period. Requests can be submitted by e-mail to [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca).

Grant funds provided to PACs/DPACs must remain under the management and control of the PAC or DPAC that received them. Funds cannot be used for, or transferred to, curricular purposes or to schools or school districts or their activities or programs. Grant funds to PACs may be accumulated for up to three years without prior approval from the Community Gaming Grants Branch.

## 7.9 *Minor capital projects*

If a capital project has a total cost of \$20,000 or less and is essential to the delivery of an approved program, it may be included as one of the planned expenditures. Capital projects include the construction of new facilities, renovation or maintenance of existing facilities and property development. A separate application form or pre-approval of the project is not required. In the Community Gaming Grant application form, include the project details along with quotes or estimates as one of the planned uses of the program's grant funding.



## 8. *Role of the Community Gaming Grant recipient*

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Grant recipients must be accountable for the funds they receive and comply with the *Gaming Control Act*, Gaming Control Regulation and conditions of the grant.

Grant recipients are required to notify the Gaming Policy and Enforcement Branch, without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the *Gaming Control Act* or Gaming Control Regulations, or that may affect the integrity of gaming.

### 8.1 *Grant conditions*

All conditions, including reporting requirements, for all types of grant funds previously received by an organization must be satisfied before another application will be considered.

The mandatory conditions grant recipients must comply with include, but are not limited to:

- ◆ Maintaining a separate Gaming Account in the organization's full name that is located in B.C.;
- ◆ Having the organization's name and the words "Gaming Account" printed on the account cheques, which should also contain the institution number, transit number and bank account number. Direct deposit/payroll forms are not accepted;
- ◆ Making all disbursements from the Gaming Account in accordance with specified grant conditions;
- ◆ Ensuring that cheques issued against the Gaming Account are signed by two signing authorities, at least one of whom must be an officer of the organization;
- ◆ Submitting a Gaming Account Summary Report within 90 days of the organization's fiscal year end, detailing all gaming funds received and disbursed and describing how the broader community benefited from the programs/services supported by community gaming grants;
- ◆ Ensuring that records of cheques issued from the Gaming Account are accessible as part of the organization's gaming records; and
- ◆ As part of the gaming records, secure and retain all account and transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.

A comprehensive copy of the conditions for a Community Gaming Grant is located in Appendix VIII and online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf>

A comprehensive copy of the conditions for a BCACG/CCGA grant is located in Appendix IX.

Conditions specific to PACs and DPACs are located in Appendix X and available online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-pac-dpac.pdf>

The Compliance Division of GPEB conducts audits to ensure that funds received as a Community Gaming Grant are used for eligible purposes in accordance with the standards, policies, conditions and guidelines. Organizations are selected for audits each year based on specific selection criteria that are directly attributable to risk factors and/or are as a result of a complaint received from the public or concerns over organizations' reporting and/or submitted applications.

## 8.2 Acknowledgement of funding

Grant recipients must acknowledge the financial assistance provided by the Province of British Columbia in program materials (including any signage used for funded capital projects) by displaying the following written acknowledgement:

*"We acknowledge the financial support of the Province of British Columbia."*

## 9. Contact information

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### **Ministry of Community, Sport and Cultural Development Community Gaming Grants Branch**

Mailing address:

**PO Box 9892 Stn Prov Govt  
Victoria, BC V8W 9T6**

Location (for courier deliveries or visiting in person):

**3<sup>rd</sup> Floor, 800 Johnson Street  
Victoria, BC V8W 1N3**

Telephone: **1-800-663-7867 or 250-356-1081**

E-mail: [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

Web: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>

## *Appendices*





## Appendix I:

### *Determination of program delivery level*

In order to be eligible to receive funding at the regional or provincial levels, applicants are required to provide the branch with a business case justifying the reason(s) their programs and services could be considered to be regional or provincial in nature, as opposed to local.

The branch will assess these requests on a case-by-case basis in the context of the applicant's sector. Typically, factors such as the following are considered:

- ◆ The number of people accessing services;
- ◆ The geographic reach of the program/services;
- ◆ The number of alternate/adjacent service providers within the geographic jurisdiction of the organization; whether comparable organizations would recognize the organization as the “regional” or “provincial” lead or service provider;
- ◆ The demonstrated ability to provide ongoing regional benefit to local organizations (e.g. multi-jurisdictional exercises, education, research and development, information sharing, collective data management, etc.);
- ◆ Clearly articulated letters of support from relevant local organizations and relevant sector partners; and
- ◆ Any other measures deemed relevant to the program delivery and the sector.

