BRITISH COLUMBIA

Community Gaming Grants

2026 Capital Project Grants Guidelines

Community Gaming Grants acknowledges with deep respect that our work takes place across the territories of First Nations throughout British Columbia. We recognize that these lands have been cared for by First Nations since time immemorial, and we are committed to learning from and with the communities whose territories we are privileged to work on.

Our head office is located on the territories of the lək̓ʷəŋən Peoples, now known as the Songhees and Esquimalt Nations. We raise our hands to their ancestors, Elders, knowledge keepers, and future generations.

As a provincial grant program, we are actively working to build meaningful, reciprocal relationships with Indigenous-led organizations. We understand that acknowledging territory is only one step in a broader journey of truth, accountability, and reconciliation. We are committed to reflecting on our responsibilities, examining the privileges we hold, and taking action to support Indigenous' communities.

Community Gaming Grants
Project Grant Guidelines:
Effective June 2026
Copyright © 2026, Province of British Columbia.
All rights reserved. This material is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia.

Contents

1. Program Overview **5**

2. Funding Eligibility **6**

2.1 Funding Levels **6**

2.2 Matching Funds **6**

3. Organization Eligibility **6**

3.1 Eligible Organizations **7**

3.2 Ineligible Organizations **8**

4. Project Eligibility **9**

4.1 Project Categories **9**

4.2 Examples of Eligible Projects **10**

4.3 Project Description **11**

4.4 Project Costs **11**

5. Application Process **12**

5.1 Intake and Processing **12**

5.2 Application Instructions **12**

5.3 Application Limits **12**

5.4 Required Documents and Information **12**

6. Assessment **21**

6.1 How Applications are Assessed **21**

6.2 Assessment Criteria **21**

7. Using Capital Project Grant Funding **23**

7.1 Appropriate Use of Funds **23**

7.2 Prohibited Use of Funds **24**

8. Reporting **25**

9. Conditions for a Capital Project Grant **25**

10. Project Completion **26**

11. Acknowledgment of Funds **26**

12. Contact Information **26**

What's New in the 2026 Capital Project Grants Guidelines

The Community Gaming Grants Branch reviews and updates the Guidelines annually to ensure they remain current and clear. All applicants are strongly encouraged to read the Guidelines in full to ensure they understand all eligibility requirements and program expectations.

The following updates apply to the 2026 Capital Project Grant Guidelines:

- *Guideline 2.2*: Clarified matching fund requirements, including acceptable percentage ranges, expectations regarding restricted funds and the types of in-kind contributions that will or won't be accepted for matching funds.
- *Guidelines 3.1* and *3.2*: Organization Eligibility. Minor wording and formatting updates have been made to improve readability and transparency of eligibility criteria. No eligibility criteria have changed. The policies implemented in 2025 which limit applicants to those with an existing funding relationship with the Community Gaming Grants Branch remain in place.
- *Guideline 5.4*: Clarified required information and documentation expectations related to matching funds verification; project readiness and approvals; and financial capacity and supporting materials.
- *Guideline 10*: Minor language updates to improve clarity regarding follow-up reporting on project completion.

Arts Umbrella received funding for two new busses through a Capital Projects grant. Over 400 children and youth will benefit each year through increased accessibility to arts education programs across the Lower Mainland of Vancouver.

1. Program Overview

The Community Gaming Grants program distributes commercial gambling revenues to not-for-profit community organizations throughout the province each year.

A portion of this funding is allocated to the Capital Project Grant stream, which supports not-for-profit organizations throughout B.C. to complete inclusive, accessible capital projects that meet community-identified needs and priorities.

The objective of the Capital Project Grants stream is to enable not-for-profit organizations to complete capital projects that provide significant benefit to communities. The grant is designed to support community-identified needs and priorities. Its focus is on people – their needs, their development, and their involvement with the community. These grants support inclusive projects that provide widespread benefit to a diverse range of community members.

The 2026 Capital Project Grant intake period for accepting applications is July 17 to August 31, 2026. Final notification will be provided by December 31, 2026.

If the proposed project is expected to be completed before the scheduled final notification of grant awards, the project is not eligible.

2. Funding Eligibility

There is $5 million to support Capital Project Grants this year. Applicants may only be funded once every three grant intakes (i.e., projects funded in 2026 can only apply for a different project in 2029). The intake is competitive and there is no reconsideration process; therefore, applicants are strongly encouraged to be well prepared, able to demonstrate capacity, project readiness and community impact.

2.1 Funding Levels

Eligible projects have a total cost between $20,000 and $1,250,000. Projects that cost less than $20,000 or greater than $1,250,000 are not eligible for Capital Project Grant funding. The maximum grant available is $250,000.

