

Capital Project Grant Application Tutorial

This document provides instructions and tips on completing a Capital Project Grant application. Before you start, review this document along with the pre-application checklist for Capital Project Grants. This will provide you with an understanding of what information is required to complete the online application.

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1. Before you start your online application

Before starting a Capital Project Grant application, familiarize yourself with key information, such as assessment criteria, conditions, and the application period. We also recommend that you prepare for your application by reviewing the Capital Project Sector Guide and pre-application checklist for the Capital Project Grant.

The information and resources mentioned above are available on the Capital Project Grants page (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants>) on the Community Gaming Grants website.

Additional notes about completing your online application:

- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 60 minutes if they have prepared ahead of time by reviewing the pre-application checklist (see link above).
- The session may time out you take longer than two hours to complete your application form.
- Do not click your web browser back button or refresh button while completing your application.
- Make sure that any supporting documents you attach are in one of the following formats: .doc, .docx, .xls, .xlsx, .pdf, or .jpg.
 - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters, including spaces and punctuation.

Numerical fields cannot include special characters, such as punctuation (, .) or dollar signs (\$).

2. Visit the Gaming Grants website and click the “Online Service” button

You can start a Community Gaming Grant application by visiting the Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>. Look for and click the “Online Service” link as shown below.

BRITISH COLUMBIA

Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >

Community Gaming Grants

- Community Gaming Grants
- PAC & DPAC Grants
- Capital Project Grants
- Multiculturalism Grants
- Online Service
- Documents & Forms
- Outreach and Presentations
- Acknowledgement of Gaming Funds
- Questions & Contact Information
- Pre-Application Information

Gaming Grants

Government gaming grants allow eligible organizations to apply for gambling revenues to support a broad range of programs and services. Find out about types of grants, eligibility requirements and how to apply.

Learn more:

- [First Application for a Gaming Grant?](#)
- [Determining the Correct Type of Gaming Grant for Your Organization](#)
- [Other Types of Grants and Funding \(non-gaming grants and funding\)](#)
- [How to Apply & Related Resources \(guidelines, conditions, forms, etc.\)](#)
- [Application Status & Questions](#)

First Application for a Gaming Grant?

Government gaming grants allow eligible organizations to apply for gambling revenues to support a broad range of programs and services. To receive a grant, your organization and the program offered must meet certain eligibility requirements.

Organizations receiving Community Gaming Grants must use their grant funds for approved, eligible purposes.

Eligibility

Programs must have been in operation for at least 12 months prior to application. (In other words, a grant will not be awarded for a program that is being offered for the first time.) To receive a grant, the program must fall into one of the following sectors:

- Arts and Culture
- Sport
- Environment
- Public Safety
- Human and Social Services
- Parent Advisory Councils and District Parent Advisory Councils (these organizations are aligned with schools)

More information is available in the Guidelines and Conditions documents, links to which can be found at the bottom of this page. (We recommend first-time applicants fully review this page before proceeding to the application stage.)

Online Service

Apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

Online Service

Reports

Read the [B.C. Community Gaming Grants Review \(PDF\)](#).

More gaming grant reports are available at [Reports, Publications, & Statistics](#) and at [DataBC](#).

Contact Information

Contact the Community Gaming Grants Branch if you have questions about gaming grants in B.C.

- [Contact Us](#)

3. Click the “Launch Online Service” button

Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising > Gambling in B.C. >

Gaming Online Service

⚠ As of January 1, 2019, all licensed charitable gaming event applications and supporting documents must be filed online through our website.

Go to the Online Service system by clicking the button below:

Launch Online Service

Using the Online Service you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:

Gaming Grants

- [Gaming Grants](#) (general information about gaming grants)
- [Community Gaming Grants](#) (for community programs)
- [PAC & DPAC Grants](#) (for parent advisory councils)
- [Multiculturalism Grants](#) (for cultural expression and anti-racism programs/projects)

Gambling Event Licences

- [Gambling Event Licence Fundraising](#) (general information about gambling event licences)
- [Class A Licence \(More than \\$20,000 in Gross Revenue\)](#)
- [Class B Licence \(\\$20,000 or Less in Gross Revenue\)](#)
- [Class C Licence \(Fairs & Exhibitions\)](#)
- [Class D Licence \(\\$5,000 or Less in Gross Revenue\)](#)

4. Click “DPAC, PAC or Capital Project Grants” on the Online Service web page



B.C. Home

Gaming Policy and Enforcement Branch
Online Service

Apply Online

- [Community Gaming Grants](#)
- DPAC, PAC or Capital Project Grants**
- [Gaming Licences](#)
- [Special Approvals](#)

[View Application Status Reports](#)

[View Registry Reports](#)

[File a Criminal or Regulatory Complaint](#)

Resources

- [Pre-Application Information for Gaming Grants](#)
- [Pre-Application Information for Gambling Event Licences](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

Online Service

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Welcome!