Generally, there can only be one regional organization by sector/subsector. Regardless of the local, regional or provincial status of an organization, each application is assessed on its own merit each year on the basis of the size and scope of the programming presented.





## Appendix II: Reasons for requested documents

### Appendices

Required Document	Rationale
Organization's financial statement for the previous fiscal year, including: revenue and expense statement, balance sheet and accompanying notes.	To calculate an organization's surplus percentage to validate financial eligibility.
Organization's budgets for current and next fiscal years.	To assess program sustainability.
<p><b>For each program for which the organization is requesting funding:</b> the program's actual revenues and expenses from the previous fiscal year; the program's budget for the current fiscal year; and the program's budget for the next fiscal year.</p> <p>If the organization has listed in-kind contributions in the program financials, it must also provide details regarding the source/type/value of the support.</p>	<p>To assess the size and scope of each program and the funding level requested.</p> <p>To see if the program is sustainable and if there is a financial need for the funding.</p>
<p><b>For each program for which the organization is requesting funding:</b> a program description (either in the online application itself or attached as a supplementary document). Must demonstrate direct community benefit, delivered in B.C. for minimum of 12 months, etc.</p>	To determine program eligibility.
The organization's constitution and bylaws (for societies)/ memorandum and rules (for community service cooperatives).	To review the organization's purposes and structure to determine their eligibility.
Board of Directors list, with positions listed.	<p>To determine the organization's eligibility.</p> <p>To see if related or married persons could be co-signing Gaming Account cheques.</p>

<b>Required Document</b>	<b>Rationale</b>
Annual General Meeting (AGM) minutes.	For evidence that a democratic election of board members has occurred and to confirm financial eligibility.
Void Gaming Account cheque.	To ensure an organization has obtained cheques with the organization's full name and the words "Gaming Account" printed on them – as required in the Conditions. Pre-authorized debit/ payroll form will not be accepted.
Child care license (only if the program is licensed).	To assess the size and scope of the program.
Previous year's Gaming Account Summary Report (GASR) (does not have to be attached to the application).	To ensure grant funds have been disbursed appropriately and within 12 months, as required.
Number of registered participants (only mandatory for scouts, cadets and Sport sector organizations that are not PSOs). Each participant should only be included once.	To assess the size and scope of each program.



## Appendix III: *Examples of service clubs*

Examples of service clubs under section 3.5, include, but are not limited to, the following:

- ◆ Elks Canada and Canadian Royal Purple
- ◆ Elves Club
- ◆ Kinsmen Club, Kinette Club and Kin Clubs
- ◆ Kiwanis Club
- ◆ Knights of Columbus and Columbiettes
- ◆ Lions Club, Lioness Clubs and Leo Clubs
- ◆ Optimist Club
- ◆ Rotary Club
- ◆ Royal Canadian Legion, Ladies' Auxiliary and Youth Auxiliary
- ◆ Shriners Club
- ◆ Soroptimist Club
- ◆ Zonta Club

Service clubs are required to have a minimum of 10 voting members as they are the only recipients of Community Gaming Grants that may redistribute funding within their community through a donations program.



## Appendix IV: Examples of government funding

Under section 5.1, government funding is considered to be money that is provided directly to an organization from the federal or provincial government or a federal/provincial agency, such as school districts, health authorities and Crown corporations. Funding from local/municipal government is not included in the calculation. Examples of sources of government funding include, but are not limited to, the following:

### Provincial

- ◆ Agricultural Land Reserve Commission
- ◆ BC Arts Council
- ◆ BC Council for International Education
- ◆ BC First Nations Health Authority
- ◆ BC Games Society
- ◆ BC Housing Management Commission (BC Housing)
- ◆ BC Immigrant Investment Fund
- ◆ BC Innovation Council
- ◆ Child Care Operating Funding (from the Ministry of Children and Family Development)
- ◆ Child Care Subsidy
- ◆ Columbia Basin Trust
- ◆ Community Link
- ◆ Community Living British Columbia
- ◆ Environmental Assessment Office
- ◆ First Peoples' Cultural Council
- ◆ Forestry Innovation Investment Ltd.
- ◆ Fraser Health Authority
- ◆ Interior Health Authority
- ◆ Insurance Corporation of British Columbia
- ◆ Legal Services Society
- ◆ Northern Health Authority
- ◆ Provincial Health Services Authority
- ◆ Royal BC Museum
- ◆ School districts
- ◆ Vancouver Island Health Authority
- ◆ Vancouver Coastal Health Authority
- ◆ Work BC

## *Federal*

- ◆ Canada Council for the Arts
- ◆ Canadian Broadcasting Corporation
- ◆ Canada Development Investment Corporation
- ◆ Canada Lands Company Limited
- ◆ Department of Canadian Heritage
- ◆ Employment and Social Development Canada
- ◆ Environment and Climate Change Canada
- ◆ First Nations and Inuit Health Branch - Health Canada
- ◆ First Nations Health Authority
- ◆ Human Resources Development Canada
- ◆ National Arts Centre Corporation
- ◆ Natural Resources Canada
- ◆ New Initiative Fund
- ◆ Service Canada
- ◆ Western Economic Diversification Canada

Government money that is provided through a third party will not be considered to be government funding for the purpose of assessing Community Gaming Grants.