2.2 Matching Funds

Applicants can request funding between 20% and 50% of their total project cost. The remaining amount (the matching funds) must be fully secured at the time of application and available for immediate use. The applicant must demonstrate within the application that it has the matching funds required for project completion (i.e., there is enough money to cover the entire project budget). The applicant's matching funds contribution must equal or exceed the level of capital project funding requested (50% - 80%).

- For example: An organization with a total project budget of $1,250,000 may request the maximum grant of $250,000 (20%). In this case, the organization must demonstrate that it has secured $1,000,000 (80%) in matching funds to complete the project.

If an applicant has been holding designated restricted funds for the capital project, those funds are expected to be applied in full towards the matching fund requirement.

Tangible in-kind contributions, such as donated equipment and materials, will be considered as matching funds. Confirmed conditional agreements will be accepted; vague or unclear commitments will not be considered matching funds. Land, discounts on products, and intangible in-kind support, such as volunteer time, donated labour or services will not be accepted as matching funds.

3. Organization Eligibility

Organizations which have previously received Program Grant funding or PAC & DPAC funding within the last three years are eligible to apply for a Capital Project Grant. New applicants are not eligible to apply. Previously successful Capital Project Grant recipients are only eligible to apply for Capital Project Grant funding once every three intakes. For example, organizations funded for a 2024 or 2025 Capital Project Grant may not apply in 2026. Organizations that received a Capital Project Grant in 2023 may apply again for the 2026 intake.

Applicants must be in good standing with the Branch and have their most recent Gaming Account Summary Report submitted to be considered for a Capital Project Grant.

3.1 Eligible Organizations

To be eligible for a grant, organizations must meet all of the following criteria:

- Be a not-for-profit (including designated Community Service Cooperatives).[1]
  The organization must:
  - Have a primary purpose to operate for community benefit.
  - Engage volunteers in the operation of the organization and/or program(s).
- Have a voting membership that is inclusive and reasonably open to anyone with an interest in the organization and its programs. The voting membership must:
  - Be involved in the management and control of the organization and participate in democratic voting processes as part of decision making for the organization.
  - Not be restricted. Limitations on who may become a member are permitted if there is a defensible rationale (e.g., to ensure representation of an underrepresented group or organization or to fulfil bona fide operational requirements).
  - Be more than double the number of board members.
  - Be comprised of no more than two-thirds of members (including organizations) representing for-profit and/or government interests.
- Have a board whose members do not receive remuneration or other financial benefit for their services.[2]
  At least two-thirds of the board members must:
  - Be democratically elected by the voting membership.
  - Have board positions that are periodically contested by election and are open to the organization's entire membership. Permanent board positions are not permitted.
  - Restrictions on who may hold board positions and board appointments are permitted if there is a defensible rationale (e.g., to ensure representation of an underrepresented group or organization or to fulfil bona fide operational requirements).
- Reside in B.C.
- Not representing for-profit and/or government interests.

Not-for-profit organizations are not required to be provincially or federally incorporated. However, provincially, or federally incorporated not-for-profit organizations must be in good standing with the B.C. Registries and/or Corporations Canada.

1 An asset locked Community service Cooperative designated as such under Division 3 of the Cooperative Associations Act.

2 As set out in the Societies Act, organizations must report the remuneration of directors who received remuneration for being a director or acting in another capacity, as a note in the financial statements

3.2 Ineligible Organizations

An organization is ineligible for a grant if it:

- Is for-profit.
- Is a member-funded society.[3]
- Is an organization that exists for the sole purpose of raising funds for capital projects and will not be managing the asset long-term.
- Is a cooperative (except designated Community Service Cooperatives).[4]
- Is a community contribution company (C3).[5]
- Is an ancillary group sustaining a for-profit business.
- Is a chamber of commerce or board of trade.
- Is a political party, political action group, or lobby group.[6]
- Is a federal, provincial, regional, municipal, First Nation or other local government.
- Is a government (as described above) operated or controlled:
  - library, museum, gallery, recreation centre;
  - hospital, medical or health care facility.
- Is an educational institution, school, or school authority.
- Is a penal institution or correction centre.
- Is a religious institution.[7]
- Is a professional/industry organization.
- Has objectives, programs or expenditures that do not conform with all laws, regulations, and the public policies of the Province of British Columbia.
- Provides programs that promote racial or ethnic superiority, religious intolerance, persecution, or social change through unlawful action, including organizations closely affiliated or associated with an organization providing this programming.
- Is an organization where the majority of the board members are employed by the organization or provide services under contract to the organization.

3 A member-funded society, as per the Societies Act, is funded primarily by its members to carry out activities for the benefit of the members. Upon dissolution or liquidation, a member-funded society may distribute its money and other property to its members.

