

COMMUNITY GAMING GRANT – REGULAR FORM 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.

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 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 (2) week timeframe, the application may not be considered by the branch.**

Please do not attach photographs of documents.

APPLICATION PROCESSING TIME:

Applications must be submitted within sector application periods (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>). 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/gaming-grants>

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	Organization information: <ul style="list-style-type: none"> • Full, legal name (if applicable); • Mailing address associated with the organization; and

<input checked="" type="checkbox"/>	Required Information
	<ul style="list-style-type: none"> • Program/service or purpose of the organization.
<input type="checkbox"/>	Response to the last letter from the Community Gaming Grants branch, if applicable.
<input type="checkbox"/>	Constitution and bylaws (This applies to organizations that are new to the branch or have not applied for 3 years). *
<input type="checkbox"/>	Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. *
<input type="checkbox"/>	Total number of members that are eligible to vote
<input type="checkbox"/>	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. *
<input type="checkbox"/>	<p>Complete financial statements for your organization:</p> <ul style="list-style-type: none"> • 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).
<input type="checkbox"/>	<p>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. *</p> <p>Direct deposit/ Authorization forms will not be accepted.</p> <p>NOTE: Organizations new to the branch must open their Gaming Account <u>before</u> applying.</p> <p>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.</p>
<input type="checkbox"/>	<p>For each program, revenue and expense statements for the previous fiscal year. *</p> <p>Federal or provincial government funding, including contract or grant monies, must be clearly identified.</p> <p>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.</p>

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	For each program, budgets for the current fiscal year. Federal or provincial government funding, including contract or grant monies, must be clearly identified. *
<input type="checkbox"/>	For each program, budgets for the next fiscal year. Federal or provincial government funding, including contract or grant monies, must be clearly identified.*
<input type="checkbox"/>	<p>For each program:</p> <ul style="list-style-type: none"> • 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 participate should only be included once; and* • 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. *
<input type="checkbox"/>	<p>Board positions, names, home addresses, e-mail addresses and phone numbers of two to four members of the organization associated with the application:</p> <ul style="list-style-type: none"> • 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. <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.