

Regular Form Application Tutorial

Updated February 2023

This document provides instructions and tips on the completion of the Community Gaming Grant (CGG) Regular Form online application. Before you start, review this document along with the Regular Form Pre-application Checklist. These documents will provide you with an understanding of what information is required to complete the application.

Table of contents

Regular Form Application Tutorial	1
Information to know before starting your application	2
Important information on completing your online application:	2
Navigating Online Service to start an application.....	3
Selecting your organization to start an application.....	5
How to add new organization information.....	6
Review organization information and launch application.....	7
Choosing a Regular Application	8
Organization information.....	9
Sector details.....	10
Constitution and bylaws	10
Membership and governance	11
Board of Directors.....	11
Annual General Meeting details	11
Organization financial statements and budget.....	12
Other organization details	12
Gaming Account.....	13
Add programs.....	13
Program information	14
Requested grant amount and use of funds	15
Other program details.....	16
Add/edit/delete programs.....	16
Submission information - Officers responsible for the application.....	17
Delivery method.....	17
Additional documentation	18
Terms and conditions.....	18

Application submission confirmation	19
Contact information.....	19

Information to know before starting your application

Before starting a Community Gaming Grant application, familiarize yourself with important related information, including: eligibility criteria; grant amounts and conditions; application periods and timelines; and more. We also recommend that you prepare for your application by reviewing the pre-application checklist for the Regular Form application.

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

Important information on completing your online application:

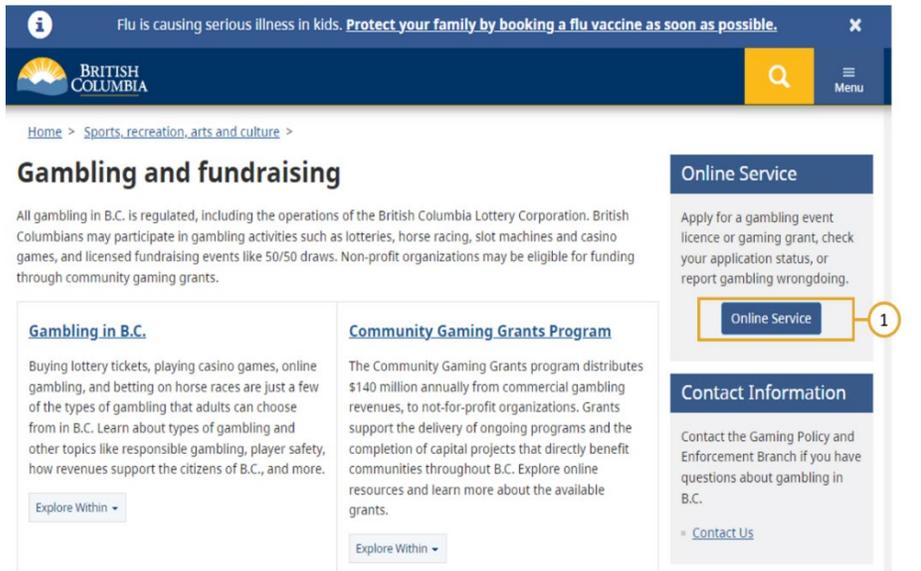
- The online application must be completed and submitted in one sitting, as the system will time out after approximately 60 minutes. If the system times out, attempting to submit the application may result in an error, and the information entered into the online application may be lost.
- Most applicants will be able to complete their application in 30 – 60 minutes.
- Do not click the back button or refresh button in your web browser 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 a limit of 4,000 characters, including spaces and punctuation.

Navigating Online Service to start an application

You can start a Community Gaming Grant application by visiting the Branch website at:

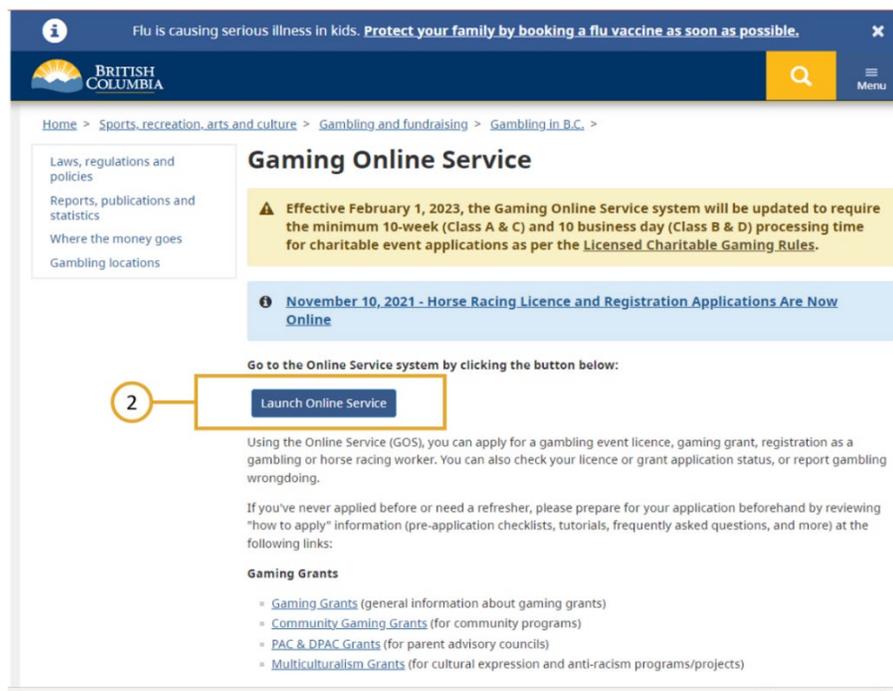
<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>