4 An asset locked Community Service Cooperative designated as such under Part 11 of the Cooperative Associations Act.

5 A for-profit business with an asset lock component restricting the level of dividends paid to shareholders and requiring the bulk of the company profits to be invested in community purposes.

6 A lobby group is defined as an organization whose primary functions include advocacy and lobbying activities with the intention to influence government decisions.

7 Non-profit organizations affiliated with a religious institution are eligible if they meet the requirements outlined in *Section 3.1*

4. Project Eligibility

4.1 Project Categories

To be considered for funding, a capital project must fit into one of the following categories. Applicants should apply under one specific category that best matches their project.

FACILITIES PROJECTS:

The construction of new facilities and renovation or maintenance of existing facilities.

- The project is undertaken by an eligible organization primarily for community benefit.
- Upon completion, the project – or the facility within which the project is located – is accessible to the public.
- The project is for the construction of new facilities, renewal, expansion or material enhancement of existing facilities or property development.
- The project is located on:
  - Land owned by an eligible organization.
  - Land leased to an eligible organization on a long-term basis; or
  - Public land.

COMMUNITY INFRASTRUCTURE:

The development of public amenities that improve B.C. residents' quality of life.

- The project is undertaken by an eligible organization primarily for community benefit.
- Upon completion, the project – or the facility within which the project is located – is accessible to the public and is inclusive of the greater community.
- The project is for the installation of public amenities that improve B.C. residents' quality of life.
- The project is located on:
  - Land owned by an eligible organization.
  - Land leased to an eligible organization on a long-term basis; or
  - Public land.

ACQUISITIONS:

The purchase of fixed capital assets for long-term ownership and use by the organization (e.g., vehicles, equipment, and IT projects).

- The acquisition is made by an eligible organization primarily for community benefit.
- The project is for the purchase of privately owned fixed capital assets for long-term use; and
- The capital acquisition must fully belong to the eligible organization.

REPATRIATION PROJECTS:

The repatriation of Indigenous cultural belongings.

- The organization applying for funding and leading the project must be an eligible not-for-profit organization.
- The not-for-profit organization that is applying for a Capital Project Grant could be either:
  - applying to receive cultural belongings (the applying organization may be working on behalf of, or in partnership with, an Indigenous organization or community); or,
  - applying to send cultural belongings back to an Indigenous organization or community.
- If the applicant for funding is acting on behalf of either party involved, then a letter of support is also required.
- Research, negotiations, and determination regarding rightful ownership of cultural belongings must be completed prior to applying for a Capital Project Grant.

4.2 Examples of Eligible Projects

Examples of eligible projects in each category may include, but are not necessarily limited to, the following types of capital projects:

Facilities Projects: the construction of new facilities, renovation or maintenance of existing facilities and property development. Examples include:

- Construction of a new permanent built structure (e.g., office, centre, daycare facility, theatre, food bank storage, sports facility);
- Renovations that restore, refurbish, upgrade, retrofit, or otherwise improve the general conditions of an existing facility to extend its useful life (e.g., roofs, flooring, air circulation, seismic resilience, foundation repair, kitchens, bathrooms, gutters, elevators, accessibility retrofits, hall expansions, asbestos abatement); and
- Property development projects (e.g., fences, courtyard, irrigation systems for sports fields, parking lots, floodlights).

Community Infrastructure Projects: the development of public amenities that improve B.C. residents' quality of life. Examples include:

- Outdoor structures (e.g., docks, playgrounds, outdoor pools, sport rinks, industrial sheds, courts, artificial turf, boardwalks, trestles).
- Parks (e.g., water parks, skate/bike parks, fitness, and recreation spaces); and
- Natural areas (e.g., hiking and walking trails, green spaces, wetlands, community gardens, habitat restoration).

Note: Playgrounds located on public school grounds that are eligible for support through the Ministry of Education and Child Care Playground Equipment Program will not be eligible for a Capital Project Grant.

Acquisitions: the purchase of fixed capital assets for long-term ownership and use.
Examples include:

- Vehicles, boats, vehicle part replacements/modifications (e.g., bus, van, delivery truck, fire truck).
- Machinery and equipment (e.g., safety equipment, sports equipment, commercial kitchen equipment, stage and lighting equipment, sound equipment, instruments).
- Technological resources and systems (e.g., computer systems, IT projects including websites, networks and software, security systems); and
- Property and/or buildings.

Repatriation Projects: the repatriation of Indigenous cultural belongings.
Examples of eligible projects may include:

- Museum/Individual returning artifacts to the community.
- Project components and eligible costs may include:
  - Transportation and storage costs (e.g., travel costs for those involved in the repatriation project, protection for moving or transporting cultural belongings, or infrastructure to support work or placement).
  - Cultural ceremonies and honorariums; and,
  - Project management, consultant fees, etc.

