


Special Approval for a Major Capital Project Application Guide

This guide will provide you with step-by-step instructions on how to complete a Special Approvals application using the Gaming Online Service (GOS). Special Approvals include: Special approval request to use gaming funds for out-of-province travel, Special approval request to use funds for a major capital project, and Special approval request to operate a Fair or Exhibition.

Applying for a Special Approval and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons: . Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

If you have any questions or need further assistance, please contact the Licensing Division at gaming.licensing@gov.bc.ca or 250.387.5311 ext. 1.

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1. Before you start your online application

Before starting a special approval application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>).

Additional notes about completing your online application:

- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox.
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

Uploading Documents:

- Make sure that any supporting documents you attach are in one of the following formats:
 - DOC, DOCX, XLS, XLSX, PDF, JPG
 - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
 - Scanning the document using a scanner.
 - Taking a digital photo of the document and saving it as a JPG file.
 - Using a PDF scanner app available on most smart phones.

2. Visit the GPEB website and click the “Online Service” link

You can start a licence application by visiting the GPEB website at gaming.gov.bc.ca. Look for and click the “Online Service” link as shown below.

The screenshot shows the British Columbia Gaming Policy and Enforcement Branch website. The header includes the BC logo and a search bar. The main navigation bar lists various categories, with 'Gambling & Fundraising' selected. Below this, a grid of links is displayed, including 'Gambling in B.C.', 'Gaming Grants', 'Gambling Event Licence Fundraising', 'Horse Racing', 'Responsible Gambling', 'Registration & Certification', 'Enforcement & Investigations', and 'News & Updates'. The 'Online Service' link under 'Registration & Certification' is circled in red. To the right, there is a 'News' section with recent updates and a 'Contact Information' section at the bottom.

Gambling & Fundraising

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.

Gambling in B.C. Buying lottery tickets, playing casino games, online gambling, and betting on horse races are just a few of the types of gambling that adults can choose from in B.C. Learn about types of gambling and other topics like responsible gambling, player safety, how revenues support the citizens of B.C., and more. Explore Within ▾	Gaming Grants Government gaming grants allow eligible organizations to apply for gambling revenues to support a broad range of programs and services. Find out about types of grants, eligibility requirements and how to apply. Explore Within ▾
Gambling Event Licence Fundraising Gambling event licences allow eligible organizations to fundraise by holding a single gambling event or a series of events. Gambling events include raffles, bingo, poker, social occasion casinos, and wheels of fortune. Find out about eligibility requirements and how to apply. Explore Within ▾	Horse Racing Horse racing occurs at a number of locations around the province. Government directs, controls, and regulates the British Columbia horse racing industry and licenses its participants. Explore Within ▾
Responsible Gambling Most British Columbians who gamble do so for entertainment and participate responsibly, however, research shows that a small percentage of players may develop problems related to excessive gambling. Explore Within ▾	Registration & Certification Gambling industry workers, service providers, and suppliers must be registered or certified by the Province of B.C. This helps to ensure the integrity and safety of gambling in the province. Explore Within ▾
Enforcement & Investigations Gambling enforcement activities are essential to maintaining the integrity of gambling in B.C. This includes identification, investigation, and enforcement activities related to wrongdoing in gambling. Explore Within ▾	News & Updates Notices and news about gambling topics for community organizations, gambling industry people and companies, and more.

News

News & Updates

[New information package informs local governments about health risks of gambling](#)
 Wednesday, February 14, 2018

[60 not-for-profit organizations receive a total of \\$5 million in Capital Project Grants](#)
 Wednesday, December 20, 2017

[Update to the Gaming Event Licensing Guidelines and Standards for firearms as prizes](#)
 Monday, November 06, 2017

[More News](#)