## Appendix V:

### *Regular form pre-application checklist*

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Before starting to fill out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Community Gaming Grants Branch.

Please note: only complete applications will be processed by the Community Gaming Grants Branch. An application is considered complete when all supporting documentation has been received.

#### *Supporting documentation:*

Applicants can upload original electronic files or scanned copies of the required supporting documentation in PDF, JPG, DOC(X) or XLS(X) format. If supporting documentation cannot be attached at the time of the online application, it must be received at the branch within two (2) weeks of the submission of the online form. Supporting documents can be sent via email or mail. **If any required supporting documentation is not received within the two (2) week timeframe, the application may not be considered by the branch.**

Please do not attach photographs of documents.

Where supporting documentation is required, it is indicated by a \* in the checklist below.

#### *Application processing time:*

Applications must be submitted within sector application periods (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>). All applicants will be sent notifications indicating the results of their application by the final notification date for the sector they applied under (see previous link). If your organization has submitted an application but has not received notification by the final notification date, contact the Community Gaming Grants Branch (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>).



**Notes:**

- ◆ For all applications, do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted the application is submitted. The system will take 24 hours to update.
- ◆ To print a finished regular form application, open and save the link to the Application Summary PDF provided on the confirmation page at the end of the application process.
- ◆ When attaching documentation to an online application, click the “Browse” button in the appropriate section to find the file on your computer. Once you have found the correct file, click “Add” to attach it to the application. Repeat as necessary to attach all relevant documents. You may attach multiple documents in each attachment section. You may also attach the Gaming Account Summary Report for the previous fiscal year.
- ◆ Related information and documents as well as general contact information are available on the Community Gaming Grants Branch website at: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>

**Required Information**

- Organization information:
  - Full, legal name (if applicable);
  - Mailing address associated with the organization; and
  - Program/service or purpose of the organization.

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- Response to the last letter from the Community Gaming Grants Branch, if applicable. ❄

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- Constitution and bylaws (This applies to organizations that are new to the branch or have not applied for 3 years). ❄

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- Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. ❄

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- Total number of members that are eligible to vote.

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- Most recent annual general meeting minutes, including the election of the board and the number of eligible voting members who attended the meeting. If elections are not held at the AGM, please attach the minutes from the meeting at which the Board of Directors was elected. ❄

**Required Information**

- Complete financial statements for your organization:
  - Balance sheet from the previous fiscal year; ❄️
  - Revenue and expense statements from the previous fiscal year; ❄️
  - All notes pertaining to the financial statements; ❄️
  - If financial statements are completed by an accountant, those are required;
  - Current fiscal year's budget; ❄️
  - Next fiscal year's budget; ❄️ and
  - The Gaming Account Summary Report for the previous fiscal year (if applicable). ❄️

- Voided cheque from your gaming account (required of organizations that are new to the branch and those that have made changes since their most recent application). The voided cheque must be pre-printed by a financial institution and must include your organization's full name and the words Gaming Account imprinted on it. ❄️

Direct deposit/ Authorization forms will not be accepted.

**NOTE:** Organizations new to the branch must open their Gaming Account *before* applying.

Some banks de-activate accounts when there is no activity for a certain amount of time. Please contact your bank to ensure your Gaming Account status is active so, if approved, your grant funds can be electronically transferred without issue.

- For each program, revenue and expense statements for the previous fiscal year. ❄️  
Federal or provincial government funding, including contract or grant monies, must be clearly identified.  
If in-kind contributions are included in the program financials, an In-Kind Contributions Summary must also be submitted. This summary must provide details regarding the type, value, and source of in-kind support. An example summary is available on our website.