4.3 Project Description

A concise project description must be provided. The project description should include the following details:

- What the project is for/what the project will do
- Who will lead the project and any partners that might be participating in the project
- Project location and anticipated project start date
- Project rationale and goals (why is the project needed or important to the community?)

4.4 Project Costs

Quotes or professional estimates must be provided that support the costs in the project budget. These must be from a third party (e.g., indicated in the quote via letterhead) and more than one quote or estimate should be provided. If only one quote is provided (an item or service is only available from one vendor), include a written justification with the quote.

Eligible Projects have a total cost between $20,000 and $1,250,000. Projects less than $20,000 or greater than $1,250,000 are not eligible for Capital Project Grant funding.

5. Application Process

5.1 Intake and Processing

Applications for Capital Projects Grants will be accepted between July 17 – August 31, 2026, with approved grants awarded by December 31, 2026.

5.2 Application Instructions

The application form can be found online at *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/cggapply.*

For projects that are collaborations between multiple organizations, a single organization must be designated as the lead. Only the lead organization is eligible to submit a Capital Project Grant application for the project. The other organization(s) must be indicated as partners within the application. The lead organization will be responsible for managing the project and meeting all conditions associated with receiving the grant funding, including maintaining records and reporting.

5.2.1 ONLINE APPLICATION RESOURCES

Online resources such as video tutorials, FAQs and example documents are available online at *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources.*

5.3 Application Limits

Each organization is permitted to submit one application for a Capital Project Grant and one application for a Program Grant *or* a PAC/DPAC Grant per year.

Capital Project Grants provide one-time funding only. Successful applicants may not apply for the same project more than once, including those projects already funded through the Program Grant applications for minor capital project funding and acquisitions.

Unsuccessful applicants may apply in future funding intakes for the same project or something new. Successful Capital Project Grant recipients may apply once every 3 grant intakes for the Capital Project Grant stream.

5.4 Required Documents and Information

Grant Analysts use the required documents to carefully assess and score each Capital Project Grant application. All attachments must be submitted in formats that are compatible with Windows-based systems. Applicants are responsible for ensuring that submitted files can be opened without the use of specialized or non-standard software. Please do not take and submit photographs of documents as proper scanning ensures the reviewers can access the intended information and prevent upload errors in the online application system.

Before beginning the application form, please make sure you have the following information:

ORGANIZATION INFORMATION

- Full, legal name (if applicable);
- Mailing address associated with the organization; and
- Purpose of the organization.

SECTOR DETAILS

Capital Project Grants support a wide range of not-for-profit organizations across B.C. The applicant should apply under the sector that is the closest fit to the organization's purpose(s) as outlined in its Constitution:

- Arts and Culture.
- Sport.
- Public Safety.
- Environment.
- Human and Social Services.
- Parent Advisory Councils.

Note: Applicants also have the option to self-identify as an Indigenous not-for-profit organization. This data is used for public reporting and may be used in the final selection process. Please note, applicants which self-identify as Indigenous may be contacted to verify this status.

ORGANIZATION FINANCIAL STATEMENTS AND BUDGETS

The applicant must demonstrate their financial capacity to proceed with the project by providing complete financial statements and budgets:

- Revenue and expense statements from the most recently completed fiscal year at the time of the application.
- A balance sheet from the most recently completed fiscal year at the time of the application.
- A budget for the current fiscal year.
- The budget must show anticipated revenues and expenses for all the organization's activities and show anticipated costs related to the requested capital project, if any.
- If applicable, the Gaming Account Summary Report for the previous fiscal year (if it has not been submitted already).

Note: If an accountant completes the organization's Financial Statements, these are required. If an organization's fiscal year recently ended and the year-end financial statements are not finalized (e.g., being prepared by an accountant), please submit draft or internally prepared financial statements.

GAMING ACCOUNT

Each grant recipient must maintain a separate Gaming Account held in B.C., 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. Non-gaming funds must not be deposited into the Gaming Account. The *Direct Deposit Application Form (FIN312)* must be provided, unless your organization has received a grant payment from the Community Gaming Grants Branch since April 1, 2024, and has not updated their banking information.

PROJECT CATEGORY

Applicants should apply under the specific project category that is best suited for their capital project:

- Facilities (construction, renovation or maintenance of facilities)
- Community Infrastructure (public amenities such as docks, parks, playgrounds, etc.)
- Acquisitions (fixed capital assets for long-term use, including vehicles and equipment)
- Repatriation Projects (repatriation of Indigenous cultural belongings)

PROJECT DESCRIPTION

The applicant must include a description of the capital project for which it seeks funding. The project description helps the Branch understand the overall rationale and goals for the project, the location of the project and the specifics of what the project will entail.

