



**NOTE: THIS DOCUMENT APPLIES TO  
APPLICATIONS RECEIVED PRIOR TO  
FEBRUARY 1, 2023**

Community Gaming Grants Branch

**CONDITIONS FOR A COMMUNITY GAMING GRANT  
EFFECTIVE FEBRUARY 2022**

Recipients of a Community Gaming Grant must comply with the following conditions:

**General Requirements**

1. The grant recipient shall at all times fully comply with all provisions of the Gaming Control Act, all regulations and rules under the Gaming Control Act, all policies published by the Community Gaming Grants Branch, and all directives issued by the Community Gaming Grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. The grant recipient shall notify the General Manager, Gaming Policy and Enforcement Branch (GPEB), 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.
4. All of the information contained in and submitted with the grant recipient's application for a Community Gaming Grant must be true and correct. Publicly available materials and information concerning the Applicant's organization or program(s) may be consulted by the Community Gaming Grants Branch to assist with application assessment.
5. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

**Funding Acknowledgement**

6. 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."*

**Use of Grant Funds**

7. Grant funds must only be used to cover eligible costs essential to the delivery of an approved program, as outlined in Section 6.1 of the Community Gaming Grants: Program Guidelines.
8. Grant funds must not be used for ineligible costs, as outlined in Section 6.2 of the Community Gaming Grants: Program Guidelines.
9. Grant funds must not be used for purposes that have not been approved by the Branch but may be redistributed amongst the grant recipient's approved programs. Any redistribution of funds must be documented in the financial information accompanying future applications for grant funding.



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10. The grant funds must be fully disbursed within 12 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. Grant funds may be used for eligible expenses that are incurred anytime within the fiscal year during which the grant was received and/or anytime in the 12 months following the date the grant was received.
11. If an approved program is cancelled before the grant funds are fully disbursed, all remaining funds must be used toward another approved program or returned to the Minister of Finance.

**Service Clubs – Community Donations Programs**

12. Service Clubs must donate the grant funds to other community organizations and programs which meet eligibility criteria outlined in the Community Gaming Grants: Program Guidelines.
13. Donations must directly benefit communities or community members and may include donations to individuals or families, where relief is of a short-term nature or a one-time payment intended to relieve an exceptional or unusual condition or circumstance.
14. Service Clubs must not use grant funds for their own programs unless the Branch has provided written approval for the program since August 19, 2002, when the Gaming Control Act was proclaimed.
15. Service Clubs must not receive grant funds from another Service Club and must not donate grant funds to:
  - a. another Service Club
  - b. agencies and/or programs outside of British Columbia.
16. Service Clubs are required to report to the Branch any instance where grant funds were used inappropriately by a donation recipient.

**Financial Control Requirements**

17. Gaming funds include any funds generated through gaming, including licensed gaming events, Community Gaming Grants, gaming fund donations from Service Clubs, as well as any GST/HST rebates, interest and/or revenues from the sale of assets purchased with gaming funds.
18. The grant recipient must:
  - a. Maintain a separate Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from Service Clubs.
  - b. Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them.
  - c. Maintain Gaming Account records that clearly show the amount and purpose of each transaction.
  - d. As part of the Gaming Account 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.



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- e. Keep a record of all volunteered hours and in-kind material/ equipment contributions that has been reported as part of an application for grant funding and retain the information as part of the gaming records for a period of five years from the end of the fiscal year in which the in-kind contribution was reported to the Branch.
  - f. Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials, at least one of whom must be an officer of the organization, unless a formal exception has been approved by the Executive Director, Community Gaming Grants Branch. These signing officials must not be related by blood or marriage. Cheques issued against the Gaming Account must not be pre-signed.
  - g. Use electronic transfers and/or automated debits from the Gaming Account only where two current board members have authorized the transactions in writing; these board members must not be related by either blood or marriage. The authorization document must identify the specific purpose and maximum dollar amount permitted for each electronic transfer and/or automated debit and must be retained with the Gaming Account records. General purposes such as "wages" are not sufficiently detailed.
19. Cash transactions from the Gaming Account are not permitted (i.e. cheques must not be paid out to "cash").

**Audit and Financial Reporting Requirements**

- 20. The grant recipient must file a Gaming Account Summary Report within 90 days of the end of the recipient's fiscal year.
- 21. Occasionally, the grant recipient may be required to provide audited statements and other information that the Community Gaming Grants manager and/or general manager may request.
- 22. The grant recipient may be audited periodically, as required by the Community Gaming Grants manager and/or general manager. Any report resulting from those audits may be disclosed publicly, in compliance with the Freedom of Information and Protection of Privacy Act.

**Suspension, Revocation and Repayment of Grant Funds**

- 23. If, in the opinion of the Community Gaming Grants manager and/or general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the grant recipient may be required to repay all or a portion of the grant funds, and/or the manager and/or general manager may suspend or revoke the grant. A fine or fines may also be imposed under Section 98 of the Gaming Control Act.

**Contact Information**

Related information and documents, as well as general contact information, are available on the Community Gaming Grants Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/contact-us>