

Renewed Funding Application Tutorial

Updated February 2023

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

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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:

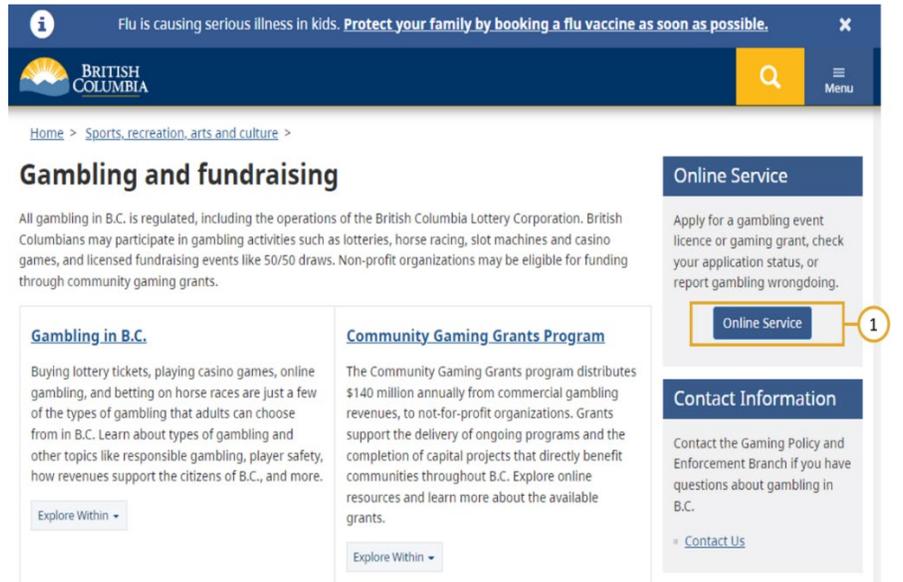
- The online application must be completed and submitted in one sitting, as the system will time out after approximately 60 minutes. If the system times out, attempting to submit the application may result in an error, and the information entered into the online application may be lost.
- Most applicants 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:

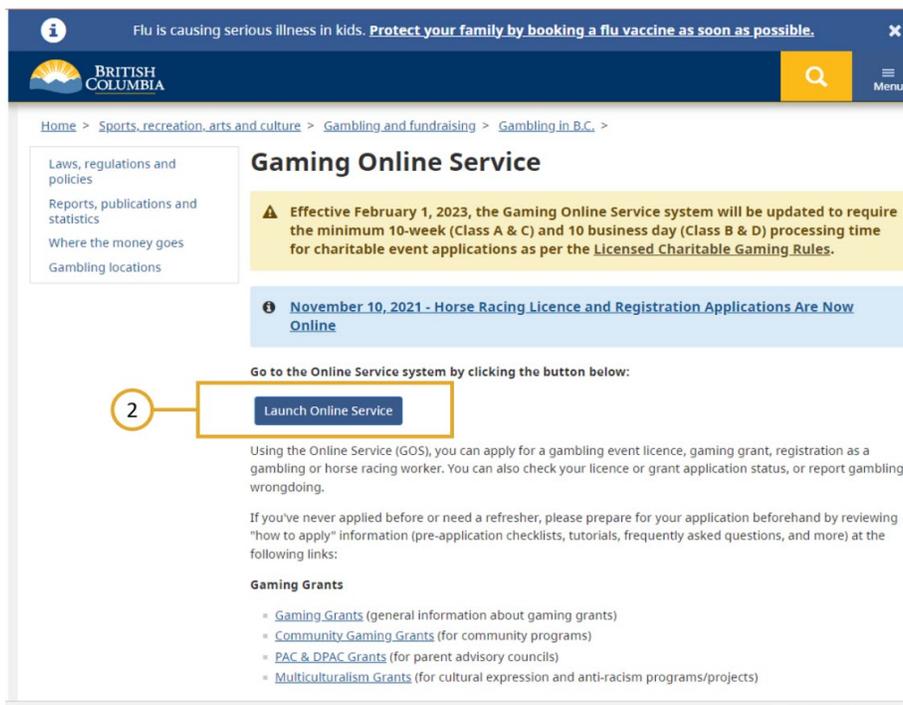
<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>

