COMMUNITY GAMING GRANT – PAC/DPAC PRE-APPLICATION CHECKLIST
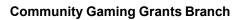
Before beginning the PAC or DPAC online application process, please review the pre-application checklist below to ensure that you have all required information and documentation available to refer to or to upload to the application. This preparation will make the application process faster and easier.

The online application must be fully completed and submitted in a single session, as the system will time out after approximately 60 minutes. If the system times out, attempting to submit the application may result in an error, and the information entered into the online application may be lost.

NOTES:
- Do not click the "Next" button at the end of the application process (on the "Terms and Conditions" page) unless the application is complete. Once the terms and conditions are accepted the application is submitted and takes time to load. Please do not click "Next" more than once.
- To print the online application, complete and print each screen before clicking the "Next" button. Once you have completed the PAC/DPAC application it cannot be printed.
- To attach documentation to the online application, click the "Browse" button in the appropriate section of the application, to locate the file on your computer. Once you have located the correct file, click "Add" to attach it to the application.
- Additional information and grant 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/gaming-grants/questions-contact-info

Gaming Account Summary Reports:	
☐	Any outstanding or overdue Gaming Account Summary Reports, if applicable. • Please see Program Guidelines Section 7.4 for details.
Organization Information:	
☐	• Full, legal name (if applicable). • Mailing address associated with the PAC/DPAC.
☐	Complete list of schools and/or annexes that the PAC represents. **NOTES:** • A parent organization may represent more than one school (e.g. a single parent organization may represent students at an elementary and a secondary school that are located near to one another). • If you are unable to find or select your school(s) when completing the online application, please contact the Branch.
☐	Constitution and bylaws or equivalent documents, including any alterations.✶

	NOTE: • This requirement applies to PACs that are new to the Branch or have made changes to these documents since submission. • Registered societies must provide copies certified by B.C. Registries and Online Services.
☐	Executive committee list, including the following information for each member: ✱ • name • position on the executive committee, if applicable • home address • email address • phone number **NOTE:** • This requirement applies to PACs that are new to the Branch.
☐	Minutes from the last Annual General Meeting, providing evidence that a democratic election of the executives occurred. ✱ • If elections were not held at the AGM, please attach the minutes from the meeting at which the executive were elected. **NOTE:** • This requirement applies to PACs that are new to the Branch.

Gaming Account Information:

☐	Void cheque for the PAC/DPAC's Gaming Account (required for applicants that are new to the Branch and those that have made changes to their Gaming Account since their most recent application). ✱ • The voided cheque must be pre-printed by a financial institution and must have the PAC/DPAC's full name and the words "Gaming Account" imprinted on it. **NOTES:** • Direct deposit/Authorization forms will not be accepted. • PACs/DPACs that are new to the Branch must open their Gaming Account before applying. • Some financial institutions de-activate accounts when there is no activity for a certain period of time. Please contact your financial institution to ensure the organization's Gaming Account is active.

Certification:

☐	Two to four persons responsible for the application: • Two PAC/DPAC executive members serving as "Officers Responsible" for the application.

	- o Position on executive committee, name, home address, email address and phone number for each officer responsible. - One application "Submitter." - o Position in organization, name, address, email address and phone number. - One application "Contact" who must be accessible during regular office hours. - o Position in organization, name, address, email address and phone number. **NOTE:** PAC/DPAC executive committee members may act as the submitter and/or the contact in addition to their role as Officer Responsible. However, the contact person and submitter do not need to be executive committee members.
☐	Two "Notification Method" email addresses, to which application results will be emailed. - One preferred organization email address notification. - One email address for the President (or equivalent) of the PAC/DPAC.

✱ Applicants must provide a copy of all required supporting documentation in .pdf, .jpg, .doc(x), or .xls(x) format, either by attaching to the online application or submitting by email to CommunityGamingGrants@gov.bc.ca. Applicants have up to two weeks to submit supporting documents by email.