

NOTE: As of February 1, 2017, this document is no longer in effect.



Gaming Policy and Enforcement Branch

GUIDELINES

**Applying for a
Community Gaming Grant**

Effective August 2014 – January 2017

To stay current with Gaming Policy and Enforcement Branch policies, please visit the News and Updates page at: www.gaming.gov.bc.ca/news/

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www.bcreponsiblegambling.ca

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JUNE 2014 AMENDMENTS

REVISIONS

Section 6.1	Regarding application submission: effective February 1, 2015, only online applications will be accepted.
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CLARIFICATIONS

Section 3.1	Clarification re: board composition and qualifying organization size.
Section 3.2	Clarification re: standing requirements for federally incorporated organizations.
Section 3.3	Clarification re: Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) grant application process. Clarification re: process for using funds for student travel outside BC
Section 3.5	Clarification re: what funds qualify for the purposes of calculating previous

	fiscal year's operating expenses. Clarification re: ineligibility criteria: An organization is ineligible if it is a co-operative or a social enterprise.
Section 4.1	Clarification re: arts and culture program eligibility. Clarification re: sport program requirements and eligibility. Clarification re: environmental program eligibility.
Section 4.2	Clarification re: types of ineligible programs.
Section 4.3	Clarification re: program assessment criteria. Removal of the multi-partner involvement assessment criterion.
Section 5.2	Clarification re: how the branch should be contacted to request an extension of the 12 month fund retention period.
Section 5.4	Clarification re: post-secondary institution accreditation. Clarification re: the disbursement of a scholarship/bursary.
Section 5.6	Clarification re: permitted uses of grant funds. Project ineligibility defined.
Section 6.1	Clarification re: eligibility and process for short form applications.
Section 8	Clarification re: content requirements of reconsideration request letters. Clarification re: terms for denying reconsideration request.

JUNE 2012 AMENDMENTS

REVISIONS

Section 3.5	Regarding specific category of internally restricted funds: Internally restricted funds for building and land development costs will be considered unrestricted after 5 years.
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CLARIFICATIONS

Section 2.2	Clarification re: what is required of groups applying for regional or provincial levels of funding.
Section 3.3	Clarification re: Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) grant application processes.
Section 3.4	Name change: service “organizations” changed to service “clubs.”
Section 3.5	New ineligibility criterion: An organization is ineligible for a community gaming grant if it has attempted to reduce year-end surplus funds by transferring cash or investments to a foundation on behalf of the organization, thus failing to demonstrate financial need.
Section 4.1	Definition of Sport grant sector clarified.
Section 4.3	Clarification re: criteria used to assess a program.
Section 5.3	Clarification re: capital projects.
Section 5.4	Clarification re: use of grants to fund scholarships and bursaries.

Section 5.6	Clarification re: what gaming grants cannot be used for.
Section 6.2	Only one application for a community gaming grant will be accepted from an organization per <u>government fiscal year</u> (April 1 – March 31).
Section 6.3	Applicants who apply online have up to two (2) weeks to submit their mail-in supporting documentation.

1. INTRODUCTION

Community gaming grants provide funding to eligible organizations for direct delivery of approved ongoing programs to their communities.

1.1 Role of the Gaming Policy and Enforcement Branch

Community gaming grants are administered by the Gaming Policy and Enforcement Branch (GPEB), which also regulates gaming in British Columbia.

The branch administers the Community Gaming Grants program and determines which organizations will receive grants, the grant amounts and makes grant payments to approved applicants.

1.2 Role of the community gaming grant recipient

Grant recipients must meet specific criteria, 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 GPEB Investigations and Regional Operations, Gaming Enforcement, 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.

2. COMMUNITY GAMING GRANTS

2.1 Who can apply for a community gaming grant?

Non-profit community organizations that directly deliver programs to their community may be eligible for a program grant. A program is defined as an ongoing service or activity designed to achieve one or more defined objectives.

2.2 What is the maximum grant available?

Funding up to \$100,000 annually may be approved for program costs.