Online Service

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

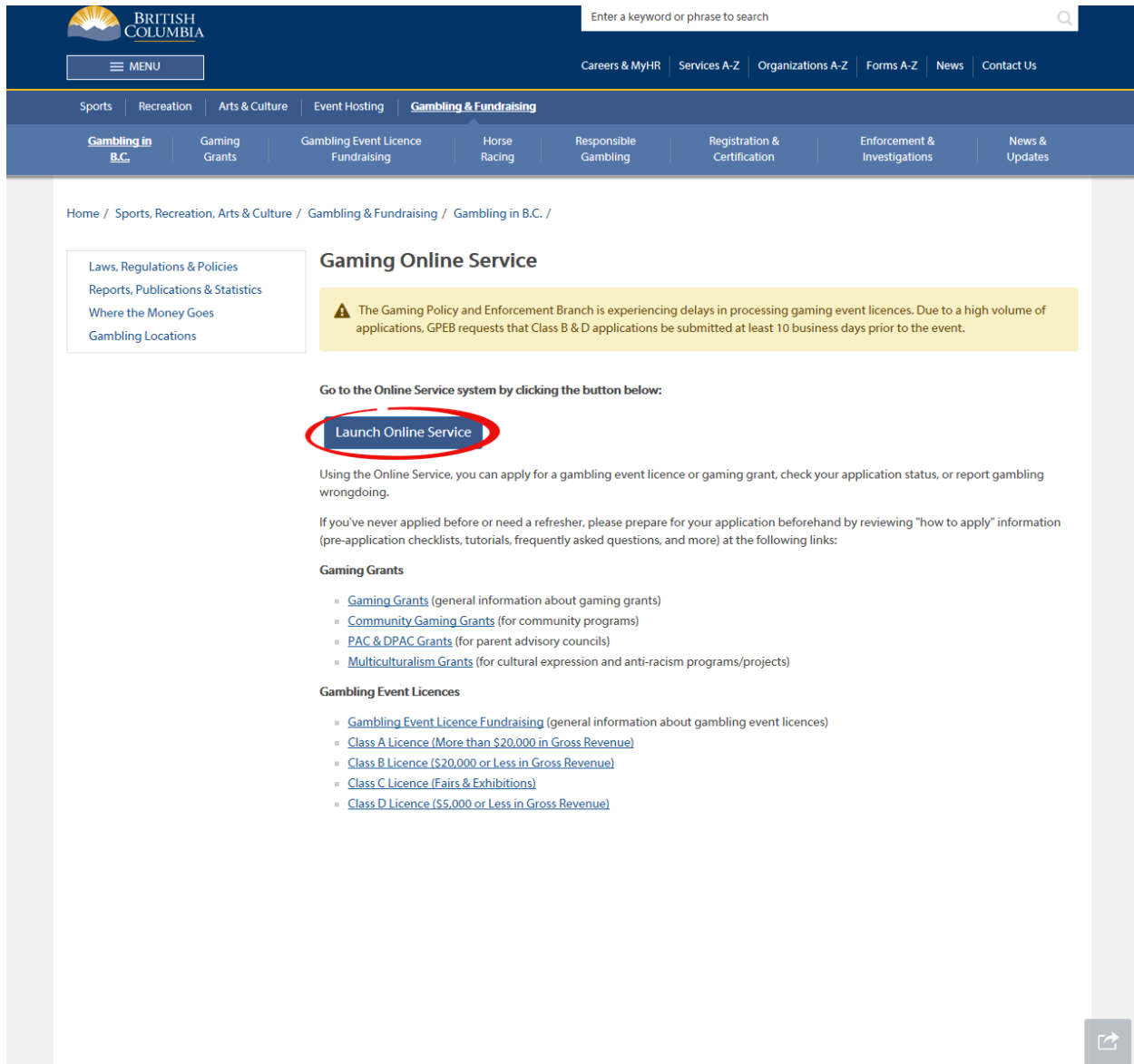
[Online Service](#)

Contact Information

Contact the Gaming Policy and Enforcement Branch if you have questions about gambling in B.C.

[Contact Us](#)

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



BRITISH COLUMBIA

Enter a keyword or phrase to search

MENU


Careers & MyHR | Services A-Z | Organizations A-Z | Forms A-Z | News | Contact Us

Sports | Recreation | Arts & Culture | Event Hosting | **Gambling & Fundraising**

Gambling in B.C. | Gaming Grants | Gambling Event Licence Fundraising | Horse Racing | Responsible Gambling | Registration & Certification | Enforcement & Investigations | News & Updates

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

Gaming Online Service

 The Gaming Policy and Enforcement Branch is experiencing delays in processing gaming event licences. Due to a high volume of applications, GPEB requests that Class B & D applications be submitted at least 10 business days prior to the event.