1. To start your application, click the “Online Service” link.



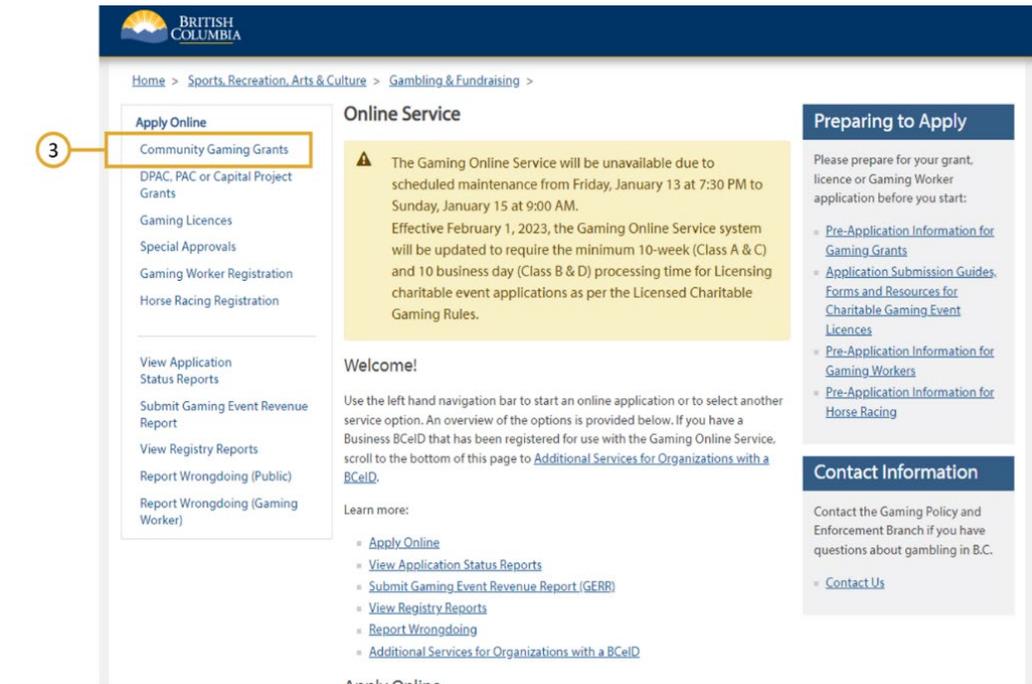
The screenshot shows the British Columbia website's 'Gambling and fundraising' page. The top navigation bar includes the British Columbia logo and a search icon. The main content area is titled 'Gambling and fundraising' and contains two columns of text: 'Gambling in B.C.' and 'Community Gaming Grants Program'. On the right side, there is a sidebar with three sections: 'Online Service', 'Contact Information', and 'Contact Us'. The 'Online Service' section contains a button labeled 'Online Service', which is highlighted with a blue box and a circled '1'.

2. This will take you to the Gaming Online Service page. Click the “Launch Online Service” button.



The screenshot shows the British Columbia website's 'Gaming Online Service' page. The top navigation bar includes the British Columbia logo and a search icon. The main content area is titled 'Gaming Online Service' and contains a yellow warning box, a blue information box, and a blue box with a 'Launch Online Service' button. The 'Launch Online Service' button is highlighted with a blue box and a circled '2'. Below the button, there is text explaining the Online Service (GOS) and a list of links for 'Gaming Grants'.

3. Click “Community Gaming Grants” on the Online Service web page.



The screenshot shows the British Columbia Online Service website. The breadcrumb trail is: Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >. The left navigation menu is titled "Apply Online" and includes the following items: Community Gaming Grants (highlighted with a yellow box and a circled number 3), DPAC, PAC or Capital Project Grants, Gaming Licences, Special Approvals, Gaming Worker Registration, and Horse Racing Registration. Below these are sections for "View Application Status Reports", "Submit Gaming Event Revenue Report", "View Registry Reports", "Report Wrongdoing (Public)", and "Report Wrongdoing (Gaming Worker)".

The main content area is titled "Online Service" and features a yellow warning box: **⚠** The Gaming Online Service will be unavailable due to scheduled maintenance from Friday, January 13 at 7:30 PM to Sunday, January 15 at 9:00 AM. Effective February 1, 2023, the Gaming Online Service system will be updated to require the minimum 10-week (Class A & C) and 10 business day (Class B & D) processing time for Licensing charitable event applications as per the Licensed Charitable Gaming Rules.

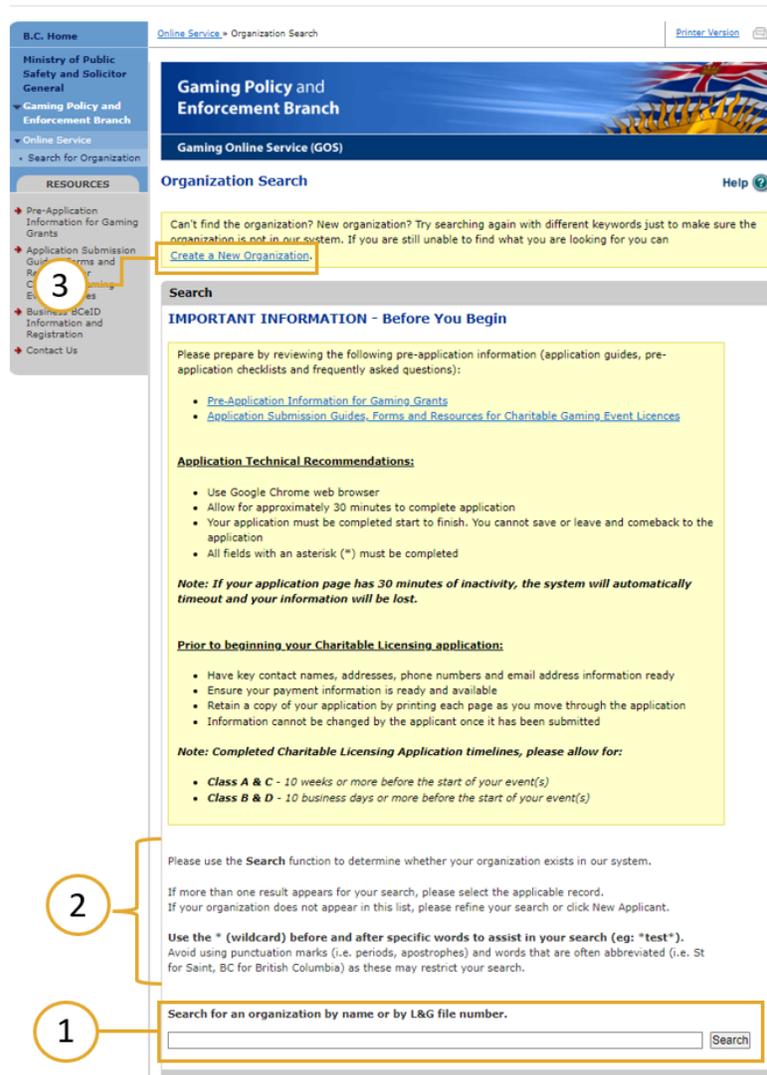
Below the warning box is a "Welcome!" section with a paragraph: Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service,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

Under "Learn more:" there is a list of links: [Apply Online](#), [View Application Status Reports](#), [Submit Gaming Event Revenue Report \(GERR\)](#), [View Registry Reports](#), [Report Wrongdoing](#), and [Additional Services for Organizations with a BCeID](#).