- For each program, budgets for the current fiscal year. Federal or provincial government funding, including contract or grant monies, must be clearly identified. ❄️

- For each program, budgets for the next fiscal year. Federal or provincial government funding, including contract or grant monies, must be clearly identified. ❄️

**Required Information**

- For each program:
- How long the organization has delivered the program;
  - How grant funds will be utilized. Provide an itemized listing;
  - The activities and delivery of the program (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability and community support);
  - The number of people who will participate in, or benefit from, the program;
  - If applicable, a copy of the daycare license; ❖
  - Sports organizations that are not provincial sport organizations must provide the total number of registered participants,. Each participant should only be included once; ❖
  - Scout and Cadet organizations, applying under the Human Social Services sector and Enhancement of Youth subsector, must provide the total number of registered scouts/ cadets. ❖

- Board positions, names, home addresses, e-mail addresses and phone numbers of two to four members of the organization associated with the application:
- Two must be named as Officers Responsible for the Application;
  - One must be named as the Submitter (an Officer Responsible may also assume this role); and
  - One must be named as the Contact Person (an Officer Responsible may also assume this role).
  - Enter only one email address in the delivery method.

**NOTE:** The Contact Person must be accessible during regular office hours.

❖ All applicants must either attach copies of the information in PDF, JPG, DOC(X) or XLS(X) format or submit copies by email or mail. Applicants have up to two (2) weeks to submit the supporting documentation.



## Appendix VI:

### *Short form pre-application checklist*

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Before starting to fill out the short form application, please use the checklist below to make sure you have on hand the required information from your files. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Community Gaming Grants Branch.

Please note, only complete applications will be processed by the Community Gaming Grants Branch. An application is considered complete when all supporting documentation has been received.

#### *Short form application eligibility:*

Organizations that are re-applying for a Community Gaming Grant may be eligible to use the short form application. To determine if your organization is eligible, please see section 6 of the Community Gaming Grant Guidelines for eligibility criteria: <https://www.gaming.gov.bc.ca/grants/docs/guide-cgg.pdf>

#### *Supporting documentation:*

Applicants can upload original electronic files or scanned copies of the required supporting documentation in PDF, JPG, DOC(X) or XLS(X) format. If supporting documentation cannot be attached at the time of the online application, it must be received at the branch within two (2) weeks of the submission of the online form. Supporting documents can be sent via email or mail. **If any required supporting documentation is not received within the two week timeframe, the application may not be considered by the branch.**

Where supporting documentation is required, it is indicated by a \* in the checklist below.

#### *Application processing time:*

Applications must be submitted within sector application periods (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>). All applicants will be sent notifications indicating the results of their application by the final notification date for the sector they applied under (see previous link). If your organization has submitted an application but has not received notification after the final notification date, contact the Community Gaming Grants Branch (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>).

**Notes:**

- ◆ If attaching documentation to an online application, click the “Browse” button in the appropriate section to find the file on your computer. Once you have found the correct file, click “Add” to attach it to the application. Repeat as necessary to attach all relevant documents for that section. Multiple documents may be attached to each section if necessary.
- ◆ For all online applications, only click the “Submit” button at the end of the application process (on the “Terms and Conditions” page) when your application is complete. Once the terms and conditions are accepted the application is submitted. Once submitted, you will see a confirmation screen that includes the application ID number, which is proof that your application has been successfully submitted. You will also be given the option to print a PDF of your application. Please open and save your Application Summary PDF so that you can refer to it later.
- ◆ Related information and documents as well as general contact information are available on the Community Gaming Grants Branch website at: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>
- ◆ A Gaming Account Summary Report for your organization’s previous fiscal year must be filed with the branch within 90 days after your organization’s fiscal year end.

<input checked="" type="checkbox"/> <b>Short Application Form</b>	<b>Required Information</b>
<b>Organization Information:</b>	
<input type="checkbox"/> Membership & Governance	<ul style="list-style-type: none"> <li>• Number of eligible voting members;</li> <li>• Number of board members; and</li> <li>• Number of voting members that attended last Annual General Meeting</li> </ul>
<b>Program Information- for each program for which funding is requested, provide the following:</b>	
<input type="checkbox"/> Program revenues and expenditures (for the previous fiscal year) *	For each program, separate actual revenue and expense statements from the last fiscal year must be provided.
<input type="checkbox"/> Program budgets (for the current and next fiscal year) *	Program budgets for the current fiscal year and next fiscal year (for each program for which funding is requested) must be provided. The program budgets must detail confirmed and potential revenue sources and all planned expenditures. Federal or provincial government funding, including contract or grant monies, must be clearly identified.