Applicants should describe how the proposed project will help the organization deliver its programs and services, or other community activities it will support.

Note: Project descriptions should be clear and concise. Applicants may use the text box or attach a document (2,500 characters or 1 page maximum).

COMMUNITY BENEFIT

The Capital Project Grant is designed to support community identified needs and priorities. Its focus is on people – their needs, their development, and their involvement with the community.

The Community Benefit section of the application requires details about the number of people that are likely to benefit, and how they will benefit, from the project. Include evidence of community support for your project and describe the needs or gaps the project will address.

Please include information such as the following as evidence of community support for your project and describe the needs or gaps the project will address in your community:

- Discuss what the broader problem or need is in the community that this project will address (e.g., aging facility is unsafe and no other service of its type is available within a 45-minute drive; there is a current gap in service that the proposed equipment purchase would enable).
- Describe the number and population(s) of people who will directly benefit from the project in a year (e.g., 'over 150 newcomers and refugees in the Cowichan Valley;' '50 Indigenous youth ages 13-17;' 'all community members interested in salmon restoration;' '100 socially isolated adults over the age of 65 in the Vanderhoof area').
- If applicable, include details, numbers, or statistics to substantiate the community benefit (e.g., share findings from a recent community consultation study, provide waitlist numbers demonstrating that existing facility has more users than it can accommodate).
- Where possible, quantify the impact this project would have on the community if completed (e.g., approximate number of individual visits to facility annually, kilometers of trails maintained).

The assessment of a project's community benefit may also include sector specific criteria. For example:

- Arts and Culture: Describe the accessibility of the project. Examples might include providing an opportunity for members of the public to see an exhibition for free or reduced fee, access to performances or access to try out artistic activities.
- Sport: Describe how the project will provide broad access for people to engage in organized, competitive physical activity at the community level. Include any steps your organization has taken to remove any barriers to participation.
- Environment: Describe how the project will help to protect the environment or help people interact with, benefit from, or learn about the environment or local ecosystems. Examples might include volunteer clean-up, conservation activity and public education and awareness.
- Public Safety: Describe how the project contributes to the safety of a community by assisting in emergency preparedness, providing education on public safety issues, enhancing public safety through volunteer engagement in emergency services, using restorative justice, or creating safe outdoor spaces.
- Human and Social Services: Describe how the project will contribute to enhancing the quality of life of people in your community and will expand access to services and support.
- Parent Advisory Councils: Describe how the project will support K-12 students' extracurricular activities and opportunities and/or broad access by the community.

Note: Community benefit descriptions should be clear and concise. Applicants may use the text box or attach a document (2,500 characters or 1 page maximum).

PUBLIC INCLUSIVENESS

To support equity, diversity and inclusion, we support applications from organizations whose programs and facilities are 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 serviced. If your organization does have a limitation on individual access for any reason, please explain why.

Describe how the project is accessible to and inclusive of the greater community. Projects should demonstrate broad public access by a diverse range of community members and provide special consideration for reducing barriers to participation for people with disabilities, where applicable.

Note: Public Inclusiveness descriptions should be clear and concise. Applicants may use the text box or attach a document (2,500 characters or 1 page maximum).[8]

PROJECT TIMELINE

The applicant must demonstrate that a well-considered plan is in place that shows how the project will successfully begin within 12 months of the receipt of gaming funds and will be fully complete within 36 months of the receipt of gaming funds, as per the Capital Project Grant Conditions.

The project timeline must include:

- Project start and end dates.
- Dependencies or relationships between project tasks (i.e., external factors that affect your timeline); and
- Dates for major milestones.

Note: While the project timeline for some acquisition projects may be brief, it must still demonstrate that a well-considered plan is in place. Stating 'not applicable' in the application is not sufficient. Include considerations for vendor availability and supply chain interruptions.

PROJECT RISK MANAGEMENT

The applicant must provide a risk management plan for the proposed project; a table format is strongly recommended. A well-considered risk management plan may include:

- Possible risks that may be encountered during the realization of the project.
- Potential effects of the identified risks.
- Likelihood and severity of the risks ranked high, medium, or low.
- Strategies for the mitigation of the risk; and
- How the risks to the project will be managed and/or mitigated.

Note: While the risk management plan for some acquisition projects may be brief, it must still demonstrate that a well-considered plan is in place. Stating 'not applicable' in the application is not sufficient.

8 The Branch is committed to British Columbia's Gender-based Analysis Plus (GBA+) policy. For more information, please visit: *https://cfc-swc.gc.ca/gba-acs/index-en.html* and *https://www2.gov. bc.ca/gov/content/gender-equity*

APPROPRIATE APPROVALS

List all approvals and permits required for the project and identify those which have been obtained to date. If any approvals or permits are outstanding at the time of application, the applicant should describe the organization's plan to ensure that they are acquired.