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to [Additional Services for Organizations with a BCeID](#).

Apply Online

Select one of the links under **Apply Online** on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the [Pre-Application Information for Gaming Grants](#) or the [Pre-Application Information for Gambling Event Licences](#) before you start your online application.

View Application Status Reports

After you submit an application, you can track where it is in the approval process - select [View Application Status Reports](#).

View Registry Reports

When you select [View Registry Reports](#), a window will open for you to select one of three current gaming registry reports:

1. Personnel Registry - lists registered gaming workers in B.C.
2. Equipment Registry - lists certified gaming equipment and lottery schemes.
3. Corporate Registry - lists registered companies and senior officials in B.C.

File a Complaint

Select [File a Criminal or Regulatory Complaint](#) to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see [Contact Us](#).

Additional Services for Organizations with a BCeID

PLEASE NOTE:

The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID [here](#). For reporting questions related to your Gaming Account please contact either [Community Gaming Grants](#) or [Gaming Policy and Enforcement Licensing](#).

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5. Search for and select your organization

If your organization has applied for a Gambling Event Licence or Community Gaming Grant in the past, enter your organization's L&G file number. If you do not know the L&G file number, please make every effort to find your organization's name in our system. The best way to search is to use the per cent sign (%) between each word that you want to include in your search. For example, type "%gpeb%test%" in the search box. See the text above the search box for more tips (see image below).

B.C. Home
Gaming Policy and Enforcement Branch
Online Service

Resources
→ [Pre-Application Information for Gaming Grants](#)
→ [Pre-Application Information for Gambling Event Licences](#)
→ [Business BCeID Information and Registration](#)
→ [Contact Us](#)

Online Service » Organization Search Printer Version

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Organization Search Help ?

All fields with an asterisk (*) must be completed.

Search
Important Information
Have you prepared for your application?
Some applications take a while to complete. We suggest planning for 30 to 60 minutes. With this system you cannot save your application and return to it later. To get through your application as efficiently as possible, please prepare before you start by reviewing the following information (pre-application checklists, frequently asked questions and more):

- [Pre-Application Information for Gaming Grants](#) or
- [Pre-Application Information for Gambling Event Licences](#)

Please use the **Search** function to determine whether your organization exists in our system.

If more than one result appears for your search, please select the applicable record. If your organization does not appear in this list, please refine your search or click New Applicant.

Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).

Name: **OR L&G File #**

Avoid using punctuation marks (i.e. periods, apostrophes) and words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search.

[Top](#)

GAMING BC VERSION: 614 <595 | BUILT ON: 2019-04-15 13:12 |
DATABASE VERSION: 4.4.0.00

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Once you find your organization, click “select” to proceed.

The screenshot shows the 'Organization Search' page of the B.C. Home Gaming Policy and Enforcement Branch Online Service (GOS). The page has a left sidebar with 'Resources' including links to 'Pre-Application Information for Gaming Grants', 'Pre-Application Information for Gambling Event Licences', 'Business BCeID Information and Registration', and 'Contact Us'. The main content area is titled 'Organization Search' and includes a 'Help' icon. A note states: 'All fields with an asterisk (*) must be completed.' Below this is a 'Search Results' table with three entries. A red starburst graphic highlights the 'Select' button for the second entry, 'GPEB Capital Project Test'.

L&G File #	Name:	
1234 gpeb test		Select
123 some st, Victoria, BC, Canada, V8W 1X3		
123 Some Street, Victoria, BC, Canada, V8W 1X3		
1111111	GPEB Test	Select
1234 Test Street, Vancouver, BC, Canada, V9F 7E8		

6. First-time applicants

First-time applicants to the Gaming Online Service are required to call in to the Community Gaming Grants Branch before starting their application. Please have the following information available when you call:

- Organization’s name, as it appears on your constitution and/or certificate of incorporation
- Organization’s address
- BC Society Number (if applicable)
- Organization’s operating start date (approximate); and
- Organization’s fiscal year end date

Please use the contact information for the Branch below:

- Victoria: 250-356-1081; or
- Toll-free within B.C.: 1 800 663-7867 (ask to be transferred to the 250-356-1081)

Once your organization’s online profile has been created by the Branch, [return to Step 5](#) to search for and select your organization.

7. Review your organization information

Review your organization's information to ensure that it is accurate. If there are changes or updates that need to be made, please note them in the "Organization Information Changes" section (you will be asked to include these changes again in Step #10).

If you have selected the wrong organization, navigate back to the search screen (click the "back" button at the bottom of the page).