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

Launch Online Service

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

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

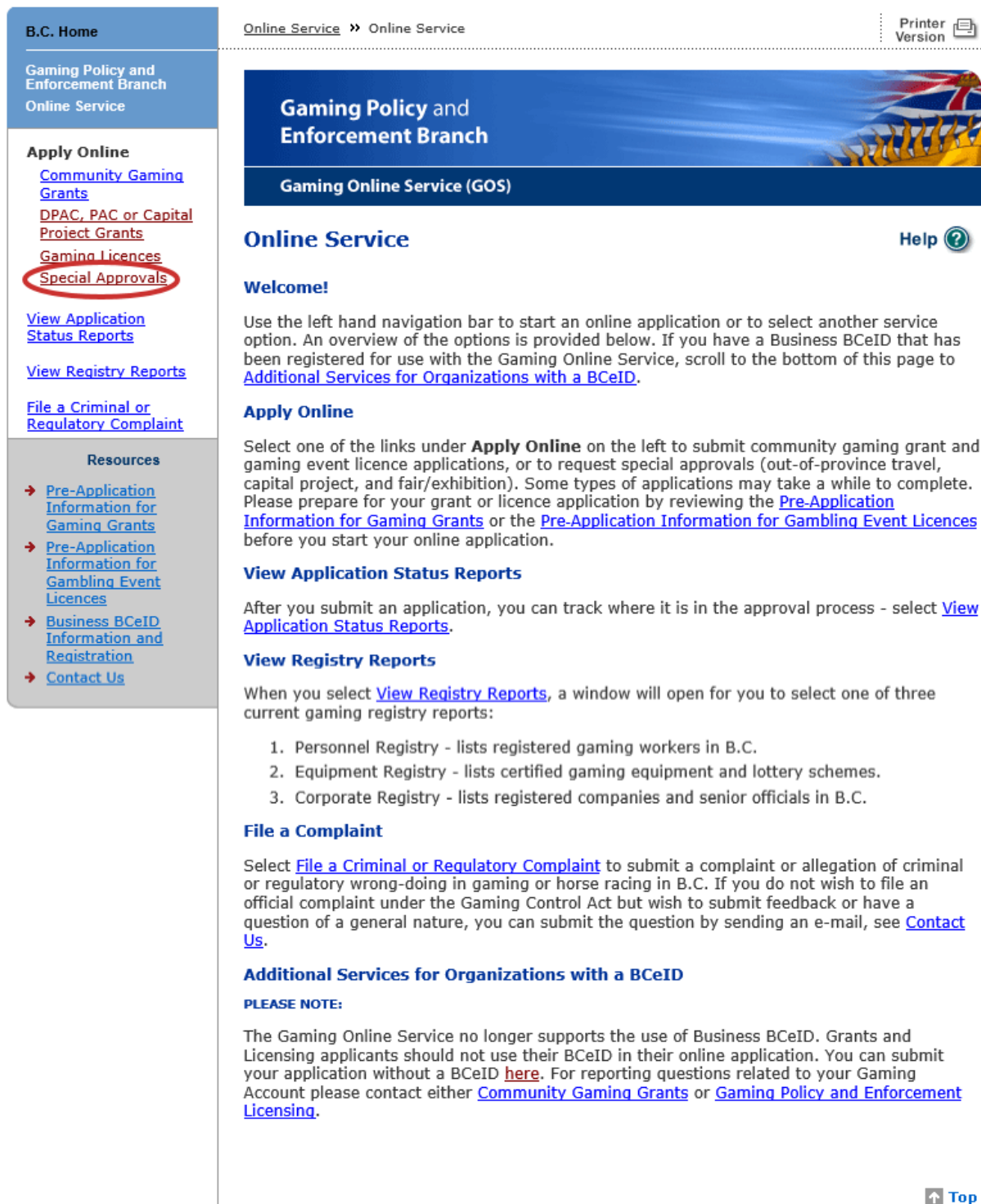
Gaming Grants

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

Gambling Event Licences

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

4. Click “Special Approvals” on the Online Service web page



B.C. Home

Gaming Policy and Enforcement Branch
Online Service

Apply Online

- [Community Gaming Grants](#)
- [DPAC, PAC or Capital Project Grants](#)
- [Gaming Licences](#)
- [Special Approvals](#)
- [View Application Status Reports](#)
- [View Registry Reports](#)
- [File a Criminal or Regulatory Complaint](#)

Resources

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

Online Service » Online Service

Printer Version

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Online Service [Help ?](#)

Welcome!