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



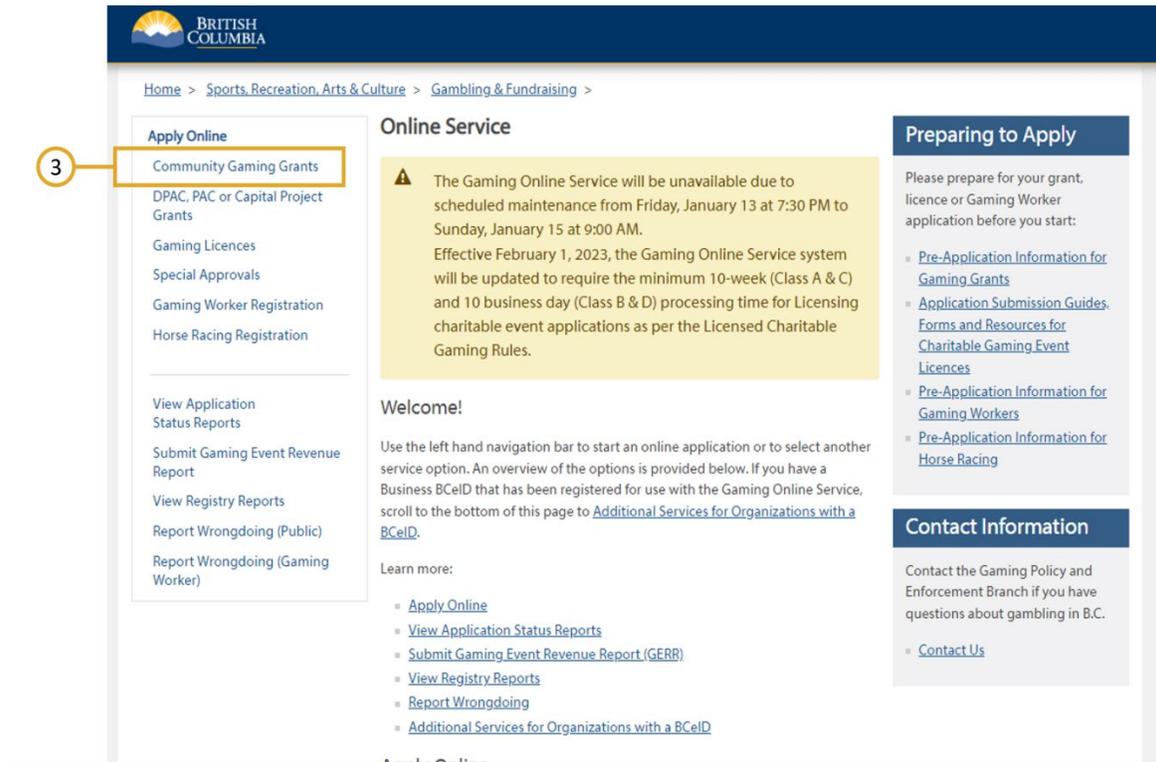
The screenshot shows the British Columbia website's 'Gambling and fundraising' page. The page has a dark blue header with the British Columbia logo and a search icon. Below the header, there is a navigation breadcrumb: Home > Sports, recreation, arts and culture >. The main heading is 'Gambling and fundraising'. Below this, there is a paragraph of text: 'All gambling in B.C. is regulated, including the operations of the British Columbia Lottery Corporation. British Columbians may participate in gambling activities such as lotteries, horse racing, slot machines and casino games, and licensed fundraising events like 50/50 draws. Non-profit organizations may be eligible for funding through community gaming grants.' There are two main content columns. The left column is titled 'Gambling in B.C.' and contains text about buying lottery tickets, playing casino games, and betting on horse races. The right column is titled 'Community Gaming Grants Program' and contains text about the program distributing \$140 million annually. On the right side of the page, there is a sidebar with two sections: 'Online Service' and 'Contact Information'. The 'Online Service' section has a button labeled 'Online Service' which is highlighted with a red box and a red circle containing the number '1'. The 'Contact Information' section has a 'Contact Us' link.