B.C. Home
Gaming Policy and Enforcement Branch
Online Service

Resources
→ Pre-Application Information for Gaming Grants
→ Pre-Application Information for Gambling Event Licenses
→ Business BCeID Information and Registration
→ Contact Us

Online Service » Organization

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Organization Help ?

GBC ID: 579706 **GPEB Capital Project Test**

All fields with an asterisk (*) must be completed.

Organization

* **Name:**
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).
GPEB Capital Project Test

Addresses
When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

Address Type	Effective Date	Address
Physical	25-Jul-2017	123 Some Street, Victoria, BC, Canada, V8W 1X3

Organization Details
If your organization is a registered society in BC please enter the BC Society Number.
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:
[]

CRA Registered Charity Number:
[] RR00 []

On what date did your organization start operating (approximate)?
25-Jul-2017

Fiscal Year End:
Month **Day**
December 31

Programs/Services or Purpose
When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

* Program/Service or Purpose	Other Description:
Adult Sports	

Organization Information Changes
For Returning Users: if you see something that is incorrect, enter the correct information in the text box below. This information will be reviewed and updated when your application is received in GPEB.

Comments:
[]

Back **Next**

8. Select “Grant” application type, then click the “Next” button

B.C. Home | **Gaming Policy and Enforcement Branch Online Service** | **Online Service** » Application Selection | **Printer Version**

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Application Selection | **Help**

GBC ID: 579706 | GPEB Capital Project Test

All fields with an asterisk (*) must be completed.

Application Type
Please select an Application Type

- ☒ **Grant** Click here to apply to the Community Gaming Grant Program including Capital Project Grants and PAC/DPAC Grants.
- ☐ **Licence** Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker, Limited Casinos, and Special Approvals (Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

Back | **Next** | **Top**

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DATABASE VERSION: 4.4.0.00

9. Select “Capital Project Grant,” then click the “Next” button

B.C. Home | **Gaming Policy and Enforcement Branch Online Service** | **Online Service** » Grant Selection | **Printer Version**

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Grant Selection | **Help**

GBC ID: 579706 | GPEB Capital Project Test

All fields with an asterisk (*) must be completed.

Grant Types
* Please select a Grant Type

- ☐ **DPAC** District Parent Advisory Council (apply Apr 1 - Jun 30)
- ☐ **PAC** Parent Advisory Council, Category 1 or 2 Independent School Parent Organization, or First Nations Band School Parent Organization (apply Apr 1 - Jun 30)
- ☒ **Capital Project Grant** Available to all Sectors including PAC/DPAC (apply June 1, 2018 - July 2, 2018)

Back | **Next** | **Top**

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DATABASE VERSION: 4.4.0.00

10. Provide information about your organization

This part of the application requests information about your organization. Please include all organization information changes from Step #7 again, in the “Organization Information Changes” section.

Ensure that all required sections (marked with a red asterisk) are completed.

B.C. Home
Gaming Policy and Enforcement Branch
Online Service
Create CGG Application
Application Status
RESOURCES
Pre-Application Checklists
Business BCeID Information and Registration
Contact Us

Online Service » Create Application - Capital Project Grant
Printer Version

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Create Application - Capital Project Grant Help ?

GBC ID: 579706 GPEB Capital Project Test

Organization Information

Organization
Name:
GPEB Capital Project Test

Addresses
Address Type: Effective Date: Address:
Physical 25-Jul-2017 123 Some Street, Victoria, British Columbia, Canada, V8W 1X3

Organization Details
BC society number:
On what date did your organization start operating (approximate)?:
25-Jul-2017
Fiscal year-end (month / day):
December 31

Organization Information Changes
If you see something that is incorrect in the organization information above (e.g. organization name, address, etc.) or if there have been other organization changes, provide updated information below. You may type your changes into the following box or attach related electronic documents underneath the box. This information will be reviewed and updated when your application is received by the Community Gaming Grants Branch. (Maximum 4000 characters.)

If you prefer to provide information about organization changes by attaching electronic documents, you can do so below (e.g. void cheque, special resolutions, etc.).
Browse... No file selected. Add Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.
Attached Document(s):

Sector Details*** Sector:***** Does your organization self-identify as an Indigenous not-for-profit?**

- ☐ No
☐ Yes

*** Does your organization limit access to any of its programs, services or facilities for any individuals or identifiable group? (If yes, the reason for the limitation must be explained in the relevant Program Description).**

To support equity, diversity and inclusion, the Branch supports applications from organizations with programs that are open and accessible to people regardless of their sexual orientation, gender identity and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; education; income; or, geography, except in instances where the exclusion of some individual or identifiable group is required for another individual or identifiable group to be effectively served.

- ☐ No
☐ Yes

Organization Programming

* Applicants must provide a description of programming delivered by their organization that includes key information, including the size and scope of the program, length of time the program has been in operation, as well as how the program operates and who it benefits. Please see section 4.4 of the Community Gaming Grant Guidelines for more information on program descriptions.