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

Apply Online

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

View Application Status Reports

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

View Registry Reports

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

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

File a Complaint

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

Additional Services for Organizations with a BCeID

PLEASE NOTE:

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

[↑ Top](#)

5. Search for the organization's profile or create a new one

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Organization Search [Help ?](#)

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

Search Results

L&G File #	Name:	
1XXXXX	GPEB Test	<div>Select</div> 2
4567 Some Street, Vancouver, BC, Canada, V9R 3K9		

New Applicant

3

Search

Important Information

Have you prepared for your application?

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

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

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

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

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

Name: [?](#)

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.

OR **L&G File #**

GPEB Test x

1

Search

Clear

1	Organization Search	<p>If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click the "Search" box.</p> <p>**Not all organizations need or will be issued an L&G number.**</p> <p>If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click the "Search" box.</p>
2	Select Profile	<p>If the organization's profile appears, click the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). E.g. %Rotary Club%</p>
3	New Applicant	<p>If it is the organization's first time applying and nothing appears, click the yellow "New Applicant" button.</p> <p>If a profile appears, the name is in use. You will need to use a name unique to the organization.</p>

6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".

Organization [Help ?](#)

GBC ID: 131897 GPEB Test

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

Organization

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

1 GPEB Test

Addresses 2

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

Address Type	Effective Date	Address
Physical	23-May-2015	4567 Some Street, Vancouver, BC, Canada, V9R 3K9
Mailing	12-Aug-2014	1234 Some Street, Victoria, BC, Canada, V8T 2L9

Organization Details 3

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:
S-0028975

CRA Registered Charity Number:
RR00

On what date did your organization start operating (approximate)?
01-Jun-1966

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

Programs/Services or Purpose

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

*** Program/Service or Purpose: Other Description:**

4 Add Delete Cancel

Program/Service or Purpose	Other Description
Other	Test

5 Edit

Organization Information Changes 6

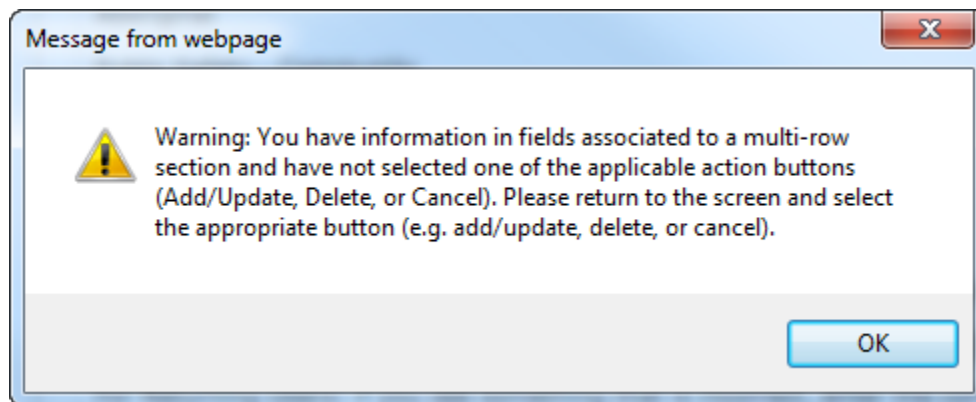
For Returning Users: if you see something that is incorrect, enter the correct information in the text box below. This information will be reviewed and updated when your application is received in GPEB.

