

Information Sheet: Service Clubs Checklist – Use of Grant Funds

This document provides information for service clubs wishing either to donate community gaming grant funds to eligible individuals/organizations or to use gaming grant funds to support the service club's own programs.

Service clubs must ensure that donation recipients and the recipients' intended uses of grant funds meet all eligibility criteria outlined in the Guidelines, and Conditions, which can be found of the Community Gaming Grants Branch website at: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>

This document is an unofficial summary of sections 3.5 and 7.1 to 7.3 of the Guidelines, and of items 7 to 19 of the Conditions. This document is provided for convenience and guidance; it is not intended to be a replacement for the official documents mentioned above.

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1. Donations to Eligible Organizations

Through the Community Donation Program your service club may donate gaming funds to an organization as long as the recipient organization and its program(s) meet all the requirements in the following table.

<input checked="" type="checkbox"/>	Requirements	
<input type="checkbox"/>	Requirement A: Is the recipient organization eligible to receive donated gaming funds from your service club?	
	All of the following statements about a recipient organization must be true in order for the organization to be eligible to receive donations of gaming funds from your service club.	
	True	False
	The recipient organization is:	
<input type="checkbox"/>	<input type="checkbox"/>	Not for profit.
<input type="checkbox"/>	<input type="checkbox"/>	Delivers at least one program that benefits the community.
<input type="checkbox"/>	<input type="checkbox"/>	Managed by a volunteer board.
<input type="checkbox"/>	<input type="checkbox"/>	Not a for-profit business or an ancillary group sustaining a for-profit business.
<input type="checkbox"/>	<input type="checkbox"/>	Not a community contribution company (C3) or other social enterprise whose sole purpose is to generate profit.
<input type="checkbox"/>	<input type="checkbox"/>	Not a fundraising group or committee (e.g. judo, karate, band fundraising).
<input type="checkbox"/>	<input type="checkbox"/>	Not a member-funded society.
<input type="checkbox"/>	<input type="checkbox"/>	Not a political party, political action group or lobby group.
<input type="checkbox"/>	<input type="checkbox"/>	Not a federal, provincial, regional, municipal, First Nation, or other local government.
<input type="checkbox"/>	<input type="checkbox"/>	Not a hospital, medical or health care facility.
<input type="checkbox"/>	<input type="checkbox"/>	Not a school (donations may be made only to parent advisory councils).
<input type="checkbox"/>	<input type="checkbox"/>	Not a penal institution or correctional facility.
<input type="checkbox"/>	<input type="checkbox"/>	Not a group with illegal purposes.
<input type="checkbox"/>	<input type="checkbox"/>	Not another service club.
<input type="checkbox"/>	Requirement B: Is the program that will receive the donated gaming funds eligible?	
	All of the following statements about the recipient program must be true in order for it to be eligible to receive donations of gaming funds from your service club.	
	True	False
	The recipient program is:	
<input type="checkbox"/>	<input type="checkbox"/>	Inclusive and open to the community.
<input type="checkbox"/>	<input type="checkbox"/>	Of benefit to the community, not just members of the organization.
<input type="checkbox"/>	<input type="checkbox"/>	Not a fundraising event (e.g. Cops for Cancer, Relay for Life, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Not delivered through a contract or under a funding agreement.
<input type="checkbox"/>	<input type="checkbox"/>	Not for research purposes.
<input type="checkbox"/>	<input type="checkbox"/>	Not for provision of subsidized housing (e.g. senior housing complexes, low cost housing, etc.).

	True	False	The recipient program is:
	<input type="checkbox"/>	<input type="checkbox"/>	Not for vocational training, such as employment programs or professional development.
	<input type="checkbox"/>	<input type="checkbox"/>	Not religion-based ceremonies, services, church activities, etc. that benefit mainly the parishioners. Funds cannot be used for renovations or maintenance of religious facilities.
	<input type="checkbox"/>	<input type="checkbox"/>	Not an individual sports team.
	<input type="checkbox"/>	<input type="checkbox"/>	Not a major capital project.

2. Donations to Individuals or Families

One-time donations are permitted to an individual or family in the community when the donation will provide emergency assistance or relieve an exceptional condition or circumstance.

3. Requesting Approval to Use Gaming Grants to Support Your Service Club's Own Programs

A service club wishing to use gaming grants to fund its own program(s) must request written approval from the branch for each program. The Community Gaming Grant application form includes a check box for requesting such approval.

If the branch has approved a program since August 19, 2002, additional approval for that program is not required.

When a service club applies to use a Community Gaming Grant to fund its own program(s), it must list all such programs. Elsewhere in the application it must also list all amounts it wishes to donate to other community organizations. Appropriate spaces are provided in the application form.

In addition, the information indicated in the box below must be submitted.

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	Name and description of the program(s) to be presented by the service club itself and for which it is applying for gaming funds.
<input type="checkbox"/>	Names, addresses and phone numbers of the service club members responsible for managing the program.
<input type="checkbox"/>	Program budget showing anticipated revenue and projected expenses.
<input type="checkbox"/>	Program revenue and expense statement for your last fiscal year.

4. Scholarships and Bursaries

Information about how scholarships or bursaries may be an eligible disbursement is described in section 7.2 of the Guidelines.

5. Contact Information**Mail:**

Community Gaming Grants Branch
Community and Legislative Services Division
PO Box 9892 Stn Prov Govt
Victoria, BC V8W 9T6

Location:

Community Gaming Grants Branch
Community and Legislative Services Division
3rd Floor, 800 Johnson Street
Victoria, BC V8W 1N3

Web:

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

E-mail:

CommunityGamingGrants@gov.bc.ca

Phone: 250-356-1081

Or call toll-free 1-800-663-7867 and
ask to be transferred to 356-1081.