The applicant may provide a program description previously used for a Community Gaming Grant application, or new/modified program description that describes on-going programming may be provided.

You may enter this information here in the following field (up to 4,000 characters long), or you may attach a document that provides this information. Click the Choose File button to attach a document.

No file selected. Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):**Constitution and Bylaws**

Please attach a copy of your organization's most recent Constitution and Bylaws.

If you have provided the most recent copy of your Constitution and Bylaws as part of a previous application for a Community Gaming Grant within the last 2 years, you do not need to submit it again here.

No file selected. Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):**Membership and Governance Structure***** # of eligible voting members:***** # of board members:****Board of Directors**

*** Please attach your Board of Directors list, including their names, positions on the board, home addresses (primary residence), email addresses and phone numbers.**

No file selected. Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):

Annual General Meeting Details
<p>Date of last Annual General Meeting: (DD-Mon-YYYY)</p> <p><input type="text"/></p>
<p>Number of voting members that attended last Annual General Meeting:</p> <p><input type="text"/></p>
<p>Attach minutes from the last Annual General Meeting, providing evidence that a democratic election of the Board occurred. If elections were not held at the Annual General Meeting, please attach the minutes from the meeting at which the Board of Directors was elected.</p> <p>Please submit a copy of the minutes from the last Annual General Meeting.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>
<p>Attached Document(s):</p> <p></p>

Organization Financial Statements and Budgets
<p>You must submit complete financial statements (with accompanying notes) for your organization. Internally restricted funds — including the date they were approved by the board — should be noted in the financial statements and the accompanying board minutes. Note: If an organization's fiscal year recently ended and the year-end financial statements are not yet finalized (e.g. being prepared by an accountant), please submit draft or internally prepared financial statements. At a minimum, you must include the following:</p> <ul style="list-style-type: none">• Revenue and expense statements for the previous fiscal year;• Balance sheet for the previous fiscal year;• Budget for the current fiscal year; and• Supplemental documents relating to restricted funds (if applicable), such as minutes from the board meeting where the motion was passed to restrict the funds. <p>Please attach your organization's Financial Statements and Budgets</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>
<p>Attached Document(s):</p> <p></p>

Gaming Account
<p>In order to receive a Community Gaming Grant, your organization must have a separate Gaming Account held in British Columbia and obtain cheques for this account, which are imprinted with the organization's full name and the words "Gaming Account". New applicants must open their Gaming Account and obtain cheques before applying.</p> <p>You are required to submit a copy of a void cheque for the Gaming Account. Direct deposit/Authorization forms cannot be accepted. If the application is approved, grant funds will be transferred electronically to this account.</p> <p>Please attach a scanned copy of a void cheque from your gaming account. Direct deposit forms will not be accepted. If you already have a gaming account on file that is unchanged, you do not need to submit another one here.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>
<p>Attached Document(s):</p> <p></p>

11. Provide information about your organization's project

This part of the application asks you to provide detailed information about your organization's proposed capital project.

Project Information

Alignment with Sector Objectives

* **Project Name:**

* **Project Type:**

* **Project Description:**
Provide a brief description of your proposed capital project and the reason why you are pursuing it.

Please describe in this section if and how the project or acquisition meets either of the following two criteria:

- The project or acquisition is needed in order to modify how programs and services are delivered as a direct result of the COVID-19 pandemic.
- The project or acquisition will support your organization to respond to an increase in demand for programs and services as a direct result of the COVID-19 pandemic.

If an attachment is required, please use the option below. Attached documents should not exceed 1-2 pages in length.

No file selected. Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):

* **Community Benefit:**
Describe how the project will benefit the community by addressing a community-identified need or priority and will enhance the well-being of individuals in the community. Please provide information on programming that will use or benefit from the project. See the Capital Sector Guide for information on highlighting the community benefit in this section.

If an attachment is required, please use the option below. Attached documents should not exceed 1-3 pages in length.

No file selected. Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):

* **Public Inclusiveness:**
Tell us how the project and its associated programming will be open and accessible to people of all ages, abilities, sexual orientation, gender identity and expression (LGBTQ2S+), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions, except in instances where the exclusion of some identifiable group is required for another identifiable group to be effectively targeted.

If an attachment is required, please use the option below. Attached documents should not exceed 1-2 pages in length.