Groups that deliver programs provincially may be eligible for up to \$250,000 annually for program costs.

Groups that deliver programs regionally may be eligible for up to \$225,000 annually for program costs.

Groups 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 branch.
- The costs of satellite offices, for example those staffed only a few days per week by travelling staff, will not meet this requirement when determining the regional level.

Each application is assessed on its own merit, and within the context of available funding and demonstrated community need. 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.

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. Community gaming grants are included in this calculation.

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. Valuation of volunteerism and donations is based on:

- Donated materials at verified fair market value;
- Donated accredited professional services at verified fair market value;
- General labour (e.g., administrative support): \$10.00/hour;
- Skilled labour (i.e., marketing, communications, Internet support): \$25.00/hour.

Complete records of all volunteered hours and donated services or materials must be retained as part of the organization's gaming records.

3. ORGANIZATION ELIGIBILITY

3.1 What types of organizations are eligible to apply for a community gaming grant?

An organization may be eligible if it:

- Is not-for-profit (with exceptions listed in section 3.5);
- 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. Voting membership of the organization must be more than double the number of board members;
- Delivers programs established and maintained by its volunteers;
- Has board members that are democratically chosen by, and from within, its voting membership;
- Has board members that are Canadian residents, with at least two-thirds of the board residing in BC, and those board members do not receive remuneration or other financial benefit for their services as an executive member; and
- Meets provincial standards for financial accountability.

3.2 Does an organization have to be federally or provincially incorporated?

No. However, an organization that is provincially incorporated or registered as an extraprovincial society must be in good standing with the BC Registrar of Companies. Federally incorporated organizations must be in good standing with Industry Canada.

3.3 Are parent advisory councils eligible for a grant?

All public and independent school parent advisory councils (PACs) 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. Parent Advisory Council (PAC) or equivalent group (such as a parent support group at a public school, group 1 or 2 independent school, or First Nation band school within B.C.) is eligible to apply for a PAC grant. The PAC or equivalent must be an autonomous group whose membership consists of parents or guardians of students attending the school.

To receive funds, a PAC or DPAC must:

- Submit a PAC or DPAC application form that confirms its existence;
 - Only on-line applications will be accepted.

- A PAC that cannot find its school in the GPEB Online Service must contact the branch for assistance;
- Provide a void cheque from the PAC or DPAC gaming bank account; and
- Comply with the conditions of its grant.

Grant funds must remain under the management and control of the PAC or DPAC that receives them. Funds cannot be used for, or transferred to, curricular purposes or to schools or school districts or their activities or programs.

Parent Advisory Councils and Parent Organizations

PAC funding is intended to benefit students by enhancing their extracurricular opportunities, including for example:

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

[Note: out of province field trip(s) are not eligible uses of PAC funds.]

Grant funds to PACs and parent organizations may be accumulated for up to three years without prior approval from the branch.

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.

3.4 Are service clubs eligible for a community gaming grant?

Yes. Service clubs meeting eligibility criteria in section 3.1 and with 10 or more voting members may apply for a grant, under the Human and Social Services sector, for donation to those community organizations and programs that meet all eligibility criteria for a community gaming grant.

One-time donations are also permitted to an individual or family within their community where the donation will provide emergency assistance or relieve an exceptional condition or circumstance.

Service clubs:

- Are responsible for monitoring how grant funds are disbursed by the donation recipient and required to report to the branch any instance where funds were used inappropriately;
- Must ensure a major capital project is approved by the branch before grant funds are donated towards the project. See section 5.3 for more information;
- 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;
- May donate to hospital foundations towards the purchase of medical equipment;
- May use grant funds for their own programs where the branch has provided written approval for the program since August 19, 2002, when the Gaming Control Act was proclaimed;
- May retain up to seven per cent annually from each of community gaming grants to cover administrative costs; and
- Cannot receive grant funds from, or donate grant funds to, another service club.