On the right side, there are two sections: "Preparing to Apply" with a paragraph: Please prepare for your grant, licence or Gaming Worker application before you start: and a list of links: [Pre-Application Information for Gaming Grants](#), [Application Submission Guides, Forms and Resources for Charitable Gaming Event Licences](#), [Pre-Application Information for Gaming Workers](#), and [Pre-Application Information for Horse Racing](#); and "Contact Information" with a paragraph: Contact the Gaming Policy and Enforcement Branch if you have questions about gambling in B.C. and a link: [Contact Us](#).

Selecting your organization to start an application

1. Search for your organization by name or L+G file number. Enter your organization name or L+G number and click "Search". Select your organization.
 - For return applicants, the L+G file number is unique to your organization, so it is advised you search by entering the L+G number first. If you do not know your L&G file number, please make every effort to find your organization's name in our system, to avoid creating a duplicate account.
2. See the text above the search box for important tips on how to search for your organization by name.
3. If you are unable to find your organization in our system, click "Create a New Organization" (see [How to add new organization information](#) for additional instructions). If you are able to locate and select your organization, proceed to [Review organization information and launch application](#).



The screenshot shows the 'Organization Search' page. Callout 1 points to the search input field and the 'Search' button. Callout 2 points to the search tips section. Callout 3 points to the 'Create a New Organization' link.

Organization Search

Can't find the organization? New organization? Try searching again with different keywords just to make sure the organization is not in our system. If you are still unable to find what you are looking for you can [Create a New Organization](#).

Search

IMPORTANT INFORMATION - Before You Begin

Please prepare by reviewing the following pre-application information (application guides, pre-application checklists and frequently asked questions):

- [Pre-Application Information for Gaming Grants](#)
- [Application Submission Guides, Forms and Resources for Charitable Gaming Event Licences](#)

Application Technical Recommendations:

- Use Google Chrome web browser
- Allow for approximately 30 minutes to complete application
- Your application must be completed start to finish. You cannot save or leave and comeback to the application
- All fields with an asterisk (*) must be completed

Note: If your application page has 30 minutes of inactivity, the system will automatically timeout and your information will be lost.

Prior to beginning your Charitable Licensing application:

- Have key contact names, addresses, phone numbers and email address information ready
- Ensure your payment information is ready and available
- Retain a copy of your application by printing each page as you move through the application
- Information cannot be changed by the applicant once it has been submitted

Note: Completed Charitable Licensing Application timelines, please allow for:

- Class A & C** - 10 weeks or more before the start of your event(s)
- Class B & D** - 10 business days or more before the start of your event(s)

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.

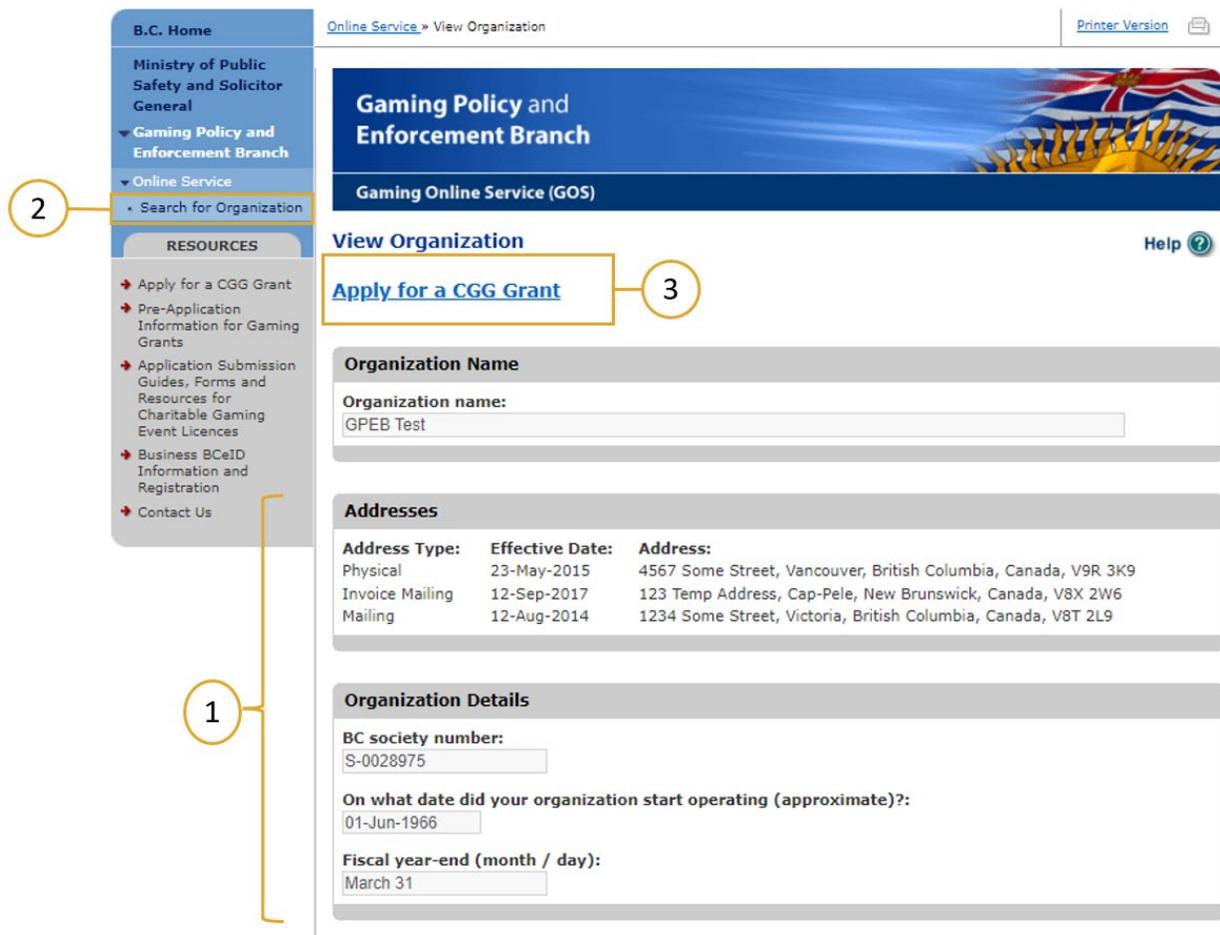
If your organization does not appear in this list, please refine your search or click New Applicant.