No file selected. Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):

Project Feasibility	
* Project Timeline: Provide a detailed project timeline, including: <ul style="list-style-type: none">• Project start and completion dates;• Dependencies or relationships between project tasks; and• Dates for major milestones.	
NOTE: Capital Project Grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. The project must have started within 12 months of receipt of funding.	
<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i>
Attached Document(s):	
* Project Start Date (DD-MMM-YYYY): <input type="text"/>	* Project End Date (DD-MMM-YYYY): <input type="text"/>
* Risk Management Please attach a risk management plan for your project (in table format). In this plan identify any events or conditions that may impact your project, and rate the likelihood of each occurring as high, medium or low. Identify the proposed management/mitigation strategy for each potential risk. The risk management plan must be specific to the project and not to the organization as a whole.	
<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i>
Attached Document(s):	
* Appropriate Approvals List any approvals and permits required to complete work on the project and the steps your organization plans to take to obtain them. If no permits or approvals are required, please use this space to explain why.	
<div style="border: 1px solid black; height: 50px;"></div>	
If an attachment is required, please use the option below. Attached documents should not exceed 1-2 pages in length.	
<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i>
Attached Document(s):	
* Ongoing, Long-term Operational Viability Provide an asset management plan that describes your organization's long-term plan to operate, manage and maintain the project/asset/acquisition (i.e. multi-year budget and revenue source, maintenance schedule, required resources, etc.).	
<div style="border: 1px solid black; height: 50px;"></div>	
If an attachment is required, please use the option below. Attached documents should not exceed 1-2 pages in length.	
<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i>
Attached Document(s):	

Financial Considerations											
<p>* Project Cost: Provide the total estimated cost of your project. To be eligible for this grant the total estimated cost of the project must be between \$20,000 and \$1,250,000. Please use whole numbers without commas or decimals (e.g. 20000).</p> <p>\$ <input type="text"/></p>											
<p>* Project Budget: Attach the project budget and any accompanying notes. Within the budget, identify all sources of revenue, anticipated expenses, financial assumptions (e.g. time required to complete the project, forecasted income and expenses) and the contingencies to offset any unforeseen events or circumstances that might impact the budget.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>											
Attached Document(s):											
<p>* Cost Estimates Attach one or more recent cost estimates (quotes) to complete the project. Preference will be given to applicants that attach at least two quotes that are accurate at the time of application. If a sole source provider is the only option, please explain why.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>											
Attached Document(s):											
<p>* Requested Grant Amount What level of grant funding are you requesting for your project? Please use whole numbers without commas or decimals (e.g. 20000).</p> <p>\$ <input type="text"/></p> <p>The total amount requested must be between 20 and 50* per cent of the total estimated project cost. The requested amount may not exceed \$250,000. Please note that priority will be given where the requested amount is a significant portion of the total project cost.</p> <p>* Applications for projects or acquisitions which are needed in order to modify how programs and services are delivered as a direct result of the COVID-19 pandemic or which will support organizations that have experienced an increase in demand for programs and services as a direct result of the COVID-19 pandemic, may be approved for up to 80% of the total cost of a project, to a maximum of \$250,000.</p> <p>If your application is not for projects or acquisitions directly related to COVID-19 and your requested grant amount is greater than 50% of the total estimated project cost, your project will not be eligible for funding.</p>											
<p>* Use of Grant Funds Provide a list of expenses detailing what the capital project grant funds will be used for.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>											
Attached Document(s):											
<p>* Matching Funds Provide the funding type, funding source and dollar value for each source of matching funding for your project. Sources of matching funding should also be clearly identified in the project budget.</p> <p>The applicant must demonstrate it has the matching funds required for project completion (i.e. there is no shortfall to cover the entire project budget). The applicant's matching funds contribution must equal or exceed the level of capital project funding requested.</p> <p>Attach documentation below to provide verification of your matching funds. The documentation should clearly indicate the funding source and amount that will be used toward the project for all matching funds listed (attach an explanation if relevant). The Branch will use the documentation attached in this section to assess your matching funds. Please see the Capital Sector Guide for more information on required verification documents.</p> <p>Applicants' matching funds must be secured and available for immediate use upon the award of a Capital Project Grant. Confirmed conditional agreements will be accepted; vague or unclear commitments will not be considered matching funds.</p> <p>Intangible in-kind support such as volunteer time, donated labour and services and discounts on products and supplies will not be accepted towards the matching funds requirement.</p> <p>Add a new row for each source of matching funding. Please use whole numbers without commas or decimals (e.g. 20000). Separate documentation must be uploaded to verify each source of matching funds listed in this section.</p> <table border="1"><thead><tr><th>Funding Type</th><th>Source of Funds</th><th>Amount</th></tr></thead><tbody><tr><td><input type="text" value="v"/></td><td><input type="text"/></td><td>\$ <input type="text"/></td></tr><tr><td colspan="3"><input type="button" value="New Row"/></td></tr></tbody></table> <p>* Please attach documentation that verifies your matching funds.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/> <i>Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.</i></p>			Funding Type	Source of Funds	Amount	<input type="text" value="v"/>	<input type="text"/>	\$ <input type="text"/>	<input type="button" value="New Row"/>		
Funding Type	Source of Funds	Amount									
<input type="text" value="v"/>	<input type="text"/>	\$ <input type="text"/>									
<input type="button" value="New Row"/>											
Attached Document(s):											

State of Title or Licence to Occupy (for Facilities and Infrastructure projects only)

* Provide the address for the project location (Street Address, City, Province, Postal Code or PO Box)

* The project is located on:

Please attach the appropriate documentation to support your chosen project location (see notes below for details).