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 page has a dark blue header with the British Columbia logo and a search icon. Below the header, there is a navigation breadcrumb: Home > Sports, recreation, arts and culture > Gambling and fundraising > Gambling in B.C. >. The main heading is 'Gaming Online Service'. Below this, there is a yellow warning box: '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 charitable event applications as per the Licensed Charitable Gaming Rules.' Below the warning box, there is a blue information box: 'November 10, 2021 - Horse Racing Licence and Registration Applications Are Now Online'. Below the information box, there is a section titled 'Go to the Online Service system by clicking the button below:' which contains a button labeled 'Launch Online Service' highlighted with a red box and a red circle containing the number '2'. Below the button, there is a paragraph of text: 'Using the Online Service (GOS), you can apply for a gambling event licence, gaming grant, registration as a gambling or horse racing worker. You can also check your licence or grant application status, or report gambling wrongdoing.' Below the paragraph, there is another paragraph: 'If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:'. Below the paragraph, there is a section titled 'Gaming Grants' which contains a list of links: 'Gaming Grants (general information about gaming grants)', 'Community Gaming Grants (for community programs)', 'PAC & DPAC Grants (for parent advisory councils)', and 'Multiculturalism Grants (for cultural expression and anti-racism programs/projects)'. At the bottom right of the page, there is a 'Read More' link.

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



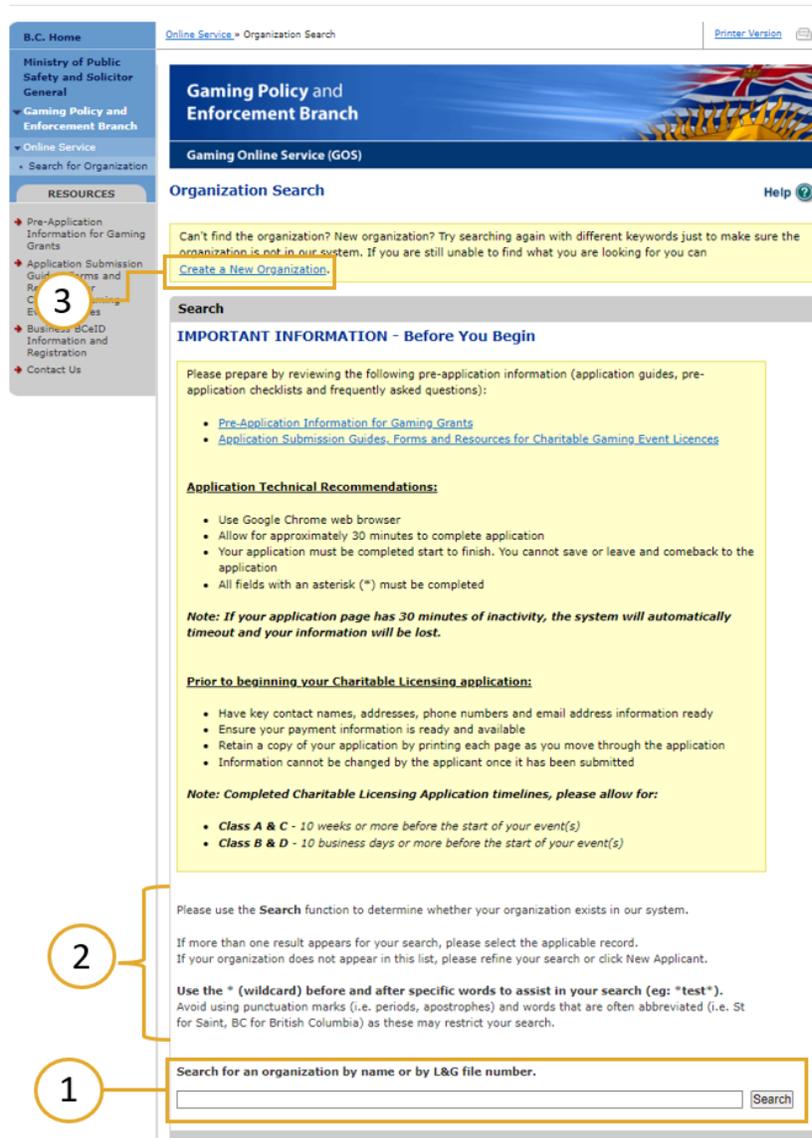
The screenshot shows the British Columbia Online Service web page. The breadcrumb trail is: Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >. The left sidebar is titled "Apply Online" and contains the following links: Community Gaming Grants (highlighted with a yellow callout box containing the number 3), DPAC, PAC or Capital Project Grants, Gaming Licences, Special Approvals, Gaming Worker Registration, and Horse Racing Registration. Below these are links 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 is a "Welcome!" section with a paragraph of text and a link to "Additional Services for Organizations with a BCeID". A "Learn more:" section follows with 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 of text 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 of text and a link to 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 applying for a Renewed Funding Application, your organization should already exist in the system. However, if you are a new applicant, select "Create a New Organization" and submit a Regular Application. 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. On the left is a navigation menu with '3' next to 'Application Submission Guides, Forms and Resources'. The main content area has a search box at the bottom with '1' next to it. Above the search box is a yellow box with '2' next to it containing search tips. At the top of the main content area is another yellow box with '3' next to it containing a 'Create a New Organization' link.