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

Search for an organization by name or by L&G file number.

Review organization information and launch application

1. Review your general organization information. If changes are required, you will have an opportunity to update the information in the application.
2. Ensure that the organization's information is accurate. If you have selected the wrong organization, navigate back to the search screen. To do this, click "Search for Organization" in the left-hand navigation bar.
3. If you have selected the correct organization or have created a new organization, you may start an application by clicking "Apply for a CGG Grant".



The screenshot shows the 'View Organization' page in the Gaming Online Service (GOS). The page is divided into a left-hand navigation bar and a main content area. The navigation bar includes 'B.C. Home', 'Ministry of Public Safety and Solicitor General', 'Gaming Policy and Enforcement Branch', 'Online Service', and 'Search for Organization' (highlighted with a yellow box and a circled '2'). Below this is a 'RESOURCES' section with links like 'Apply for a CGG Grant', 'Pre-Application Information for Gaming Grants', 'Application Submission Guides, Forms and Resources for Charitable Gaming Event Licences', 'Business BCeID Information and Registration', and 'Contact Us' (grouped with a yellow bracket and a circled '1'). The main content area has a blue header with 'Gaming Policy and Enforcement Branch' and 'Gaming Online Service (GOS)'. Below the header is a 'View Organization' section with a 'Help' icon and a circled '3' pointing to the 'Apply for a CGG Grant' link. The main content area contains three sections: 'Organization Name' with a text input field containing 'GPEB Test'; 'Addresses' with a table of address information; and 'Organization Details' with text input fields for 'BC society number', 'On what date did your organization start operating (approximate)?', and 'Fiscal year-end (month / day)'.

B.C. Home Online Service » View Organization [Printer Version](#)

Ministry of Public Safety and Solicitor General

▼ Gaming Policy and Enforcement Branch

▼ Online Service

◀ Search for Organization

RESOURCES

- ➔ Apply for a CGG Grant
- ➔ Pre-Application Information for Gaming Grants
- ➔ Application Submission Guides, Forms and Resources for Charitable Gaming Event Licences
- ➔ Business BCeID Information and Registration
- ➔ Contact Us

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

View Organization [Help](#)

[Apply for a CGG Grant](#)

Organization Name

Organization name:

Addresses

Address Type:	Effective Date:	Address:
Physical	23-May-2015	4567 Some Street, Vancouver, British Columbia, Canada, V9R 3K9
Invoice Mailing	12-Sep-2017	123 Temp Address, Cap-Pele, New Brunswick, Canada, V8X 2W6
Mailing	12-Aug-2014	1234 Some Street, Victoria, British Columbia, Canada, V8T 2L9

Organization Details

BC society number:

On what date did your organization start operating (approximate)?:

Fiscal year-end (month / day):

Choosing a Regular Application

If your organization is given the option to use the new Renewed Funding application, you will see the screen pictured below, which gives the choice of “Renewed Funding Application” or “Regular Application.” Please read the information beside each option carefully; having the option to submit a Renewed Funding application does not necessarily make it the best choice for your organization.

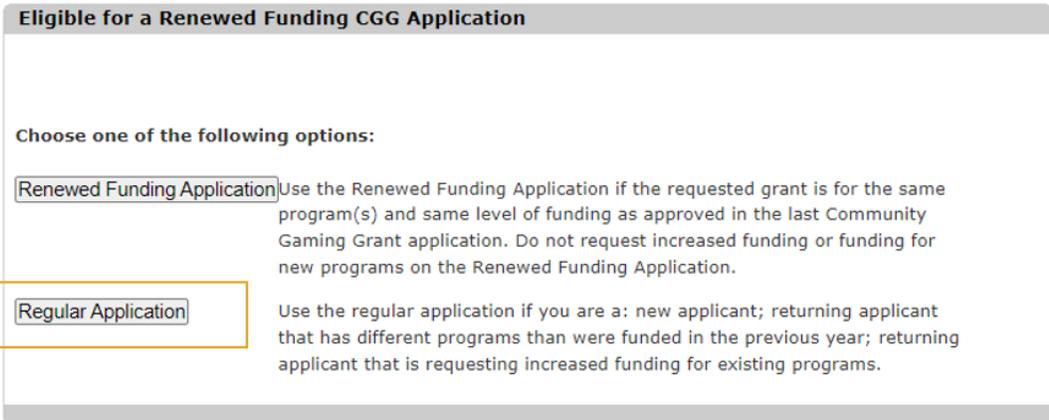
An organization *may* be eligible to submit the Renewed Funding application if:

- a. Two Regular Form applications, or one Renewed Funding application and one Regular Form application, were approved in the previous two years.
- b. No reconsideration requests have been submitted for the last two applications.
- c. The current application requests the same level of funding, for the same program(s) as approved in the last application.

1. Select “Regular Application” to apply for a Community Gaming Grant regular application.

The remainder of this tutorial provides information for the Regular Form application only.

The Renewed Funding Application Tutorial is available on the [Branch website](#).



Eligible for a Renewed Funding CGG Application

Choose one of the following options:

<input type="checkbox"/> Renewed Funding Application	Use the Renewed Funding Application if the requested grant is for the same program(s) and same level of funding as approved in the last Community Gaming Grant application. Do not request increased funding or funding for new programs on the Renewed Funding Application.
<input type="checkbox"/> Regular Application	Use the regular application if you are a: new applicant; returning applicant that has different programs than were funded in the previous year; returning applicant that is requesting increased funding for existing programs.

Organization information

All fields with an asterisk* are mandatory fields.

1. Review your organization information details.
2. Update your organization information (if applicable). If the organization information (e.g., organization name, address, etc.) is incorrect or if there have been other organization changes (e.g., change to fiscal year end date, etc.), please input the updated information into the text box below. This information will be reviewed and updated by the Community Gaming Grants Branch when your application is processed (max. 4,000 characters). For return applicants only.