No file selected.

Formats accepted includes: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):

PLEASE NOTE:

- * If the project is located on land that is owned by the applicant:
 - The applicant must provide a certificate of title that indicates the name of the applicant and the legal description of the land or facility. Alternatively, the most recent BC Property Assessment for the land or facility that includes the name of the applicant is also acceptable.
- * If the project is located on land that is leased to the organization on a long-term basis:
 - The applicant must provide a recent document of permission for the project to proceed from the owner of the land or facility. The document of permission must be dated and signed by the owner and reference the specific project and the specific property described in the application.
 - A signed copy of the lease is required. The term of the lease must demonstrate that the applicant is in control of the land or facility for a minimum of 10 years from the date of the application.
 - If the signed copy of the lease is for a term less than 10 years, a letter of commitment signed by the owner and the applicant is required that demonstrates a firm commitment to renew the lease for an additional term. The lease and the letter of commitment must demonstrate the applicant is in control of the land or facility for a minimum of 10 years from the date of the application.
- * If the project is located on public land:
 - Provide a document that authoritatively demonstrates that the applicant has the authority to proceed and will be in management and control of the resulting asset for a minimum of 10 years from the date of the application.
 - Letters of support are not sufficient. The document must demonstrate that a final and irrevocable approval to proceed with the specific project has been granted to the applicant from the controlling body (e.g. minutes of council meeting showing motion and approval, letter dated and signed by the authority for the land or facility that references the specific project and the specific property described in the application).

Special Project Features

Added Value

Describe how the project includes climate action or energy-efficient features that will reduce the organization's greenhouse gas emissions, lower the organization's long-term operational expenses, such as heating/cooling costs, etc. and/or improve the use of the organization's human and/or technological resources (e.g. reduced resource consumption).

Additional Information

Please attach any additional relevant documents and information that you have not already attached in a previous section. (Please note: Any documents considered to be immaterial to the application will not be reviewed.)

No file selected.

Formats accepted includes: jpg, doc, docx, xls, xlsx, pdf.

Attached Document(s):

12. Provide information about the officers responsible for the application

After you have finished adding your project information, please add the officers responsible for the application. Contact information for two (2) to four (4) officers must be provided.

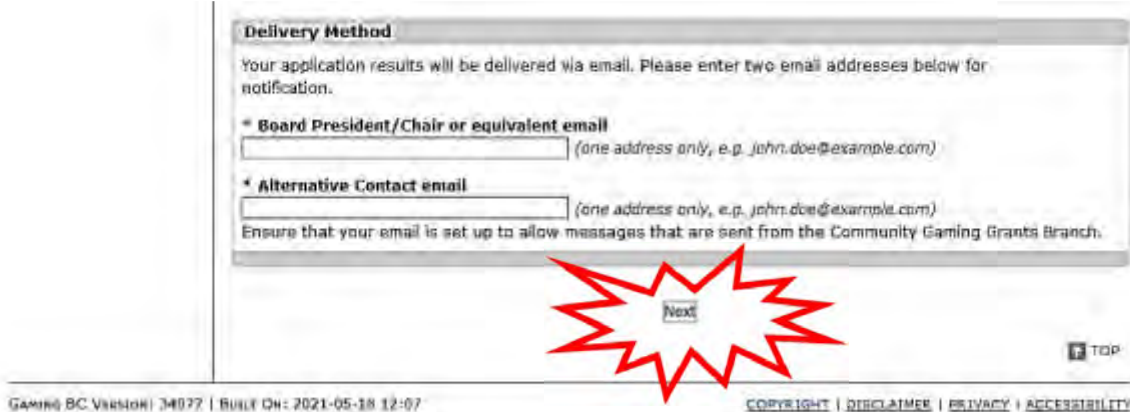
Submission Information and Delivery Method							
Officers Responsible for the Application							
Provide names and contact information for people from your organization who are responsible for this application. Here's what we need from you:							
<ul style="list-style-type: none"> Two (2) officers / board members of your organization who are responsible for the application. One (1) submitter (an officer may be the submitter). One (1) contact person (an officer may be the contact person). 							
* Position:	* First name:	* Last name:	Officer 1:	Officer 2:	Submitter:	Contact:	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unit# / apt#:	* Street address:						
* City:	* Province:	* Postal code:					
	British Columbia						
* Phone (please provide Business or Home number):							
Business:	Ext:	Home:	Cell:				
Email:							