Examples of approvals and permits may include, but are not limited to:

- Legislative or regulatory requirements and enactments.
- Land use and zoning bylaws.
- Environment/archaeological impact assessments.
- Trade permits.
- For repatriation projects: Signed documents between the organization in possession of the cultural belongings and the rightful owners confirming the intention to repatriate materials must be provided at time of application. If the applicant for funding is acting on behalf of either party involved, then a letter of support is also required.

Note: If no approvals or permits are required for the project, the applicant should provide an explanation explaining why. Stating 'not applicable' in the application is not sufficient.

Applicants may use the text box or attach a document (2,500 characters or 1 page maximum).

ONGOING OPERATIONAL VIABILITY OF THE PROJECT

The applicant must demonstrate that a long-term plan is in place for the operation, management, and maintenance of the project, by providing an asset management plan for the estimated lifetime of the project.

An asset management plan should include items such as:

- A budget showing costs associated with the maintenance and operation of the project and a revenue source identified to pay for maintenance expenses.
- A maintenance schedule.
- A list of any staff resources required for the management and maintenance of the project.
- A multi-year plan for the project's future operation.

Note: Costs associated with ongoing operating expenses are not eligible project expenses. Applicants may use the text box or attach a document (2,500 characters or 1 page maximum).

PROJECT COST AND REQUESTED AMOUNT

Provide the total estimated cost of the capital project and the amount being requested.

To be eligible, the total estimated costs of the project must be between $20,000 and $1,250,000. The total requested grant amount cannot exceed $250,000 and must account for 20% - 50% of the total cost of your project.

PROJECT BUDGET

Submit a budget for the proposed capital project. Please include all accompanying notes to the budget and clearly identify assumptions, projections, and contingencies. The applicant should demonstrate that all financial considerations related to the requested project have been identified by providing a project budget that clearly indicates the availability of funds for the project. Instructions for the project budget:

- The budget(s) should show all anticipated revenues and all anticipated expenses to bring the requested capital project to completion.
- Ensure that all matching funds are included in revenue.
- Ensure that any assumptions, projections, or contingencies necessary for the realization of the project are indicated.
- The amount requested for the Capital Project Grant must be included in the project revenues.
- If the budgeted revenues and expenses show an anticipated deficit, an explanation should be provided indicating how that deficit will be managed.
- If the applicant has restricted funds, provide minutes of the board meeting approving the restriction of funds for the specific project and the amount.
- If project funds are not formally restricted, provide an explanation of what funds shown in the financial statements will be used for the project.

COST ESTIMATES/THIRD-PARTY QUOTES

Provide one or more recent (within the past year) cost quotes from third party providers that support the total cost of the capital project. Preference may be given to applicants that attach at least two quotes from third party providers that are accurate at the time of application. If a sole source provider is the only option, please explain why.

USE OF GRANT FUNDS

List the specific costs that will be covered by Capital Project Grant funds and the amounts. The total of the specific items to be purchased and/or fees must equal the amount of the grant request.

Note: Do not provide another copy of the budget here; a specific list of what the grant funds will be used for is required.

MATCHING FUNDS

The applicant must demonstrate that matching funds are secured and will be available to complete the project upon award of a Capital Project Grant. Matching funds must be specified in the Project Budget and the amounts supported by attached documents.

- If the organization's matching funds are internally or externally restricted:
  - Attach financial statements (e.g., balance sheet, internally prepared financials, or bank statements) that clearly indicate the availability of funds for the project.
  - Attach minutes of the board meeting approving the restriction of funds for the specific project and the amount.
- If the organization's matching funds are not formally restricted (e.g., cash on hand):
  - Attach an explanation of what funds shown in the financial statements (e.g., balance sheet, internally prepared financials, or bank statements) will be used towards the proposed capital project.

Note: Providing financial documents that show a cash surplus does not fulfil this requirement – applicants must provide an explanation of the funding source and amount that will be used toward the project.

- If the matching funds are to be provided by other agents, the applicant must demonstrate the surety of these funds for the specific project. Attached documents may include:
  - Signed and dated funding agreements.
  - Signed and dated promissory letters.
  - Signed and dated loan agreements; and/or
  - Signed and dated irrevocable letter of credit.
- If the matching funds include donated materials or equipment, the attached documents may include:
  - Signed and dated promissory letters indicating what will be donated and the fair market value of the donation; and/or
  - Dated invoices showing what will be donated and the fair market value of the donation.

STATE OF TITLE OR LICENSE TO OCCUPY

The applicant must demonstrate that the project has the authority to proceed.

- If the applicant owns the land or facility:
  - 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:
  - 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. Letters should be recent (signed and dated within 6 months at the time of application).
  - A signed copy of the lease is required. The terms 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. Letters should be recent (signed and dated within 6 months at the time of 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). Letters should be recent (signed and dated within 6 months at the time of application).