<input checked="" type="checkbox"/> <b>Short Application Form</b>	<b>Required Information</b>
<input type="checkbox"/> Program details	<p>For each program:</p> <ul style="list-style-type: none"> <li>• Requested grant amount;</li> <li>• How grant funds will be used;             <ul style="list-style-type: none"> <li>• If grant funds are requested for a minor capital project or a capital acquisition, include professional quotes.</li> </ul> </li> <li>• The number of people who will directly benefit from the program;             <ul style="list-style-type: none"> <li>• Sports organizations that are not provincial sport organizations must provide the total number of registered participants in the program. Each participant should only be included once.</li> <li>• Scout and Cadet organizations must provide the total number of registered scouts / cadets.</li> </ul> </li> <li>• ❖ If applicable, a copy of the daycare licence.</li> </ul>
Certification:	
<input type="checkbox"/> Persons responsible for the application	<p>Board positions, names, home addresses, email addresses and phone numbers of two (2) to four (4) members of the organization associated with the application:</p> <ul style="list-style-type: none"> <li>• Two (2) officers / board members of your organization who are Officers Responsible for the Application;             <ul style="list-style-type: none"> <li>• One must be named as the Submitter (an Officer Responsible may also assume this role); and</li> <li>• One must be named as the Contact Person (an Officer Responsible may also assume this role).</li> </ul> </li> </ul> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours.</p>



## Appendix VII: PAC/DPAC pre-application checklist

Before starting to fill out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Community Gaming Grants Branch.

### Application processing time:

Applications may be submitted after April 1 and must be received no later than June 30. Applicants will be sent notifications indicating the results of their application by September 30. If your organization has submitted an application but has not received notification by September 30, contact the Community Gaming Grants Branch (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>).

### Notes:

- ◆ For all applications, do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted the application is submitted.
- ◆ To print an online application, complete and print each screen before clicking the “Next” button. Once you have completed the PAC/DPAC application it cannot be printed.
- ◆ Related information and documents as well as general contact information are available on the Community Gaming Grants Branch website at:  
<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>

#### Required Information

- PAC/DPAC information:
  - Full, legal name (if applicable) and
  - Mailing address for the PAC/DPAC.
- Complete list of annexes/school(s) that your PAC represents.

**NOTE:** A parent organization may represent more than one school. For example, one parent organization may choose to represent students at both an elementary school and a high school that are located near each other.

**NOTE:** If you are unable to find or select your school(s) when completing the online application, contact the branch (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>).

**Required Information**

- Voided cheque from your Gaming Account (required of organizations that are new to the branch and those that have made changes since their most recent application). The voided cheque must be pre-printed by a financial institution and must include your organization's full name and the words Gaming Account printed on it. ❄

Direct deposit/authorization forms will not be accepted.

**NOTE:** Organizations new to the branch must open their Gaming Account *before* applying. Some banks de-activate accounts when there is no activity for a certain amount of time. Please contact your bank to ensure your Gaming Account status is active so, if approved, your grant funds can be electronically transferred without issue.

- A Gaming Account Summary Report must be provided for the previous fiscal year (if applicable).
- Board positions, names, addresses, e-mail addresses and phone numbers of two – four members of the parent organization associated with the application:
  - Two must be named as Officers Responsible for the Application;
  - One must be named as the Submitter (an Officer Responsible may also assume this role); and
  - One must be named as the Contact Person (an Officer Responsible may also assume this role).

Enter only one email address in the delivery method.

**NOTE:** The Contact Person must be accessible during regular office hours.

❄ All applicants must either attach copies of the information in PDF, JPG, DOC(X) or XLS(X) format or submit copies by email or mail. Applicants have up to two (2) weeks to submit the supporting documentation.



## Appendix VIII: Conditions for a Community Gaming Grant

The recipient of a Community Gaming Grant must comply with the following conditions:

### General requirements

1. The grant recipient shall at all times fully comply with all provisions of the *Gaming Control Act*, all regulations and rules under the *Gaming Control Act*, all policies published by the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch, and all directives issued by the Community Gaming Grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. The grant recipient shall notify the general manager, GPEB without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the *Gaming Control Act* or Gaming Control Regulations, or that may affect the integrity of gaming.
4. All of the information contained in and submitted with the grant recipient's application for a Community Gaming Grant must be true and correct.
5. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

### Funding acknowledgement

6. The grant recipient must acknowledge the financial assistance of the Province of British Columbia in program materials (including any signage used for funded capital projects) by displaying the following written acknowledgement:  
*"We acknowledge the financial support of the Province of British Columbia."*

### Use of grant funds

7. Grant funds may only be used within B.C. to cover eligible costs essential to the delivery of an approved program, including, but not limited to:
  - a. Operational costs directly attributable to the delivery of the program, such as wages of existing paid position(s), utilities, facility rental, supplies, etc.;
  - b. Rental or purchase of equipment essential for the delivery of the program; or in-province travel essential to the direct delivery of the program; and
  - c. Training of volunteers, including travel or other costs related to volunteers attending conferences.