Gaming Online Service (GOS)

Edit New Application - Community Gaming Grant Application [Help ?](#)

GBC ID: 131897 **GPEB Test**

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

Organization Information

Organization

Name:
GPEB Test

Addresses

Address Type:	Effective Date:	Address:
Physical	23-May-2015	4567 Some Street, Vancouver, British Columbia, Canada, V9R 3K9
Invoice Mailing	12-Sep-2017	123 Temp Address, Cap-Pele, New Brunswick, Canada, V8X 2W6
Mailing	12-Aug-2014	1234 Some Street, Victoria, British Columbia, Canada, V8T 2L9

Organization Details

BC society number:

On what date did your organization start operating (approximate)?:

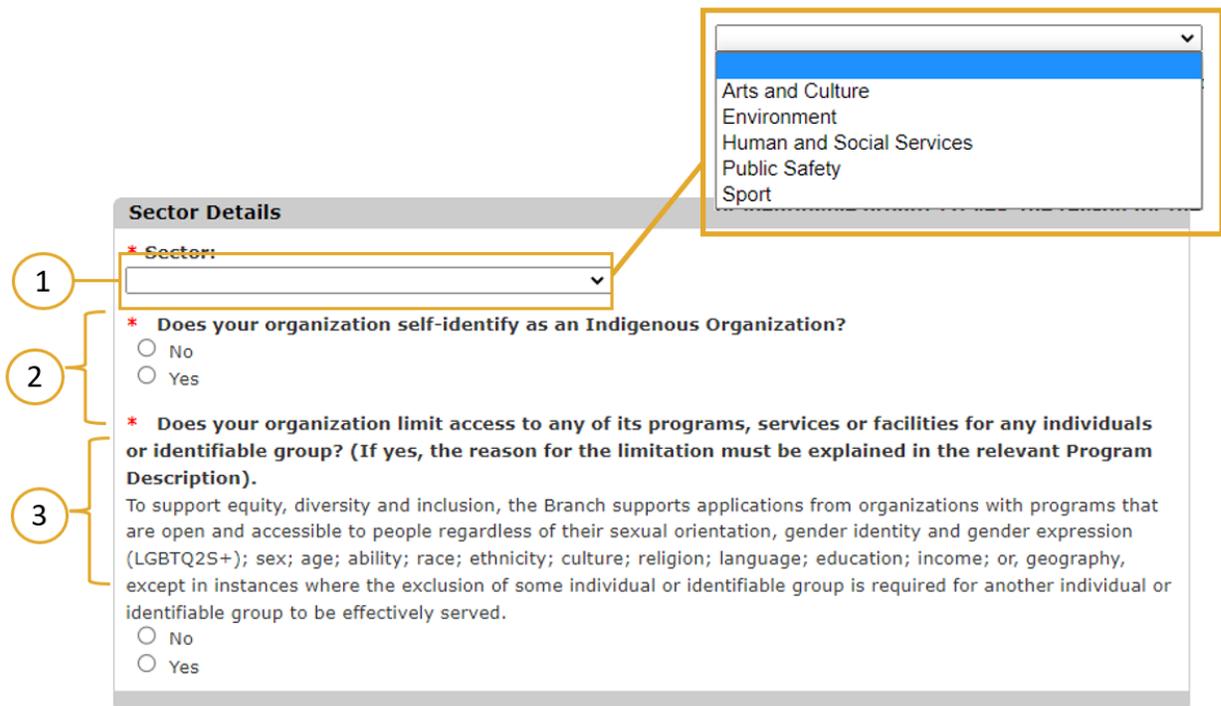
Fiscal year-end (month / day):

Organization Information Changes

For Returning Applicants Only: If the organization information above (e.g. organization name, address, etc.) is incorrect or if there have been other organization changes (e.g. change to fiscal year end date, etc.), please input the updated information into the space provided below. This information will be reviewed and updated by the Community Gaming Grants Branch when your application is processed. (Maximum 4000 characters.)

Sector details

1. Select one Sector from the drop-down list.
2. Answer whether your organization self identifies as an Indigenous organization.
3. Answer whether your organization limits access to its programs, services or facilities. If answering “Yes”, the reason must be explained in the Program Description, located in the [Program Information](#) section.



Sector Details

1 * Sector:

2 * Does your organization self-identify as an Indigenous Organization?

No
 Yes

3 * 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).

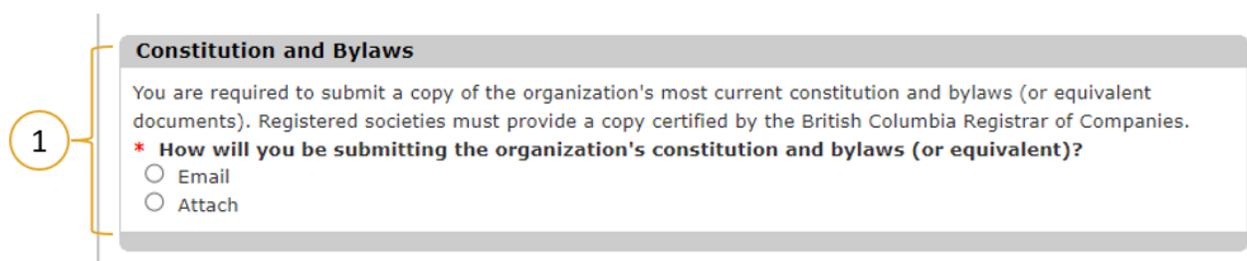
To support equity, diversity and inclusion, the Branch supports applications from organizations with programs that are open and accessible to people regardless of their sexual orientation, gender identity and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; 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

Arts and Culture
Environment
Human and Social Services
Public Safety
Sport

Constitution and bylaws

1. Attach or email a copy of your organization's most current constitution and bylaws (or equivalent documents).
 - Registered societies must provide a copy certified by the British Columbia Registrar of Companies.
 - If changes have been made to your constitution and bylaws, you must attach them here or email them.



Constitution and Bylaws

You are required to submit a copy of the organization's most current constitution and bylaws (or equivalent documents). Registered societies must provide a copy certified by the British Columbia Registrar of Companies.

1 * How will you be submitting the organization's constitution and bylaws (or equivalent)?

Email
 Attach

Membership and governance

1. Provide the number of eligible voting members for your organization in the field provided.
2. Provide the number of board members for your organization in the field provided.

Membership and Governance Structure

* # of eligible voting members:

* # of board members:

1 2

Board of Directors

1. Submit a current Board of Directors list for the organization by attaching the file or sending it by email.

1 **Board of Directors**

You are required to submit a current Board of Directors list for the organization.

* How will you be submitting Board of Directors list?