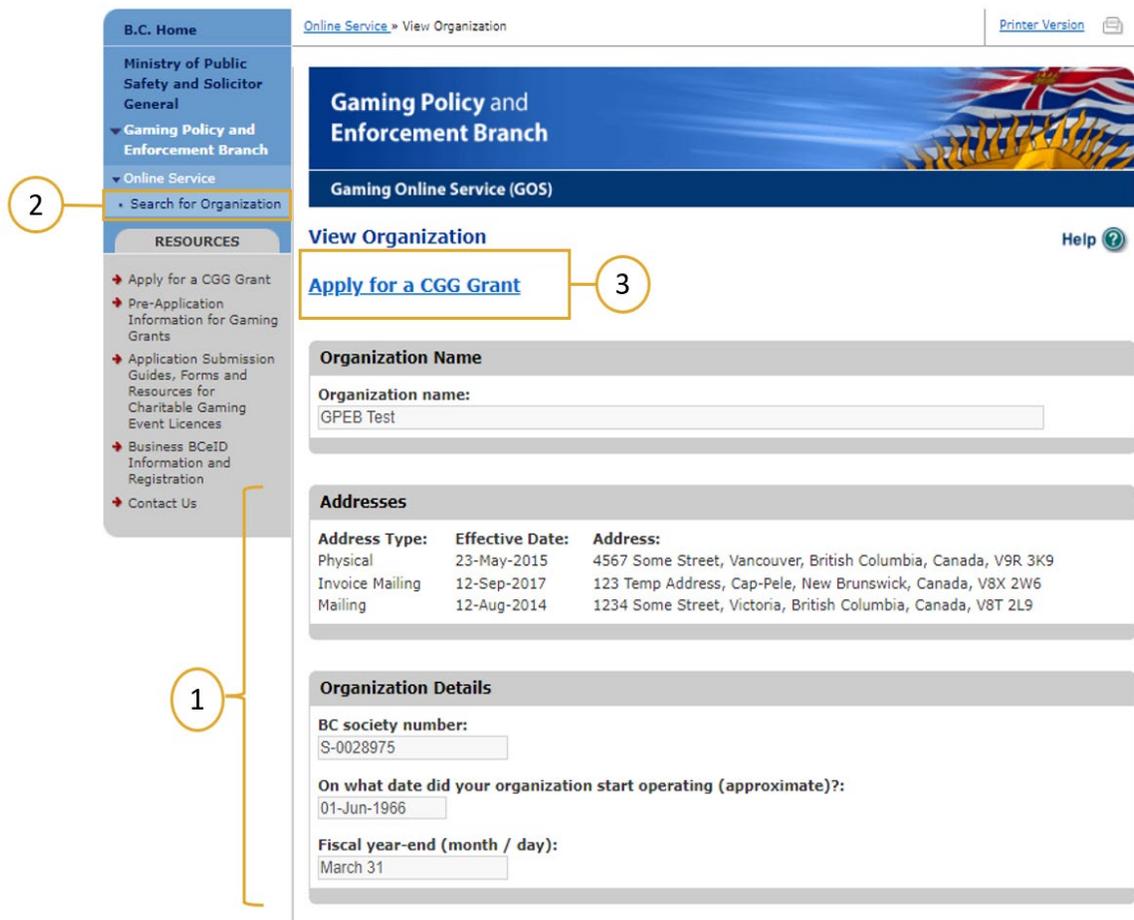
3 Application Submission Guides, Forms and Resources

2 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](#).

1 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, you may start an application by clicking "Apply for a CGG Grant".