Comments:

Please change our mailing address to 8910 New St, Vancouver BC V9T 3L3

Back Next

1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	<p>Within this section you can enter the following:</p> <ul style="list-style-type: none"> • B.C. Society Number • CRA Registered Charity Number • The date when your organization began operations; <p>AND</p> <ul style="list-style-type: none"> • The organization's fiscal year end month and date <p>If you do not have the above information, you can leave the field blank.</p>
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



Error Window	<p>If this box ever appears during your application it means there is information in one of the areas with the “Add”, “Cancel”, or “Delete” options that has not been uploaded.</p> <p>All text boxes of these sections must be blank to leave the page. Clicking “Add” clears these boxes and uploads the information as an entry. “Delete” or “Cancel” clears the boxes.</p>
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7. Select Licence

Application Selection

[Help ?](#)

GBC ID: 131897

GPEB Test

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

Application Type

*** Please select an Application Type**

☐ Grant Government gaming grants are available through the Community Gaming Grant Program which includes the Community Gaming Grant, Capital Project Grant, PAC and DPAC. Other, non-gaming grants may also be available.

☒ Licence Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker, Limited Casinos, and Special Approvals (Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

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 Next

8. Select Special Approvals

Licence Type Selection

Help 

GBC ID: 131897

GPEB Test

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

Licence Types

Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type.

*** Please Select a Licence Type**

- ☐ Class A A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than \$20,000 in total projected sales.
Each application for a Class A licence must be accompanied by a non-refundable \$50 processing fee.
- ☐ Class B A Class B licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate \$20,000 or less in total projected sales.
Each application for a Class B licence must be accompanied by a \$25 non-refundable processing fee.
- ☐ Class C A Class C licence may be issued to an eligible agricultural fair or exhibition, which must be conducted in conjunction with an approved fair or exhibition.
Each application for a Class C licence must be accompanied by a non-refundable processing fee based on the following fee structure:
- For a ticket raffle: \$150
 - For an independent bingo: \$150
 - For wheels of fortune and limited casino: \$25 for each operator supplying equipment or gaming tables, plus \$150 for the first wheel or table and \$50 each additional wheel or table
- ☐ Class D A Class D licence may be issued for a gaming event or series of gaming events that will generate \$5,000 or less in total projected sales.
Each application for a Class D licence must be accompanied by a \$10 non-refundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application.
- ☒ Special Approvals Approval request forms (includes Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

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Next

9. Select Special approval request to use funds for a major capital project**Special Approvals**Help 

GBC ID: 131897

GPEB Test

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

Types of Special Approvals*** Please select a Request Type:**

- ☐ Special approval request to use gaming funds for out-of-province travel
- ☒ Special approval request to use funds for a major capital project
- ☐ Special approval request to operate a Fair or Exhibition

Back

Next

10. Enter the details of the Special Approval

Organization Details

Help ?

GBC ID: 131897

GPEB Test

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

Sector Details 1

* Sector:

Other

* Sub-sector:

Undefined

* Is your organization a service club?

☐ Yes☒ No

If yes, who is the recipient organization?

Constitution and Bylaws 2

* Have there been any changes to your Constitution or Bylaws since 23-May-2018?

☐ Yes☒ No

Provide your Constitution and Bylaws documents.

☐ Attach

Membership and Governance Structure 3

* # of eligible voting members:

20

* # of board members:

6

1	Sector Details	<p>Use the drop down menus to select a Sector and Sub-sector that best describes the services the project will provide. You must select a Sector before Sub-Sectors can be selected.</p> <p>Most organizations will fall under the “Human and Social Services” sector.</p> <p>Generally, Service Clubs (e.g. Rotary Clubs, Legions, Lions Clubs, etc.) may only use gaming funds for a major capital project if they are being donated to an eligible organization that is responsible for the project.</p>
2	Constitution and Bylaws	<p>Indicate if there have been any changes to the organization’s Constitution and Bylaws since the date indicated. The date will vary by organization and application.</p> <p>Organizations applying for the first time must attach a copy of their Constitution and Bylaws.</p> <p>If the organization’s Constitution and Bylaws have been submitted on a previous application, attach any changes to these documents only. If there have been no changes, select “No”.</p>
3	Membership and Governance Structure	<p>Indicate the total number of eligible voting members in the organization and the total number of Board members of the organization. Generally, to be eligible an organization must have at least twice as many voting members as Board members.</p>

Board of Directors 1

* Have there been any changes to your Board of Directors since 23-May-2018?