Email

Attach

Annual General Meeting details

1. Provide the date of your last Annual General Meeting.
2. Provide the number of voting members that attended the Annual General Meeting.
3. Attach or email a copy of the minutes from the last Annual General Meeting, providing evidence that a democratic election of the Board occurred.

Annual General Meeting Details

* Date of last Annual General Meeting: (DD-Mon-YYYY)  1

* Number of voting members that attended last Annual General Meeting: 2

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.

* How will you be submitting the minutes from the last Annual General Meeting?

Email Attach 3

Organization financial statements and budget

1. Attach or email complete financial statements for your organization.
 - Organizations operating for 12 months or longer must submit the following:
 - Organization revenue and expense statement for the previous fiscal year.
 - Organization balance sheet for the previous fiscal year.
 - Accompanying notes to the financial statements (if applicable).
 - Budget for the current fiscal year.
 - Organizations that have been operating less than 12 months at the time of application must submit the following documents:
 - Organization revenue and expense statement for the year-to-date.
 - Statement of Financial Position (or equivalent) representing the organization's assets and liabilities for the year-to-date.
 - Budgets for the current and next fiscal years.

Organization Financial Statements and Budget

You must submit complete financial statements for your organization. At a minimum, you must include the following:

- Organization revenue and expense statement for the previous fiscal year.
- Organization balance sheet for the previous fiscal year.
- Accompanying notes to the financial statements (if applicable).
- Budget for the current fiscal year.

Organizations that have been operating less than 12 months at the time of application must submit the following documents:

- Organization revenue and expense statement for the year-to-date.
- Statement of Financial Position (or equivalent) representing the organization's assets and liabilities for the year-to-date.
- Budgets for the current and next fiscal years.

Please note:

- If the organization's financial statements are completed by an accountant, these are required.
- Ensure that the organization financial statements are labelled clearly with titles and complete dates/date ranges (as applicable).

*** How will you be submitting the organization's financial statements?**

Email

Attach

1

Other organization details

Applicants can answer whether their organization used up to 15% of the previous years' Community Gaming Grant funding towards organization operational costs not related to the delivery of the program. This is for informational purposes only and will not impact the eligibility of your application.

Other Organization Details

The following question is for informational purposes only and will not impact your application:
Did your organization use any of their 2022/23 Community Gaming Grant towards the newly eligible 'use of funds' that allows 15% of the organization's total grant to be used towards organization operational costs not related to the delivery of a program?

1

No

Yes

N/A

Gaming Account

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.

1. Attach or email a copy of a void cheque for the Gaming Account. If a copy of the void cheque is already on file with Community Gaming Grants, you may select this option.
 - Direct deposit/ Authorization forms cannot be accepted. If the application is approved, grant funds will be transferred electronically to this account.

Gaming Account

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.

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.

*** How will you be submitting the copy of the void Gaming Account cheque?**

A void Gaming Account cheque is on file with the Branch and there are no changes to the account.

Email

Attach

Add programs

This part of the application asks you to provide information about your organization's program(s). Please include only those programs for which you are seeking funding.

1. To enter a program, click the "Add Program" button, which will direct you to the "Edit CGG Program Details" page.
 - You must add a program and program details for each program you are applying for.

Program Details

Provide information about the organization's programs for which grant funding is requested. Local Organizations may request up to \$125,000; Regional or Provincial organizations may request up to \$250,000.

Programs:

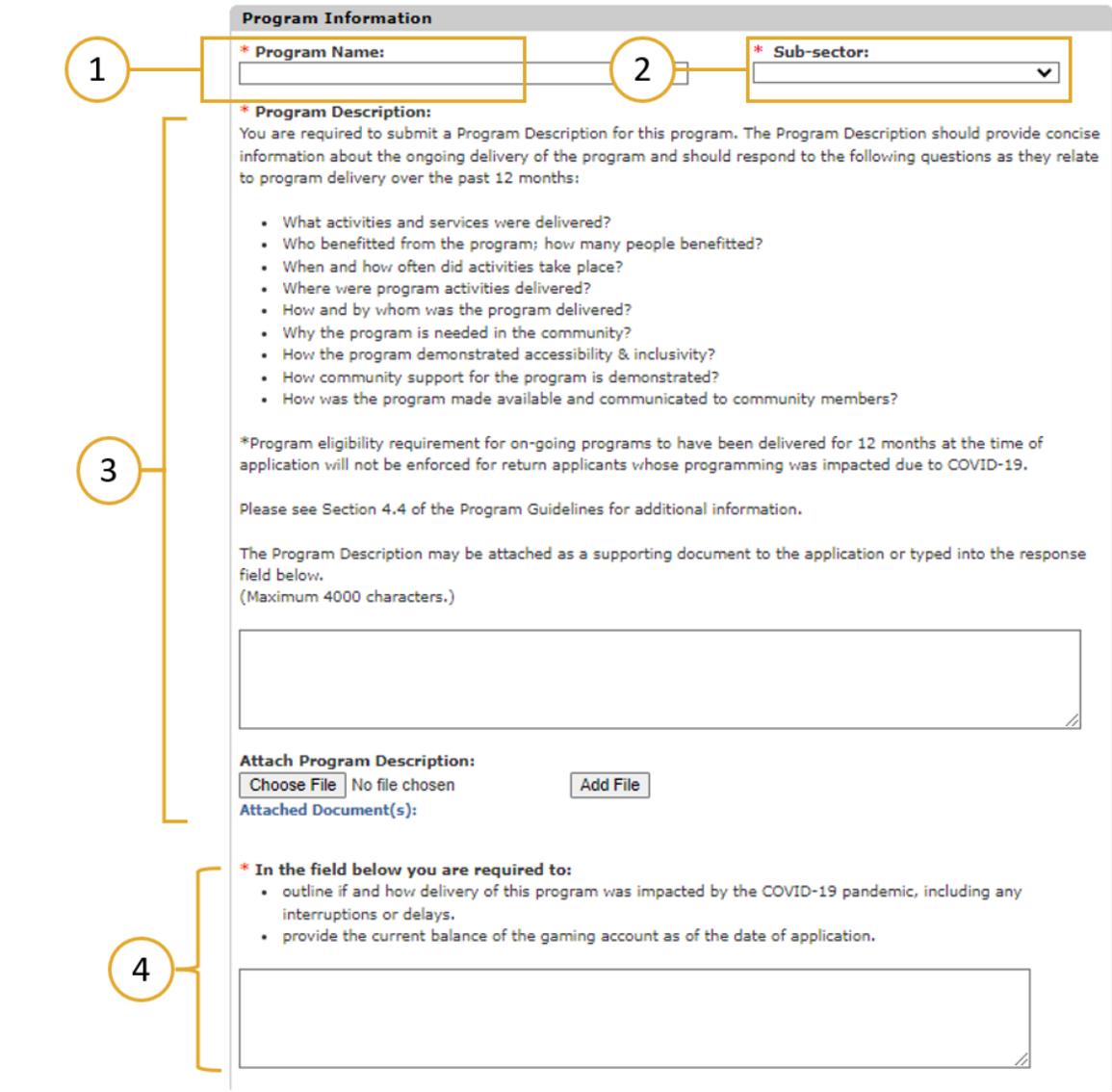
* Click 'Add Program' below to add programs.