8. Grant funds cannot be used for the following ineligible costs:
  - a. Costs not related to the direct delivery of approved programs;
  - b. Travel that is social, recreational or invitational in nature;
  - c. Travel or other costs related to administrative-type meetings, such as annual general meetings, board meetings staff/board retreats, etc.;
  - d. Out-of-province travel or expenditures, unless pre-approved in writing by the branch.
  - e. Out-of-province or out-of-country aid;
  - f. Past debt, loan or interest payments;
  - g. Sustaining or endowment funds;
  - h. Professional development of staff;
  - i. Fundraising, including, for example, such activities as concessions and sale of goods with the intent to generate revenue;
  - j. Monetary prizes; and
  - k. Subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted.
9. Grant funds cannot be used for purposes not approved by the branch but may be redistributed amongst the grant recipient's approved programs. Any redistribution of funds must be documented in the financial information accompanying future applications for grant funding.
10. The grant funds must be fully disbursed within 12 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch, and can be applied to eligible disbursements incurred any time during the organization's fiscal year in which they were received. Grant funds to PACs may be accumulated for up to three years without prior approval from the Community Gaming Grants Branch.
11. If an approved program is cancelled before the grant funds are fully disbursed, all remaining funds must be used toward another approved program or returned to the Minister of Finance.

### ***Service Clubs – conditions for community donations***

12. Service clubs must donate the grant funds to other community organizations and programs, including approved capital projects, meeting eligibility criteria outlined in the *Guidelines – Applying for a Community Gaming Grant*.
13. Donations must directly benefit communities or community members, including individuals or families where relief is of a short-term nature or a one-time payment intended to relieve an exceptional or unusual condition or circumstance.

14. Service clubs may not use grant funds for their own programs unless the branch has provided written approval for the program since August 19, 2002, when the *Gaming Control Act* was proclaimed.
15. Service clubs cannot receive grant funds from another service club and cannot donate grant funds to:
  - a. Another service club; or
  - b. Agencies and/or programs outside of British Columbia.
16. Service clubs are responsible for monitoring the use of grant funds by the donation recipient and are required to immediately report to the branch any suspected or known instance where grants funds are not used for eligible purposes consistent with Conditions 1 through 11.

### **Financial control requirements**

17. Gaming funds include any funds generated through gaming, including licensed gaming events, Community Gaming Grants, gaming fund donations as well as any GST/HST rebates, interest and revenues from the sale of assets purchased with gaming funds.
18. The grant recipient must:
  - a. Maintain a Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from service clubs;
  - b. Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them;
  - c. Maintain Gaming Account records that clearly show the amount and purpose of each transaction;
  - d. As part of the gaming records, secure and retain all account and transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed;
  - e. Keep a record of all volunteered hours, material and equipment donations that comprise all or part of the local funding requirement, and retain the information as part of the gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed;
  - f. Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials, at least one of whom must be an officer of the organization unless a formal exception has been approved by the Community Gaming Grants Branch. Cheques issued against the Gaming Account must not be pre-signed; and

- g. Use electronic transfers and/or automated debits from the Gaming Account only where two current board members have authorized the transactions in writing; these board members cannot be related. The authorization document must specify the specific purpose and maximum dollar amount permitted for electronic transfers and/or automated debits, and must be included with the Gaming Account records. General purposes such as “wages” are not sufficiently detailed.
19. Cash transactions from the Gaming Account are not permitted (i.e. cheques cannot be paid out to “cash”).

### ***Audit and financial reporting requirements***

- 20. The grant recipient must file a Gaming Account Summary Report with the general manager, within 90 days after the end of the recipient’s fiscal year.
- 21. From time to time, the grant recipient may be required to provide audited statements and other information the Community Gaming Grants manager and/or general manager may request.
- 22. The grant recipient will be audited periodically as required by the general manager. Any report resulting from those audits may be disclosed publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

### ***Suspension, revocation and repayment of grant funds***

- 23. If, in the opinion of the Community Gaming Grants manager and/or general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the Community Gaming Grants manager and/or general manager may require the repayment of all, or a portion of, the grant funds, and/or suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the *Gaming Control Act*.