3.5 What types of organizations are ineligible for a community gaming grant?

An organization is ineligible if it:

- Received more than \$250,000 net revenue in the past 12 months through its own licensed gaming activities;
- 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 calculation:
 - Gaming funds, deferred revenues and future operating expenses are considered unrestricted funds;
 - Internally restricted funds must be designated for a specific purpose and may include building and land development costs and capital acquisitions; and
 - Internally restricted funds – including the date they were approved by the board – should be noted in the financial statements and the accompanying board minutes. and
 - 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.
- NOTE: Externally restricted funds must be clearly identified in the financial statements.
- Has attempted to reduce year-end surplus by transferring cash or investments to a foundation, thereby failing to demonstrate financial need;
- Is for-profit;
- Is a cooperative;
- Is a social enterprise, such as an organization whose sole purpose is to generate profit to fund the society;
- Is a not-for-profit business or an ancillary group sustaining a for-profit business;
- Is a political party, political action group or lobby group;
- Is a federal, provincial, regional, municipal 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
- Has programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

4. PROGRAM ELIGIBILITY

4.1 What types of programs are eligible for grant funding?

Eligible programs provide an ongoing direct service to the community and are responsive to that community's needs and issues. Grant applicants must demonstrate how the programs for which they seek funding meet eligibility criteria and have benefitted, and will benefit, others.

These programs must fall within one of six sectors:

Arts and Culture

Programs that provide public access to the arts (not primarily supporting artists or artistic development) or preserve heritage or culture. These include the performing arts (For example, Theatre music, dance), media arts (For example, Film, video/sound painting, and drawing), literature, community fairs and festivals, heritage (For example, museums, agricultural displays) or promotion of culture. Community benefit can be demonstrated through public events, free public performances, reduced ticket prices for youth, seniors, families, etc.

Sport

Community-based youth and amateur sport programs that consist of organized, competitive physical activities. Sports groups are required to provide the number of registered participants in each program. Motorized sports and recreational activities, such as billiards, darts, and shuffleboard are not eligible.

Environment

Programs that support British Columbia's environment or protect the welfare of domestic animals and wildlife. For example conservation, education, animal and wildlife shelters.

Human and Social Services

Programs that significantly contribute to the quality of life in a community, including assisting the disadvantaged or distressed, promoting health, or enhancing opportunities for youth. For example, food banks, shelters, drop-in centre's, neighborhood houses, Aboriginal friendship centre's, transition house, support for people dealing with diseases, Scouts, Cadets and daycares. Service clubs, such as Lions, Kiwanis, and Rotary (see section 3.4) are included in this sector.

Public Safety

Programs that enhance and support public safety initiatives, disaster relief and emergency preparedness within British Columbia. For example 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 3.3.

4.2 What types of programs are ineligible for grant funding?

Ineligible programs include, but are not limited to:

- Programs that generally provide services exclusively to an organization's membership;
- Programs whose beneficiaries are outside of British Columbia;
- Subsidized housing;
- Vocational training;
- Alumni associations;
- Advancement of religion;
- Economic development;
- Tourism;

- Contracted programs, or programs delivered under a funding agreement; or
- Programs that do not deliver an immediate direct service to the community, such as research.

4.3 What criteria are used when assessing a program?

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. Programs must also demonstrate:

Clear community benefit:

- Describe community and social benefits of the program, rather than the economic impact.
- Demonstrate strong community interest or community priority.

Accessibility and inclusiveness:

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

Sustainability and lasting impact:

- Demonstrate viable plan for ensuring resources are in place to continue the program.
- Demonstrate potential for long-term community benefit resulting from the program.
- Gaming grants are not to be used for program's core funding or for any program delivered under contract.

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.

5. USING COMMUNITY GAMING GRANT FUNDS

5.1 How can community gaming grant funds be used?

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.

Upon dissolution of an organization, all unused gaming funds and assets purchased with gaming 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 BC.

5.2 How soon must community gaming grant funds be disbursed?

Your organization must disburse its grant funds within 12 months of their receipt. If your 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. Send requests by e-mail to gaming.branch@gov.bc.ca.