Add Program

1

Program information

1. Provide the name of the program.
2. Select the sub-sector from the drop-down menu that most closely aligns with the activities related to the program. Sub-sectors will differ, depending on the sector your organization belongs to.
3. Provide a detailed program description in the text field provided (max. 4,000 characters). Alternatively, you may attach the program description as a separate file or email the Branch with your documents.
4. Provide information and documentation to demonstrate how COVID-19 may have impacted your organization over the past 12 months. You must also provide the balance of the Gaming Account at the time of application.



Program Information

1 *** Program Name:**

2 *** Sub-sector:**

*** Program Description:**
You are required to submit a Program Description for this program. The Program Description should provide concise information about the ongoing delivery of the program and should respond to the following questions as they relate to program delivery over the past 12 months:

- What activities and services were delivered?
- Who benefitted from the program; how many people benefitted?
- When and how often did activities take place?
- Where were program activities delivered?
- How and by whom was the program delivered?
- Why the program is needed in the community?
- How the program demonstrated accessibility & inclusivity?
- How community support for the program is demonstrated?
- How was the program made available and communicated to community members?

3 ***Program eligibility requirement for on-going programs to have been delivered for 12 months at the time of application will not be enforced for return applicants whose programming was impacted due to COVID-19.**

Please see Section 4.4 of the Program Guidelines for additional information.

The Program Description may be attached as a supporting document to the application or typed into the response field below.
(Maximum 4000 characters.)

Attach Program Description:
 No file chosen

Attached Document(s):

4 *** In the field below you are required to:**

- outline if and how delivery of this program was impacted by the COVID-19 pandemic, including any interruptions or delays.
- provide the current balance of the gaming account as of the date of application.

5. Provide details on how long your organization has delivered the program.
6. Attach to the application or email the Branch a copy of your program actuals for the previous fiscal year. Ensure that the program actuals are labelled clearly with titles and complete dates/date ranges. You may include notes with your program actuals that provide additional information or clarity on revenues and expenses.
7. Attach to the application or email the Branch a copy of your program budget for the current fiscal year. Ensure that the program budget is labelled clearly with titles and complete dates/date ranges.

5 * How long has your organization delivered this program?
 Years: Months:

6 * **Program Revenue & Expense Statement (Program Actuals) for Previous Fiscal Year:**
 You are required to submit a program revenue and expense statement (program actuals) for the previous fiscal year for this program. For programs that have been delivered for less than 12 months at the time of application, a program actual revenue and expense statement for the year-to-date is required.

Please note: Ensure that the program actuals are labelled clearly with titles and complete dates/date ranges (as applicable). You may include notes with your program actuals statement that provide additional information or clarity on revenues and expenses.

How will you be submitting this information?
 Email
 Attach

7 * **Program Budget for Current Fiscal Year:**
 You are required to submit a program budget for the current fiscal year for this program. For programs that have been delivered for less than 12 months at the time of application, program budgets for both the current and next fiscal years are required.

Please note: Ensure that the program budget is labelled clearly with titles and complete dates/date ranges (as applicable).

How will you be submitting this information?
 Email
 Attach

Requested grant amount and use of funds

1. Enter the dollar value of grant funding you are requesting for the program in the field provided. Do not use symbols or punctuation.
 - Please ensure your funding request accurately reflects programming you will be able to deliver in the next 12 months.
2. Provide an itemized list of how grant funds will be used.

Requested Grant Amount and Use of Funds

1 * What amount of grant funding are you requesting for this program?
 \$

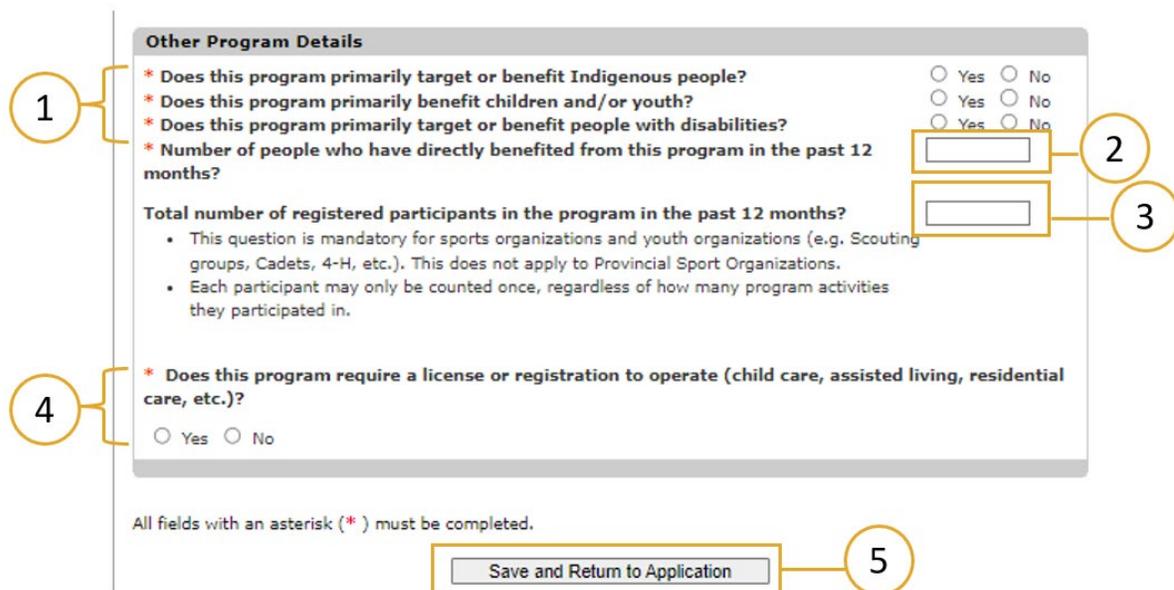
Please ensure your funding request accurately reflects programming you will be able to deliver in the next 12 months.