- ☐ Yes
☒ No

Provide your Board of Directors documents.

- ☐ Attach

Annual General Meeting Details 2

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

31-Jul-2018

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

17

* Submit a copy of the minutes from the last Annual General Meeting.

- ☒ Attach

Browse...

Add

Cancel

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

AGM+Minutes.docx

Delete

Financial Statements 3

* Submit copies of your organization's: revenue and expense statements for the previous fiscal year; balance sheet for the previous fiscal year; and budgets for the current and next fiscal years.

*

- ☒ Attach

Browse...

Add

Cancel

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

Financial+Statements.docx

Delete

Back

Next

1	Board of Directors	<p>Indicate if there have been any changes to the organization's Board of Directors since the date indicated. The date will vary by organization and application.</p> <p>Organizations applying for the first time must attach a list of the Board of Directors including name and position on the Board.</p> <p>If the organization's Board of Directors list has been submitted on a previous application, attach an updated list if necessary. If there have been no changes, select "No</p>
2	Annual General Meeting Details	<p>Enter the date of the organization's last AGM manually or by clicking the calendar icon to select a date. Include the total number of voting members that attended.</p> <p>Attach a copy of the AGM's minutes showing a democratic election.</p>
3	Financial Statements	<p>Attach a revenue and expense statement and balance sheet for the organization's most recent full fiscal period. These should demonstrate all sources of revenue and the costs of running programs. One or more documents may be uploaded</p>

Capital Project Information

Help ?

GBC ID: 131897

GPEB Test

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

Project Details

* Project Name:

Example Project

1

* Is this a multi-year project?

☐ Yes☒ No

* Project Start Date (DD-MMM-YYYY):

01-Sep-2018

* Project End Date (DD-MMM-YYYY):

31-May-2019

* Total value of the project:

\$50000

* Does your organization own the property?

☒ Yes☐ No

2

If you are not the owner of the property, you are required to submit a copy of the lease agreement, and supporting documentation that provides you with approval for the project from the property owner.

☐ Attach

If you are the owner of the property, you are required to submit the proof of ownership.

☐ Attach

* Who is responsible for future maintenance?

Organization Name

* Provide a detailed project description

Work to be done, eg new flooring, lighting, appliances, constructing a new building

3

* Describe the activities & programs this project will support and how the project will enhance the delivery of these program(s)

Description of programs and services offered and how improvements to space or new space will support these programs.

4

1	Project Information	<p>Enter the name of the project and whether it will take more than one year to complete.</p> <p>Enter the expected start and end dates of the project manually or by clicking the calendar icon to select a date.</p> <p>Provide an estimate for the total value of the project.</p>
2	Property Ownership	<p>Indicate if the organization owns the project property. Different supporting documents will need to be supplied whether the organization owns the property or not.</p> <p>If the organization is not the owner, attach a copy of the lease agreement and permission from the property owner to conduct the project.</p> <p>If the organization owns the property, attach proof of ownership.</p> <p>Indicate who will be responsible for future maintenance of the project. For example, the organization, another organization, or local municipality.</p>
3	Project Details	Describe what will be done during the project, for example renovating an area of an existing structure to create a youth activity centre or constructing a new building for a drop-in centre
4	Program and Activity Support	Describe how this project will support the organization's programs. Include what programs will be offered and how this project will expand and/or enhance project delivery.

Capital Project Location 1

Enter Location Name and/or Address information

Location:**Unit:****Street:****City:****Province/State:****Country:****Postal / Zip Code:****Project Budget 2**

***A project budget and project quotes are required for the current phase as well for any future phases of this project.**

☒ Attach**Attached Document(s):**

Project+Budget.docx

*** Total estimated project cost:**\$ **Confirmed Funding Sources 3**

If you selected Major Capital Project, you must list the secured funding sources for this project. If you selected Other-Request to Use Funds for a Capital Project you must list all gaming funds that are being used as funding sources for this project. When entering a row enter the Description and Amount. To enter a row click Add.