5.3 Can community gaming grant funds also be used for capital projects?

NOTE

**Major capital project grants are NOT available until further notice.
The last three paragraphs of section 5.3 do NOT apply until further notice.**

Capital projects include the construction of new facilities, renovation or maintenance of existing facilities and property development.

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. A separate application form or pre-approval of the project is not required. In section 4 of 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.

Separate from a community gaming grant, a limited amount of grant funding is available for major capital projects, which have a total cost of more than \$20,000. To be approved for a separate grant, major capital projects must provide significant community benefit and be accessible to the public. A major capital project grant will not be provided unless the applicant organization provides matching funds.

Applicants must meet all eligibility requirements outlined in section 3.1. To apply for a major capital project grant, please complete and submit an Application for a Major Capital Project Grant.

Applications for major capital project grants are received between October 1 and November 30 of each year, with approved grants paid by March 31 of the following year.

5.4 Can community gaming grant funds be used for scholarships or bursaries?

Community gaming grant funds can be 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.

Scholarships or bursaries may be an eligible disbursement where:

- The scholarship/bursary program is an identified purpose in the organization's constitution or mandate; The scholarship/bursary program is offered by an eligible organization whose board determines the selection criteria and procedure;
- The scholarship/bursary must be paid directly to the student;
- The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization's members or their families; and
- Service Clubs may consider donating to an approved conduit organization.

The conduit organization, defined as an approved organization that receives gaming funds from the donating service club and distributes the funds as scholarships or bursaries as its only eligible program, must:

- Submit a community gaming grant application in order to be approved as a conduit organization;
- Meet the same organizational eligibility requirements as other community organizations receiving gaming 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;
- Advise the donating service club whenever 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).

Gaming funds distributed by the conduit organization as scholarships/bursaries must be:

- Available to BC residents only;
- 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.

5.5 Can community gaming grant funds be used for special events?

Special events, such as annual festivals, may be an eligible disbursement where:

- The event is part of an ongoing program being delivered by an eligible organization;
- There is direct benefit to the community throughout the year; and
- There is community benefit through free or subsidized performances.

For eligibility details, see section 4.1.

5.6 Is there anything for which community gaming grant funds cannot be used?

Grant funds cannot be used for:

- Development of new programs;
- Projects (A project is a specific body of work undertaken to create a unique product or service, with a temporary team, for a specified duration);
- Creation of new positions;
- Expansion of an existing program (Adding a new component or service to an existing service/program that has not previously been delivered);
- Costs not related to the direct delivery of an organization's approved programs;
- Travel that is social, recreational or invitational in nature;
- Travel or other costs related to annual general meetings, board meetings, retreats, conferences, etc.;
- Fundraising, including, for example, such activities as concessions and sale of goods with the intent to generate revenue;
- Monetary prizes;
- Out-of-province or out-of-country aid;
- Past debt, loan or interest payments;
- Replacement of reduced or eliminated funding, including government funding;
- Sustaining or endowment funds;
- Professional development; or
- Subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted and/or funded.

5.7 What acknowledgement is required?

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.”

6. APPLYING FOR A COMMUNITY GAMING GRANT

6.1 How does an organization apply for a community gaming grant?

Effective February 1, 2015, only online applications will be accepted. Organizations must submit the appropriate online application form by the required deadline. Apply Online at www.gaming.gov.bc.ca.

Before starting an online application, please review the instructions outlined within the pre-application checklist. All supporting documents must be provided with an online application including a void cheque from the organization's gaming bank account.

- An organization that cannot access the GPEB Online Service must contact the branch for assistance by sending an email to gaming.branch@gov.bc.ca or calling the branch.

Application for a community gaming grant is for eligible community organizations seeking funding for ongoing programs to their communities.

An organization may submit the short form community gaming grant application if:

- A regular community gaming grant was approved for the previous two years;
- The previous year's grant was awarded with conditions, and those conditions have been addressed; and
- This year's request is for the same program(s) and same level of funding approved in the last fiscal year.