You are required to provide an itemized list of how grant funds will be used (e.g. rent, utilities, wages, supplies, etc.). Stating "refer to budget" is insufficient. See Section 6 of the Program Guidelines for additional information about eligible and ineligible uses of grant funds.

2 * Provide an itemized list of how grant funds will be used:
 (Maximum 4000 characters.)

Other program details

1. Answer whether the program benefits or targets Indigenous people, children and youth and persons with disabilities.
2. Provide the number of people who directly benefitted from the program in the last 12 months.
3. Provide the total number of registered participants in the program in the last 12 months.
 - This question is mandatory for sports organizations and youth organizations (e.g., Scouting groups, Cadets, 4-H, etc.). This does not apply to Provincial Sport Organizations.
 - Each participant may only be counted once, regardless of how many program activities they participated in.
4. Confirm whether the program requires a license or registration to operate. If “Yes”, you must attach to the application or email a copy of the license/registration.
5. Click, “Save and Return to Application”. You will be taken back to the rest of the application.



Other Program Details

1. * Does this program primarily target or benefit Indigenous people? Yes No

* Does this program primarily benefit children and/or youth? Yes No

* Does this program primarily target or benefit people with disabilities? Yes No

* Number of people who have directly benefited from this program in the past 12 months? 2

Total number of registered participants in the program in the past 12 months? 3

• This question is mandatory for sports organizations and youth organizations (e.g. Scouting groups, Cadets, 4-H, etc.). This does not apply to Provincial Sport Organizations.

• Each participant may only be counted once, regardless of how many program activities they participated in.

* Does this program require a license or registration to operate (child care, assisted living, residential care, etc.)? 4

Yes No

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

5.

Add/edit/delete programs

1. Click “Add Program” to continue adding separate programs, if applicable.
2. Click “Delete” or “Edit” to make updates to the program information you have submitted.



Program Details

Provide information about the organization's programs for which grant funding is requested. Local Organizations may request up to \$125,000; Regional or Provincial organizations may request up to \$250,000.

Programs:

Program: Program	Subsector: OTHER_AC	Requested amount: \$ 12,000	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
---------------------	------------------------	--------------------------------	--

1.

2.

Submission information - Officers responsible for the application

Once you have entered information for all programs for which funding is requested, enter contact information for the officers responsible for the application.

1. Click the “Add Person” button for each officer responsible, submitter or contact you wish to include.
2. You can remove an officer, submitter, or contact by clicking the “Delete Row” button (looks like a garbage can).
3. Provide names and contact information for the people from your organization who are responsible for this application.

You must include contact information for the following:

- 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).

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:

- 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).

Officers Responsible for the Application:

* Position:	* First name:	* Last name:	Officer:	Submitter:	Contact:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 

Unit# / apt#: Street address:

* City: * Province: * Postal code:

* Business phone: Ext: * Home phone: Cell phone:

Email:

3 Add Person 1

Delivery method

1. Enter two email addresses to receive notifications and grant application results. At least one email provided must be for the Board President/Chair or equivalent position.

Delivery Method

Your application results will be delivered via email. Please enter two email addresses below for notification.

* Board President/Chair or equivalent email (one address only, e.g. john.doe@example.com)

* Alternative Contact email (one address only, e.g. john.doe@example.com)

Ensure that your email is set up to allow messages that are sent from the Community Gaming Grants Branch.

1

Additional documentation

If required, upload any additional documentation related to your application here.

1. Click "Choose a File", to select a document to upload.
2. Click "Add", to attach the document.
3. Click "Next" to complete the application.

Additional Documentation

Additional Documentation

If applicable, please upload any additional documents to your application here:

Choose File

No file chosen

Add

Attached Document(s):

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

Next

Terms and conditions

1. Review the terms and conditions.
2. Click the checkbox to indicate your agreement to the Terms and Conditions.
3. Click the "Submit" button to submit your application.

Terms and Conditions - Community Gaming Grant Application

Help 

GBC ID: 131897

GPEB Test

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

Terms and Conditions Details

CONFIRMATION AND ACCEPTANCE:

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization (the "applicant") making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch ("GPEB") and all directives issued by the Community Gaming Grants Manager and/or General Manager, whether published or issued before or after the date of this application.
- The applicant understands and confirms that any 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.
- The applicant understands and confirms that any information submitted herein may be disclosed by the Community Gaming Grants Branch and GPEB publicly, in compliance with the Freedom of Information and Protection of Privacy Act.

I/WE EXPRESSLY ACKNOWLEDGE THAT I/WE HAVE READ THIS APPLICATION AND UNDERSTAND THE RIGHTS, OBLIGATIONS, TERMS AND CONDITIONS SET FORTH HEREIN, AND BY CLICKING ON THE ACCEPT BUTTON EXPRESSLY CONSENT TO BE BOUND BY ITS TERMS AND CONDITIONS SET FORTH HEREIN.

* I agree to the terms and conditions as stated above

Submit

Next

 TOP

Application submission confirmation

1. Make a note of your application ID number.
2. Review the PDF application summary and save a copy for future reference.

Application Submitted - Community Gaming Grant ApplicationHelp **GBC ID: 131897****GPEB Test****Web Confirmation****Application ID:** 1190597**Application Summary:** [Open application summary PDF in new tab / window](#)**Branch:** Community Gaming Grants Branch**Thank you for your 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.

Emailing supporting documents (only required if "Email" was chosen for any supporting documents):

If you indicated in your application that you will "email" specific supporting documents, please send only those documents (you do not need to send this Application Confirmation and Summary or any other documents). Be sure to indicate your organization name and Licencing & Gaming (L&G) file number (if available), as well as the application ID. The required supporting documentation must be received by the Branch by email within two weeks of the date the application was submitted online. If any required supporting documents are not received within the two-week timeframe, the application may not be considered.

E-mail:

CommunityGamingGrants@gov.bc.ca

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.

OK

Contact information

Web: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>E-mail: CommunityGamingGrants@gov.bc.ca

Phone: 250-356-1081

Toll-free: 1-800-663-7867