Description:**Amount:**\$ **Description:**

Operations Budget

Amount:

\$30000

1	Capital Project Location	<p>Enter the location of the project property including street address, city, postal code and location name if applicable.</p> <p>Projects must be on land owned by the organization, land leased from government by the organization, or public land.</p>
2	Project Budget	<p>Attach a detailed budget for the project. This should include budgets and quotes for this phase and any future phases.</p> <p>Include an estimated total cost of the project as supported by the attached documents.</p>
3	Confirmed Funding Sources	<p>Summarize all confirmed funding sources. Include a description of the source and the amount contributed to the project. Gaming funds from events that have been held would be confirmed sources. Click "Add" to upload the information and enter another source of funding. You will not be able to proceed unless you have clicked "Add".</p>

Unconfirmed Funding Sources **1**

When entering a row you must enter the Description and Amount. To enter the row click Add.

Description:**Amount:**\$ **Add****Delete****Cancel****Description:**

Licensed Gaming

Amount:

\$20000

Select**Volunteers "In Kind"** **2**

When entering a row you must enter the # of hours, Rate, and Type of Volunteer. To enter a row click Add.

of hours:**Rate:**\$ **Type of Volunteer:****Add****Delete****Cancel****# of hours:****Rate:****Type of Volunteer:****Donated Supplies** **3**

When entering a row you must enter the Description and Amount. To enter a row click Add.

Description:**Amount:**\$ **Add****Delete****Cancel****Description:****Amount:****Back****Next**

1	Unconfirmed Funding Sources	Summarize all unconfirmed funding sources. Include a description of the source and the amount expected to be received. Funds from gaming events that have not been held yet are included in unconfirmed funding sources. Click "Add" to upload the information and enter another source of funding. You will not be able to proceed unless you have clicked "Add".
2	Volunteers "In Kind"	<p>Provide an estimate for the value of volunteer contributions to the project. Enter the expected number of hours for each type of volunteer and the approved rate for each type. Click "Add" to upload the information and enter another estimate. You will not be able to proceed unless you have clicked "Add". Records of volunteer hours received must be retained as part of the gaming records.</p> <p>Volunteer contributions to major capital projects are valued as follows: Unskilled labour - \$10/hr Skilled labour - \$25/hr Heavy equipment including operator costs - \$50/hr Professional services – fair market value</p>
3	Donated Supplies	Provide an estimate for the value of materials that will be donated to the project. Enter a description of the material and the value donated. Donated materials are valued at fair market value. Click "Add" to upload the information and enter another estimate. You will not be able to proceed unless you have clicked "Add".

11. Submit information of individuals responsible for application

Submission Information

Help ?

GBC ID: 131897

GPEB Test

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

Officers Responsible

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

*Type

- ☐ **Officer Responsible** (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)
- ☐ **Submitter** (member of the organization authorized to complete and submit this application)
- ☐ **Contact Person** (member of the organization that the Branch can contact regarding this application)

*Position

*First Name

*Last Name

Address

Unit

*Street

*Province

*City

*Postal Code

*Business Phone

Ext

*Home Phone

Cell Phone

e-mail

(e.g. John.Doe@home.com)

Add

Delete

Cancel

Position

Name

Officer Resp.

Submitter

Contact

Chair

Applicant One

☒☒☒

President

Applicant Two

☒☐☐

Edit

Edit

Delivery Method

* Your application results will be sent by e-mail. Please enter your email below.

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.)

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Next

1	Roles	Click the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click "Add" to upload their information. The next individual's information can then be entered. You will not be able to proceed unless you have clicked "Add".
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one of business or home phone number.
3	Number of Members	<p>The Officer Resp. column must have two boxes checked. Submitter and Contact must each have one box checked.</p> <p>Individuals can have one or multiple roles.</p> <p>If more or less than the required number of boxes have been checked you will not be able to proceed. Click on "Edit" to reopen a submission and add or remove a role from an individual.</p>
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Only one address may be entered.

12. Read and agree to the Terms and Conditions

Click the check box to confirm you have read, and agree to, the Terms and Conditions.

Terms and Conditions

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,

***I agree to the terms and conditions as stated above:** ☒

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