Information Sheet: Service Club Donation Checklist

This document provides information for Service Clubs that administer a Community Donations Program. Services Clubs may donate their grant funds to organizations of their choice which meet all organization and program eligibility criteria within the Program Grant Guidelines. Service Clubs are responsible for ensuring the eligibility criteria are met and may use the checklist (below) as a guide.

Service Clubs are also the only organizations that are permitted to provide one-time donations to an individual or family within their community, in cases where that donation will provide emergency assistance or relieve an exceptional condition or circumstance for the recipient.

Organization and Program Eligibility Checklist

Service Clubs may donate grant funds to an organization of their choice, as long as the recipient organization and its program(s) meet all of the following requirements:

☑	Requirements		
☐	**Organization Requirements:** **Does the recipient organization meet the Community Gaming Grants organization eligibility criteria?**		
	All of the following statements must be TRUE in order for the organization to be eligible:		
	True	**False**	**The recipient organization…**
	☐	☐	…is not-for-profit.
	☐	☐	…delivers at least one program that benefits the community.
	☐	☐	…is managed by a volunteer board with at least two-thirds of its members residing in B.C.
	☐	☐	…is not a for-profit business or an ancillary group sustaining a for-profit business.
	☐	☐	…is not a chamber of commerce or board of trade.
	☐	☐	…is not a cooperative (except designated Community Service Cooperatives).
	☐	☐	…is not a community contribution company (C3).
	☐	☐	…is not a fundraising group or committee.
	☐	☐	…is not a member-funded society.
	☐	☐	…is not a political party, political action group or lobby group.
	☐	☐	…is not a federal, provincial, regional, municipal, First Nation or other local government.
	☐	☐	…is not a government (as described above) operated library, museum, gallery, recreation centre or other facility.
	☐	☐	…is not a hospital, medical or health care facility.

	☐	☐	…is not an educational institution, school or school authority (donations may be made only to Parent Advisory Councils).
	☐	☐	…is not a penal institution or correctional facility.
	☐	☐	…does not have illegal purposes.
	☐	☐	… is an organization that does not deliver programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action, including organizations closely affiliated or associated with an organization providing this programming.
	☐	☐	…is not another Service Club.

☐	**Program Requirements:** **Does the recipient program meet the Community Gaming Grants program eligibility criteria?**		
	All of the following statements must be TRUE in order for the program to be eligible.		
	True	**False**	**The recipient program…**
	☐	☐	…is accessible, inclusive and open to the community.
	☐	☐	…delivers an ongoing service, activity or series of activities to the community, not just to members of the organization.
	☐	☐	…benefits people living in British Columbia.
	☐	☐	…is not a fundraising program (e.g., Cops for Cancer, Relay for Life, etc.).
	☐	☐	…is not delivered on a contract or under a funding agreement.
	☐	☐	…is not for research, capacity building, or lobbying purposes.
	☐	☐	…does not provide subsidized housing (e.g., senior housing complexes, low cost housing, etc.).
	☐	☐	…does not provide vocational or employment skills training, job placement services, or professional development.
	☐	☐	…is not an economic development or tourism program.
	☐	☐	…does not promote the advancement of religion.
	☐	☐	…is not a capital project.

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.

Scholarships and Bursaries

Service Clubs are permitted to provide a scholarship or bursary program, either directly or through an approved conduit organization. A scholarship is provided to a student on the basis of academic merit, while a bursary is provided on the basis of financial need. Scholarships or bursaries may be an eligible disbursement if they meet the following criteria:

☑	**Requirements**		
☐	**Does the scholarship or bursary disbursement meet the criteria in Section 10.2 of the Program Guidelines?**		
	All of the following statements must be TRUE in order for the organization to be eligible:		
	True	**False**	**The scholarship/bursary …**
	☐	☐	…selection criteria and procedure are determined by the Service Club executive/ membership.
	☐	☐	…is paid directly to the student.
	☐	☐	…is used for post-secondary education only at a provincially authorized post-secondary institution, as recognized by the Ministry of Post-Secondary Education and Future Skills, or equivalent.
	☐	☐	…recipient is selected from a group of candidates that is not primarily comprised of the organization's members or their families.