

COMMUNITY GAMING GRANT – SHORT FORM PRE-APPLICATION CHECKLIST

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 sections 3 to 5 of the Community Gaming Grant Guidelines for eligibility criteria:

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

SUPPORTING DOCUMENTATION:

Applicants must either upload a scanned copy of the required supporting documentation in PDF, JPG, DOC(X), or XLS(X) format. If you are unable to attach the supporting documentation at the time of online application, it must be received at the branch within two (2) weeks of the online form submission by e-mail 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 (see <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.

Short Application Form <input checked="" type="checkbox"/>	Required Information
Organization Information:	
<input type="checkbox"/> Membership & Governance	<ul style="list-style-type: none"> • Number of eligible voting members; • Number of board members; and • Number of voting members that attended last Annual General Meeting.
Program Information- for each program for which funding is requested, provide the following:	
<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 type="checkbox"/> Program details	<p>For each program:</p> <ul style="list-style-type: none"> • Requested grant amount; • How grant funds will be used; <ul style="list-style-type: none"> ○ If grant funds are requested for a minor capital project or a capital acquisition, include professional quotes. • The number of people who will directly benefit from the program; and <ul style="list-style-type: none"> ○ Sports organizations that are <u>not</u> provincial sport organizations must provide the total number of registered participants in the program. Each participant should only be included once. ○ Scout and Cadet organizations must provide the total number of registered scouts/cadets. • If applicable, a copy of the daycare licence.*

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"> • Two (2) officers / board members of your organization who are Officers Responsible for the Application; <ul style="list-style-type: none"> ○ 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). <p>NOTE: The Contact Person must be accessible during regular office hours.</p>

* All applicants must either provide a scanned copy of this information in PDF, JPG, DOC(X), or XLS(X) format or submit paper copies by mail. Online applications can have up to two (2) weeks to submit the mail-in documentation.