### ***Contact information***

Related information and documents, as well as general contact information, are available on the Community Gaming Grants Branch website at:  
<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>



## Appendix IX:

### Conditions for a BCACG/CCGA grant

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#### Conditions for the British Columbia Association for Charitable Gaming (BCACG)

The BCACG will be required to deliver on the following activities as a condition of their Community Gaming Grant:

- ◆ Provide leadership and support to local Community Charitable Gaming Associations (CCGAs).
  - Collaborate with CCGAs to ensure a coordinated support system.
  - Ensure that CCGAs' presentations are consolidated through the BCACG.
  - Work with the CCGAs to develop a common report template agreed to by all parties.
- ◆ Communicate key information throughout the sector.
- ◆ Deliver community presentations using CSCD-approved materials.
- ◆ Report service delivery statistics to CSCD to share how the organization is engaging with its members (e.g. number of presentations delivered, number and type of organizations helped, outcomes of assisted organizations' applications, etc.).
- ◆ Seek and document feedback from community groups to provide to CSCD.
- ◆ Provide sector expertise to support future-focused policy development.

The Community Gaming Grants Branch recognizes some portions of the Guidelines will not apply to the BCACG in the delivery of programming with the sole purpose of assisting not-for-profits in applying for Community Gaming Grants. These sections are:

- ◆ Section 1 – Not-for-profits community organizations that directly deliver approved programs to their communities may be eligible for a program grant.
- ◆ Section 4.1 – For a program to be eligible for funding, an organization must demonstrate that it has delivered the program within British Columbia for at least 12 months at the time of application.
- ◆ Section 4.1 – Community Gaming Grants are not to be used for an organization's core funding.
- ◆ Section 5.1 – The amount approved may be limited if the amount requested raises federal and provincial government funding to more than 75 per cent of the total program actual cost.
- ◆ Section 7.6 – Community Gaming Grant funds cannot be used for the development of new programs; creation of new positions; expansion of an existing program; travel or other costs related to annual general meetings, board meetings, retreats, conferences, etc.; and replacement of reduced or eliminated funding, including government funding.

The branch recognizes that if grant funding exceeds 75 per cent of the total program cost, the organization will be using provincial funding to cover costs associated with the general administration of the organization.

All other sections of the Guidelines remain applicable to the BCACG. In particular, this includes the need for the BCACG to: have board members who are democratically chosen by, and from within, its voting membership; submit a Gaming Account Summary Report within 90 days of the organization's fiscal year end; and submit budgets, financial statements and actuals with its grant application.

Further, if the BCACG engages in programming that is not directly related to the sole purpose of supporting other not-for-profits in applying for Community Gaming Grants, the organization will be required to fulfil all of the requirements of the Guidelines if applying for support for the other programming.

The general conditions for a Community Gaming Grant continue to apply to the BCACG with the exception of items 8 (a), (c) and (h) in the use of grants funds section.

### ***Conditions that only apply to Community Charitable Gaming Associations (CCGAs)***

CCGAs will be required to deliver on the following activities as a condition of their Community Gaming Grant:

- ◆ Work closely with the BCACG.
  - Collaborate with the BCACG and other CCGAs to ensure a coordinated support system;
  - Submit presentation materials to the BCACG for consolidation; and
  - Co-operate with the BCACG and other CCGAs to develop a common report template agreed to by all parties.
- ◆ Communicate key information throughout the sector.
- ◆ Deliver community presentations using CSCD-approved materials.
- ◆ Report service delivery statistics to CSCD to share how organizations are engaging with their members (e.g. number of presentations delivered, number and type of organizations helped, outcomes of assisted organizations' applications, etc.).
- ◆ Seek and document feedback from community groups to provide to CSCD.
- ◆ Provide sector expertise to support future-focused policy development.

The Community Gaming Grants Branch recognizes some portions of the Guidelines will not apply to CCGAs in the delivery of programming with the sole purpose of assisting not-for-profits in applying for Community Gaming Grants. These sections are:

- ◆ Section 1 – Not-for-profits community organizations that directly deliver approved programs to their communities to their community may be eligible for a program grant.

- ◆ Section 4.1 – For a program to be eligible for funding, an organization must demonstrate that it has delivered the program within British Columbia for at least 12 months at the time of application.
- ◆ Section 4.1 – Community Gaming Grants are not to be used for an organization’s core funding.
- ◆ Section 5.1 – The amount approved may be limited if the amount requested raises federal and provincial government funding to more than 75 per cent of the total program actual cost.
- ◆ Section 7.6 – Community Gaming Grant funds cannot be used for the development of new programs; creation of new positions; expansion of an existing program; travel or other costs related to annual general meetings, board meetings, retreats, conferences, etc.; and replacement of reduced or eliminated funding, including government funding.

The branch recognizes that if grant funding exceeds 75 per cent of the total program cost, CCGAs will be using provincial funding to cover costs associated with the general administration of the organization.