* Position:	* First name:	* Last name:	Officer 1:	Officer 2:	Submitter:	Contact:	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unit# / apt#:	* Street address:						
* City:	* Province:	* Postal code:					
	British Columbia						
* Phone (please provide Business or Home number):							
Business:	Ext:	Home:	Cell:				
Email:							

* Position:	* First name:	* Last name:	Officer 1:	Officer 2:	Submitter:	Contact:	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unit# / apt#:	* Street address:						
* City:	* Province:	* Postal code:					
	British Columbia						
* Phone (please provide Business or Home number):							
Business:	Ext:	Home:	Cell:				
Email:							

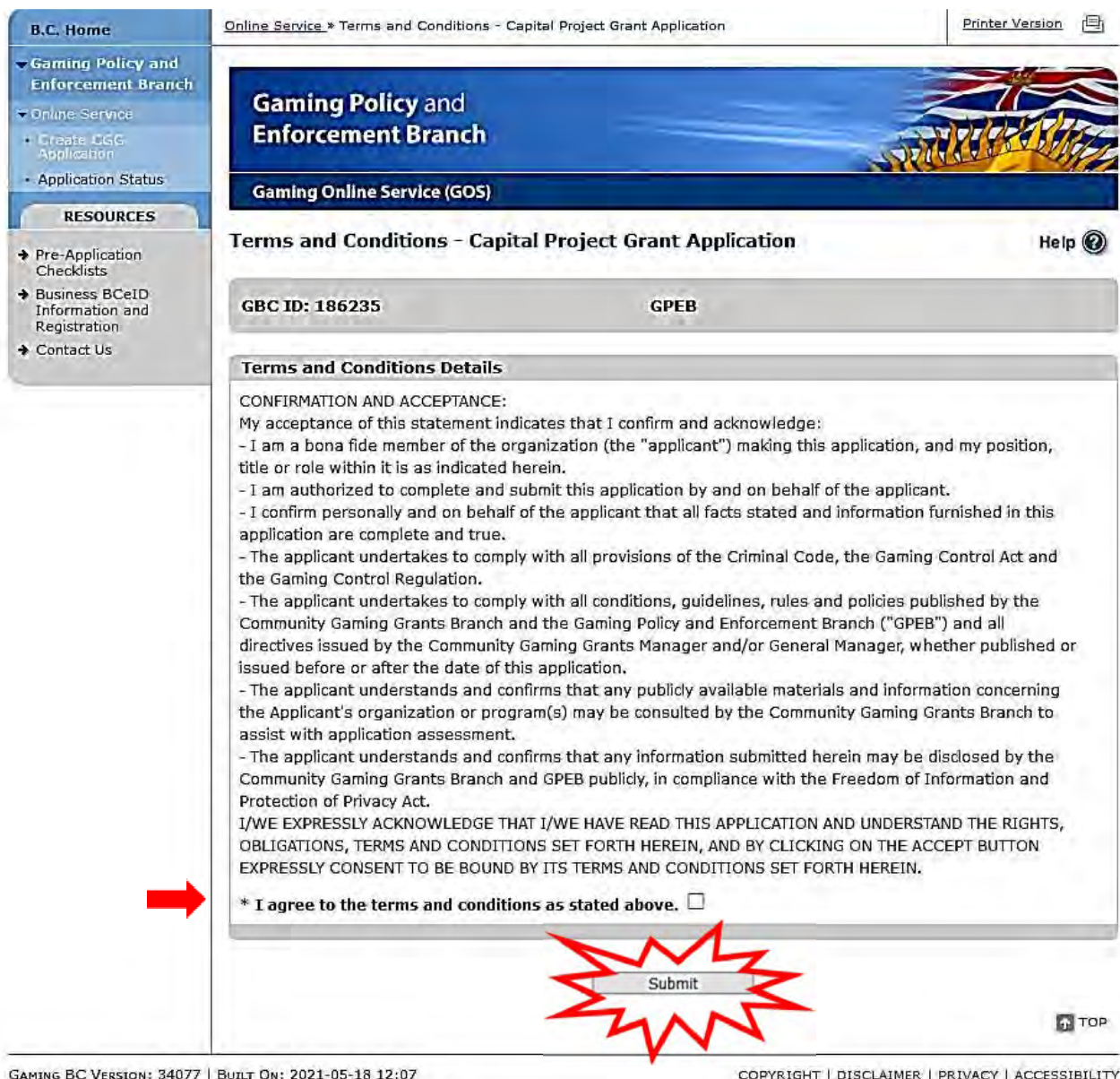
13. Enter the delivery method, then click “Next”

Please provide two email addresses: one for the Board President/Chair or equivalent, and one alternate contact.