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

Ministry of Public Safety and Solicitor General

Gaming Policy and Enforcement Branch

Online Service

2 [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

1

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

View Organization [Help](#)

3 [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 Renewed Funding Application

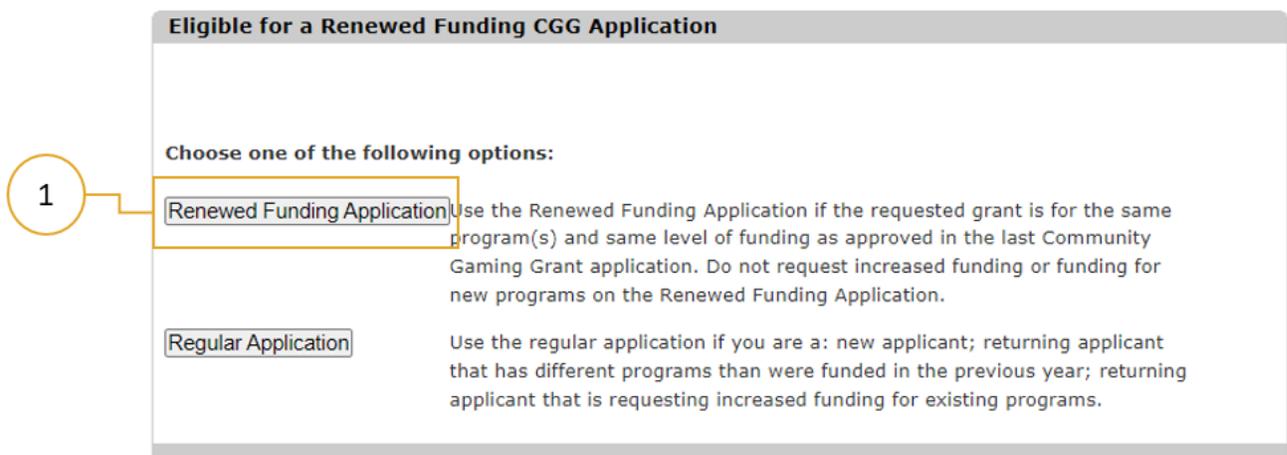
If your organization is given the option to use the new Renewed Funding application, you will see the screen pictured below, which gives the choice of “Renewed Funding Application” or “Regular Application.” Please read the information beside each option carefully; having the option to submit a Renewed 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 “Renewed Funding Application” to apply for a Community Gaming Grant regular application.

The remainder of this tutorial provides information for the Renewed Funding application only.

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



Eligible for a Renewed Funding CGG Application

Choose one of the following options:

<input type="radio"/> 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="radio"/> 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)?:

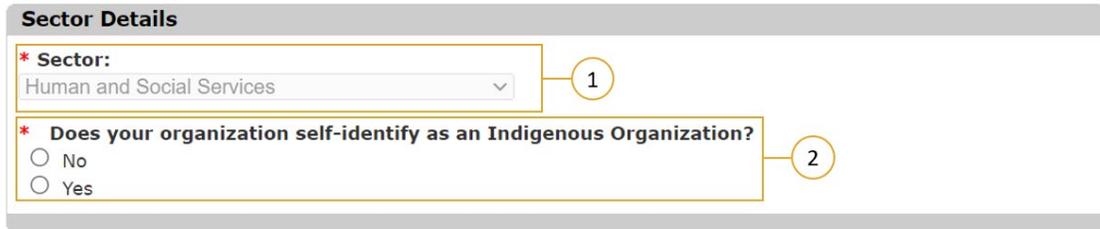
Fiscal year-end (month / day):

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. The sector you applied under in your previous application will auto-populate.
2. Select whether your organization self-identifies as an Indigenous organization.



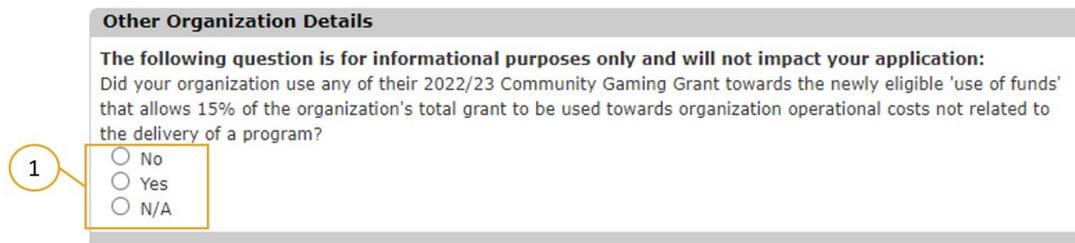
Sector Details

* **Sector:**
Human and Social Services (dropdown menu) 1

* **Does your organization self-identify as an Indigenous Organization?** 2
 No
 Yes

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.