Note: If the applicant's project is located on land without written authority to use, then it is not eligible for a Capital Project Grant.

If an acquisition project requires permission from a landowner to proceed (e.g., installation of an acquisition into a facility or publicly owned asset), the applicant must demonstrate the above conditions are met.

ENVIRONMENTAL EFFICIENCY

The applicant should describe how any climate action or energy-efficient features have been built into the project to reduce the organization's greenhouse gas emissions, lower the organization's long-term operational costs, and/or improve the use of the organization's human and/or technological resources (e.g., reduced resource consumption).

Note: Applicants may use the text box or attach a document (2,500 characters or 1 page maximum).

CONTACT INFORMATION

Names, positions, e-mail addresses, and phone numbers of two to four members of the organization associated with the application:

- Two people must be named Officers Responsible for the application. These must be board members.
- One person must be named as the Submitter (an Officer Responsible may also assume this role); and
- One must be named as the Contact Person (an Officer Responsible may also assume this role).
- Enter two email addresses in the delivery method:
  - One email address for the President of the Board (or equivalent); and,
  - One alternative organization email notification address.

Note: The Contact Person must be accessible during regular office hours.

6. Assessment

6.1 How Applications are Assessed

Applications which meet all the mandatory eligibility criteria (as outlined in *Section 2* to *Section 4*) will be evaluated using the scoring criteria below. Grants will not be awarded until all applications are received and reviewed. An application does not guarantee any level of funding.

Incomplete and/or late applications will not be considered. It is up to the applicant to ensure they have complied with all requirements and provided all necessary documentation. Applicants will not be contacted if any information is missing or unclear.

Final determination of approved projects is the responsibility of the Community Gaming Grants Manager. All decisions are final, and organizations do not have the opportunity to request a reconsideration of the decision regarding an application for a Capital Project Grant.

6.2 Assessment Criteria

The project assessment criteria are provided on the table below. For additional information on the supplementary documentation required with each application, please see *Section 5.4*.

The application assessment process is competitive. Applicants will be scored according to the documentation submitted for each Section.

Section 1: Alignment with Grant Objectives (25%)	
Strategic alignment with the Capital Project Grant's purpose Required Information: » Community Benefit » Public Inclusiveness	» How the project will benefit the community by addressing a community-identified need or priority and will enhance the wellbeing of individuals in the community. » How the project 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 serviced
Section 2: Project Feasibility (35%)	
Project planning Required Information: » Project Timeline » Project Risk Management » Appropriate Approvals » State of Title or License to Occupy	» Detailed project timeline indicating project can be accomplished within 36 months, project start date, key milestones, and date of completion. » Identification and ranking of potential risks and identification of proposed mitigation strategies. » All required approvals and permits have been identified, and a plan is in place to ensure they are obtained. » The scoring will be based on the level of readiness to execute the project. This means permits acquired will score higher than those still pending and 10-year signed leases will score higher than commitment letters.
Operational viability of the project Required Information: » Ongoing Operational Viability Plan	» The applicant exhibits a plan for the long-term operation of the project, including an asset management plan to manage and maintain the facility and/or property into the future.
Section 3: Financial Considerations (35%)	
Financial position Required Information: » Organization Financial Statements and Budgets	» If the applicant has restricted funds available and designated for the capital project, they have been used in full towards the project.
Financial feasibility of project Required Information: » Project Budget » Use of Grant Funds » Matching Funds	» Presentation of project budget, including budget assumptions, contingencies, and projections. » The use of grant funds will be for eligible expenses. » Project readiness, including the security of financial resources to carry out the project.

Section 4: Special Project Features (5%)	
Environmental efficiency Required Information: » Information that provides added value (e.g., climate action or energy efficient features)	» 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 Considerations	
Additional considerations after scoring may be given to the following circumstances	» Grant distribution across all six sectors » Geographic distribution of grants across the province » Available funding » Indigenous not-for-profit organizations

7. Using Capital Project Grant Funding

7.1 Appropriate Use of Funds

Capital Project Grants must be used within British Columbia to cover costs that are direct and necessary for the successful implementation of an approved project. These costs must be consistent with and comparable to those identified in the approved grant application. No substantial changes can be made to the approved project without the written consent of the Community Gaming Grants Branch.

Eligible costs include, but are not limited to:

- Project-related fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the capital project.
- The costs of project materials.
- The costs required to transport or ship acquisitions such as equipment.
- The costs of licenses, permits and insurance needed for the approved project.
- The costs of an environmental/archaeological impact assessment if applicable.
- Any other direct and necessary costs incurred in the implementation of an approved project.

The grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. Project must start within 12 months of receipt of funding.

Grant funds may be transferred – by cheque or electronically – from the Gaming Account to the General Account (i.e., the organization's day-to-day operating bank account) for the reimbursement of eligible project expenses. Transfers from the Gaming Account to the General/Operating Account must reconcile dollar for dollar to the applicable General Account program expenses and must have supporting documentation (i.e. invoices/receipts). A clear and defined audit trail is required for the use of all Gaming Account funds.

Upon dissolution of an organization, all unused grant funds and assets purchased with grant funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within B.C.

Grant funds cannot be used for purposes not approved by the Community Gaming Grants Branch and may not be redistributed amongst the grant recipient's other expenses or transferred between projects. Funding for an approved project may not be reallocated to a significantly different project. Modifications to an approved project may be allowed if the function/outcome of the project is similar to the approved project (e.g., purchasing a used vehicle instead of a new vehicle), subject to written approval from the Community Gaming Grants Branch. Funds must be returned to the Minister of Finance if not completely used for the approved capital project.

7.2 Prohibited Use of Funds

Capital Project Grants cannot be used for:

- Contributions to annual fundraising drives or capital campaigns.
- Costs incurred for canceled projects.
- Financing charges and interest payments on loans.
- Leasing or rental of equipment that is not directly related to the capital project.
- Costs associated with ongoing operating expenses.
- Costs associated with routine facility/property maintenance.
- Decommissioning or recycling of a previous project/asset.
- Costs associated with program delivery; or
- Any goods and services that are received as donations.

8. Reporting

To ensure Capital Project Grants are used for eligible project expenses, all successful applicants must complete a Gaming Account Summary Report with a Capital Project Supplement to the Branch within 90 days of fiscal year end. The Gaming Account Summary Report and Capital Project Supplement must provide clear and complete detailed project expense reporting.

The Capital Project Supplement must include a list of all project-related disbursements and/or reimbursements made from the Gaming Account and must include details about each disbursement/reimbursed expense.

For each disbursement/reimbursement, the organization must include the following details:

- the date
- the cheque or reference number
- the payee
- the purpose of the payment
- the amount paid

As per section 18.e of the Conditions for a Community Gaming Grant, all grant recipients must ensure that cheques issued against the Gaming Account are signed by at least two unrelated signing officials, at least one of whom must be an officer of the organization.

As per section 18.f of the Conditions for a Community Gaming Grant, two current, unrelated board members must authorize electronic transfers and/or automated debit transactions in writing, and the authorization document must specify the specific purpose and maximum dollar amount permitted.

9. Conditions for a Capital Project Grant

The recipient of a Capital Project Grant must comply with the Conditions for a Community Gaming Grant, except for Conditions 7 through 11 pertaining to the Use of Grant Funds. The Conditions can be found online at: *https://www2.gov. bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf.*

The recipient of a Capital Project Grant must adhere to *Section 7* of this document regarding the use of grant funds.

10. Project Completion

Upon completion of the funded project, the Capital Project Grant recipient must notify the Community Gaming Grants Branch in writing at: *communitygaminggrants@gov.bc.ca*. Please include with this email the final Capital Project Supplement Report, a description of the completed project and how it benefits your community and a minimum of three photos. The Branch may request that these materials be used to publicize the benefits of the Capital Project Grant.

If an approved project cannot be completed, the funding must be returned to the Community Gaming Grants Branch. Funding for an approved project may not be reallocated to a significantly different project. Modifications to an approved project may be permitted if the function/outcome of the project is similar to the approved project (e.g., purchasing a used vehicle instead of a new vehicle), subject to written approval from the Community Gaming Grants Branch.

11. Acknowledgment of Funds

As per Condition 6 of the Conditions for a Community Gaming Grant, recipients must acknowledge the financial assistance provided by the Province of British Columbia in all promotional materials, both in print and online and including any signage or plaques by displaying the following written acknowledgement:

"We acknowledge the financial support of the Province of British Columbia."

If recipients intend to display the B.C. logo, you must complete the *Application for Third Party Use of BC ID* up to the organization contact information and submit to *CommunityGamingGrants@gov.bc.ca*. Once program staff have completed the form and returned it to you, it must be sent to *TACSLogos@gov.bc.ca* along with examples of materials that will illustrate how the logo will be used. Please ensure to follow the brand use guidelines: *Design Guidelines for the B.C. Visual Identity Program - Province of British Columbia*.

12. Contact Information

Ministry of Tourism, Arts, Culture and Sport
Community Gaming Grants Branch

Telephone: 1-800-663-7867 or 250-356-1081
E-mail: *CommunityGamingGrants@gov.bc.ca*
Website: *www.gov.bc.ca/gaminggrants*

BRITISH
COLUMBIA