All other sections of the Guidelines remain applicable to CCGAs. In particular, this includes the need for CCGAs to: have board members who are democratically chosen by, and from within, their voting memberships; submit Gaming Account Summary Reports within 90 days of their fiscal year ends; and submit budgets, financial statements and actuals with their grant applications.

Further, if CCGAs engages in programming that is not directly related to the sole purpose of supporting other non-profits in applying for Community Gaming Grants, they will be required to fulfil all of the requirements of the Guidelines if applying for support for the other programming. The general conditions for a Community Gaming Grant continue to apply to CCGA’s with the exception of items 8 (a), (c) and (h) in the use of grants funds section.



## Appendix X:

### Conditions for a PAC/DPAC grant

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A Parent Advisory Council, eligible independent school parent group or First Nations Band school parent organization (PAC) or a District Parent Advisory Council (DPAC) that is a recipient of a Community Gaming Grant must comply with the following conditions:

#### General requirements

1. The grant recipient shall at all times fully comply with all provisions of the *Gaming Control Act*, all regulations and rules under the *Gaming Control Act*, all policies published by the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch, and all directives issued by the Community Gaming Grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. All of the information contained in and submitted with the grant recipient's Application for a PAC/DPAC Grant ("application form") must be true and correct.
4. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

#### Use of grant funds

5. PACs may only use grant funds within B.C. for eligible disbursements that benefit students by enhancing the extracurricular opportunities as set out in section 3.4 of the Guidelines.
6. DPACs may only use grant funds within B.C. to benefit students by supporting activities that foster parental involvement in the schools and promote effective communication between schools, parents, students and the community as set out in section 3.4 of the Guidelines.
7. A receipt must be obtained for each disbursement of gaming funds and retained as part of the gaming records set out in condition 15(d).
8. PACs and DPACs cannot use grant funds for the following ineligible costs:
  - a. Curricular activities or purposes;
  - b. Disbursements outside of the province unless approved in advance in writing by the branch;
  - c. Out-of-province travel, unless approved in advance by the branch;
  - d. Out-of-province or out-of-country aid;

- e. Past debt, loan or interest payments;
  - f. Sustaining or endowment funds; or
  - g. Professional development of staff.
9. PACs and DPACs must retain management and control of the grant funds received by them;
  10. PACs and DPACs cannot transfer any gaming funds to schools or school districts unless it is to reimburse a school or school district for a purchase made on behalf of the PAC/DPAC and at the PAC/DPAC's request.
  11. Unless otherwise approved in writing by the general manager, grant funds must be fully disbursed within:
    - a. 12 months of receipt of the Community Gaming Grant for DPACs; or
    - b. 36 months of receipt of the Community Gaming Grant for PACs.
  12. In the case of a school closure or substantive downsizing, that school's PAC may, at its sole discretion, disburse funds from its Gaming Account to another eligible PAC to reflect the reassignment of students.
  13. In all other circumstances, if the grant recipient is unable to fully disburse the grant funds within the time period specified in condition 11, all remaining funds must be returned to the Minister of Finance.

### *Financial control requirements*

14. Gaming funds include any funds generated through gaming including licensed gaming events, community gaming grants, gaming fund donations as well as any GST rebates, interest and revenues from the sale of assets purchased with gaming funds.
15. The grant recipient must:
  - a. Maintain a separate Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds.
  - b. Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them.
  - c. Maintain Gaming Account records that clearly show the amount and purpose of each transaction.
  - d. Retain all gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed. The gaming records include all financial records, cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts, and all receipts from the disbursement of gaming revenue;

- e. Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials; at least one of which must be an officer of the organization;
  - f. Only use electronic transfers and/or automated debits from the Gaming Account where two current board members have authorized the transactions in writing. This authorization must specify the purpose and maximum dollar amount permitted.
16. Cash transactions from the Gaming Account are not permitted.

### ***Audit and financial reporting requirements***

17. The grant recipient must file a Gaming Account summary report with the general manager, within 90 days after the end of the recipient's fiscal year.
18. The grant recipient shall provide audited statements and other information that the Community Gaming Grants manager and/or general manager may request from time to time.
19. The grant recipient will be audited periodically as required by the general manager. Any reports resulting from those audits may be disclosed publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

### ***Suspension, revocation and repayment of grant funds***

20. If, in the opinion of the Community Gaming Grants manager and/or general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the Community Gaming Grants manager and/or general manager may require the repayment of all, or a portion of, the grant funds, and/or suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the *Gaming Control Act*.

### ***Contact information***

Related information and documents as well as general contact information are available on the Community Gaming Grants branch website at <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>