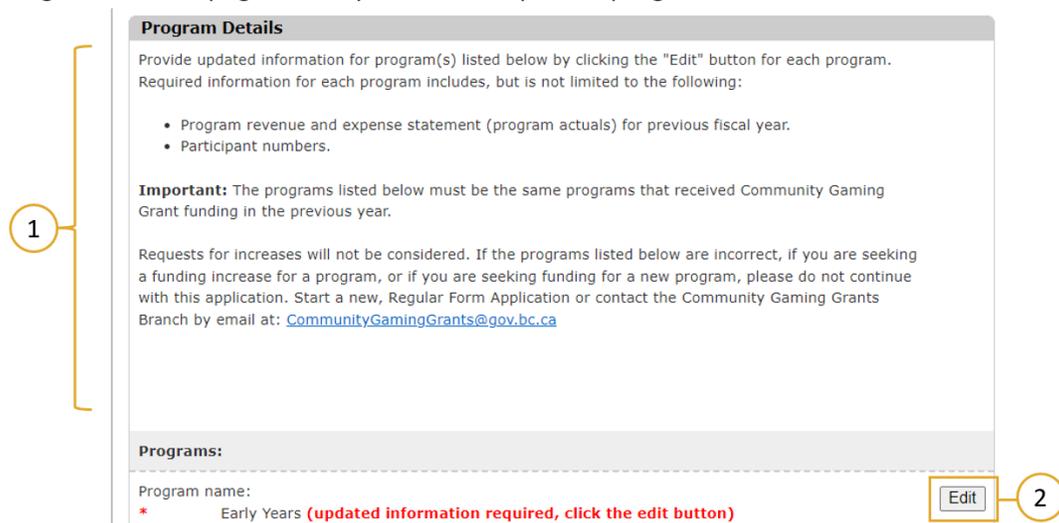
Other Organization Details

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

Update program details

1. This part of the application asks you to provide updated information about your organization's programs. When submitting a Renewed Funding application, you cannot add new programs. Please read the important notes above the list of programs.
2. Click the "Edit" button for each listed program; this will direct you to the "Edit CGG Program Details" page where you can add updated program information.



Program Details

Provide updated information for program(s) listed below by clicking the "Edit" button for each program. Required information for each program includes, but is not limited to the following:

- Program revenue and expense statement (program actuals) for previous fiscal year.
- Participant numbers.

Important: The programs listed below must be the same programs that received Community Gaming Grant funding in the previous year.

Requests for increases will not be considered. If the programs listed below are incorrect, if you are seeking a funding increase for a program, or if you are seeking funding for a new program, please do not continue with this application. Start a new, Regular Form Application or contact the Community Gaming Grants Branch by email at: CommunityGamingGrants@gov.bc.ca

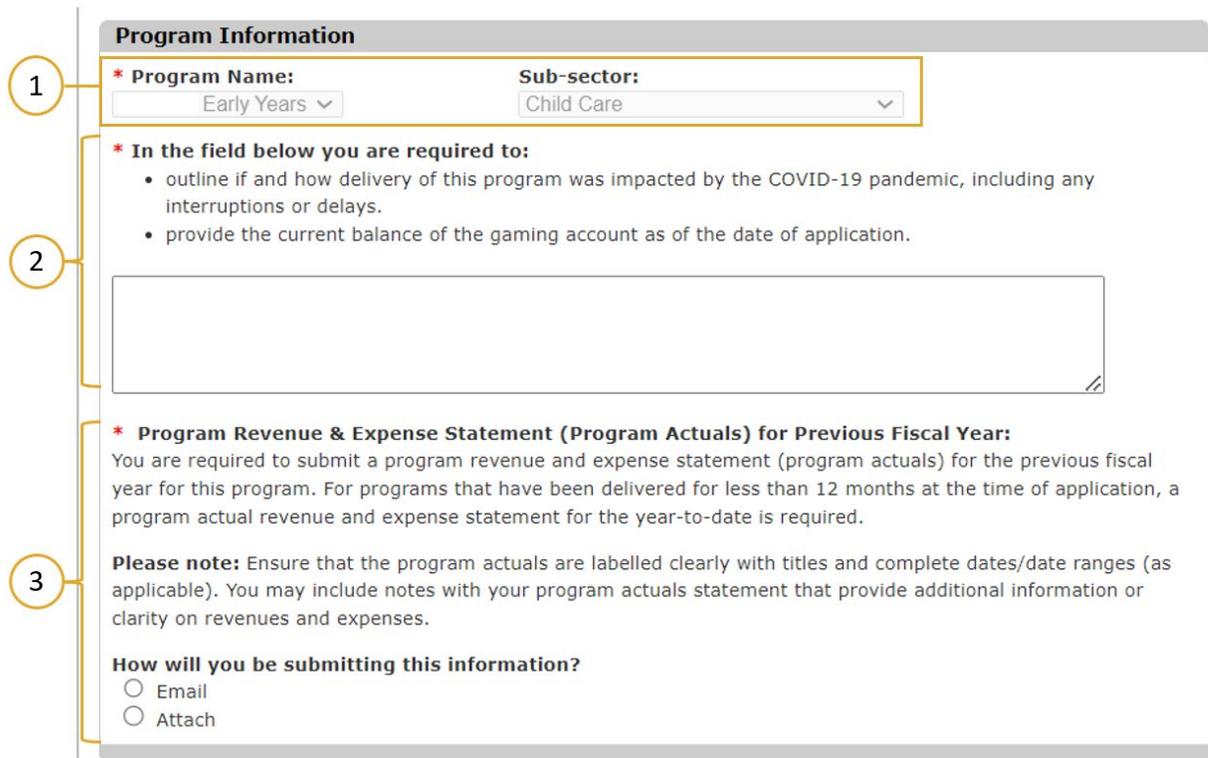
Programs:

Program name:
* Early Years (updated information required, click the edit button) 2

Edit

Update program information

1. The program name and sub-sector are pre-populated in the Renewed Funding application, based on the information provided in the last Regular Form application. These fields cannot be changed by the applicant. If the sub-sector field is blank, Branch staff will select an appropriate sub-sector at the time of application review.
2. Outline how delivery of your program may have been impacted by COVID-19 and provide the current balance of the Gaming Account at time of application.
3. Attach or email the Branch a copy of your program revenue and expense statement for the previous fiscal year for the program.



Program Information

1 * **Program Name:** Early Years ▾ **Sub-sector:** Child Care ▾

2 * **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.

3 * **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

Requested grant amount and use of funds acknowledgement

1. The Renewed Funding Application will pre-populate the level of grant funding requested for the program. The amount is based on the grant funding approved in your previous application for the same program. If you would like to request a different amount of funding, please do not continue with this application, but rather submit a Regular Form Application.
2. Review and the Use of Funds Acknowledgement and agree to the terms and conditions.

Requested Grant Amount and Use of Funds

*** Amount of grant funding requested for this program:**
 The Renewed Funding application will automatically populate this field with the amount of grant funding that was approved for this program last year. Applicants are not able to change this dollar amount.

Please note:

- One-time funding may have been approved for this program last year and included in this total. If additional funding for a minor capital project or capital acquisition is included in this total, it will be deducted by the Branch at the time of assessment.
- The amount of funding approved by the Branch may be less than the amount reflected in this field.

*** What level of grant funding are you requesting for your program?**
 1

*** Use of Funds Acknowledgement**
 The applicant acknowledges that grant funds may only be used for eligible expenses, as described in the most current versions of the Community Gaming Grants: Program Guidelines and Conditions for a Community Gaming Grant. The applicant also acknowledges that grant funds may not be used for capital acquisitions or minor capital projects, as defined in the Community Gaming Grants: Program Guidelines. Failure to comply with the Conditions for a Community Gaming Grant may result in the suspension or revocation of the grant and/or the requirement for the recipient to repay all or a portion of the grant funds.

The applicant agrees to the terms and conditions noted above regarding the use of grant funds. 2

Other program details

1. Answer whether the program benefits or targets Indigenous people, children and youth and persons with disabilities.
2. 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.
3. Click the “Save and Return to Application” button to return to the grant application page. Repeat for each program listed on the grant application page.

Other Program Details

*** 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

Total number of registered participants in the program in the past 12 months? 2

- 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.

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

3

[↑ TOP](#)

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 a person by clicking the “Delete Row” button (looks like a garbage can).
3. Provide names and contact information for 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"/>

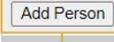
Unit# / apt#: * Street address:

* City: * Province: * Postal code:

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

Email:

2 

3 

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

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

1 No file chosen 2

Attached Document(s):

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

3

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.

1 **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 2

3

[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 Application

Help ?

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