Organizations may only use the short form for a maximum of two years in a row. Organizations that received a grant as a result of reconsideration must use the regular application form. The branch may advise an organization that it is ineligible to use the short form.

Application for PAC/DPAC community gaming grant funding is only for use by PACs and DPACs.

Application for major capital project grant is for eligible community organizations wishing to apply for a grant to assist with funding a capital project with a total cost of \$20,000 or more.

NOTE: major capital project grants are not available until further notice.

Application for playground grants **NOTE: playground grants are not available until further notice.**

6.2 Can more than one application be submitted annually?

Only one application for a community gaming grant will be accepted from an organization per government fiscal year (April 1 – March 31).

Typically, a separate application for a major capital project grant may also be submitted.

However, major capital project grants are not available until further notice.

6.3 What are the deadlines for applying?

See the table below.

Only complete applications will be processed. An application is considered complete when the application and all supporting documentation has been received.

Online applications have up to two (2) weeks to submit their mail-in supporting documentation. Late or incomplete applications generally are returned to the applicant without being processed. It usually takes the branch about 12 weeks to process community gaming grant applications received on or before the applicable sector deadline.

Program Type	Annual Application Timelines
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.
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 (including Service Clubs)	Apply between August 1 and November 30. Notification by February 28.
Parent Advisory Councils and District Parent Advisory Councils	Apply between April 1 and June 30. Notification by September 30.
Major Capital Project Grant for projects exceeding \$20,000	Not available until further notice.
Playground Grants	Not available until further notice.

7. ACCOUNTABILITY FOR COMMUNITY GAMING GRANT FUNDS

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

This includes, but is not limited to:

- Maintaining a separate gaming account in the organization's full name;
- Having the organization's full name and the words "Gaming Account" imprinted on the account cheques;
- 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.
- The recipient of a community gaming grant must comply with all of the conditions for a community gaming grant, located at <http://www.gaming.gov.bc.ca/grants/docs/cond-cgg.pdf>.

8. RECONSIDERATION OF DECISION REGARDING AN APPLICATION

Organizations may request that the branch reconsider its decision regarding an application for a community gaming grant or short form application.

A request for reconsideration must be submitted in writing to the Executive Director, Community Supports Division, within 30 days of notification of the denial. The request must clearly state the reasons for requesting the decision be varied or overturned and must address each point in the denial letter. Failure to do so will result in a second denial.

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.

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

The Executive Director 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 60 days of receipt of the written request for reconsideration.

Whenever a reconsideration request is processed, the applicants 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:

www.gaming.gov.bc.ca/legislation-policies/docs/internal-review-procedures-grants.pdf

9. CONTACT INFORMATION

Head Office

Mailing address:

Gaming Policy and Enforcement Branch
PO Box 9310 Stn Prov Govt
Victoria BC V8W 9N1

Location (for courier deliveries or visiting in person):

3rd Floor, 910 Government Street
Victoria BC V8W 1X3

Telephone: 250 387-5311
Facsimile: 250 356-8149
E-mail: gaming.branch@gov.bc.ca
Web: www.gaming.gov.bc.ca

Lower Mainland Regional Office

Gaming Policy and Enforcement Branch
220 – 4370 Dominion Street
Burnaby BC V5G 4L7

Telephone: 604 660-0245
Facsimile: 604 660-0267

Interior Regional Office

Gaming Policy and Enforcement Branch
200 – 1517 Water Street
Kelowna BC V1Y 1J8

Telephone: 250 861-7363
Facsimile: 250 861-7362

Northern Regional Office

Gaming Policy and Enforcement Branch
211, 1577 – 7th Avenue
Prince George BC V2L 3P5

Telephone: 250 612-4122
Facsimile: 250 612-4130

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Investigations Division (Lower Mainland)	604 660-0245
Licensing and Grants Division (Victoria).....	250 387-5311
Registration and Certification Division (Victoria).....	250 356-0663