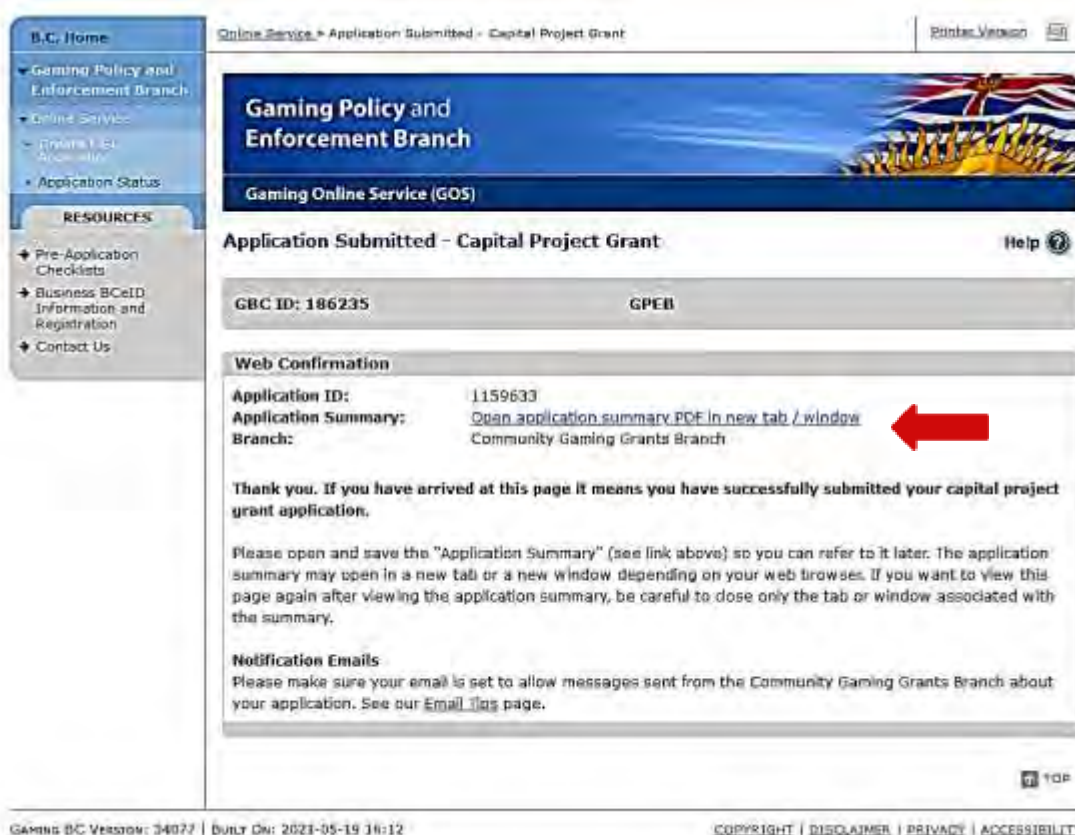
14. Agree to terms and conditions, then click “Submit”

Review the terms and conditions then select the checkbox to indicate your agreement. Click the “Submit” button to submit your application.



15. Review application confirmation screen and PDF application summary

Congratulations! Your application was successfully submitted. Please make a note of your application number and save a copy of the application summary. *It is important to note* that once you navigate away from this page, you will no longer be able to access the application summary PDF.



B.C. Home
 Gaming Policy and Enforcement Branch
 Online Service
 Online Service
 Online Service
 Application Status

RESOURCES
 Pre-Application Checklist
 Business BCeID Information and Registration
 Contact Us


Online Service - Application Submitted - Capital Project Grant Printer Version

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Application Submitted - Capital Project Grant Help

GBC ID: 186235 **GPEB**

Web Confirmation

Application ID: 1159633
Application Summary: [Open application summary PDF in new tab / window](#) 
Branch: Community Gaming Grants Branch

Thank you. If you have arrived at this page it means you have successfully submitted your capital project grant application.

Please open and save the "Application Summary" (see link above) so you can refer to it later. The application summary may open in a new tab or a new window depending on your web browser. If you want to view this page again after viewing the application summary, be careful to close only the tab or window associated with the summary.

Notification Emails
 Please make sure your email is set to allow messages sent from the Community Gaming Grants Branch about your application. See our [Email Tips](#) page.

GAMING BC VERSION: 34077 | BUILT ON: 2021-05-19 16:12 **COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY**

16. Contact Information

Mailing Address:

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

Phone: 250-356-1081

Or call toll-free: 1-800-663-7867 and
ask to be transferred to 250-356-1081.

Web:

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

E-mail:

CommunityGamingGrants@gov.bc.ca