

Parent Advisory Council (PAC) & District Parent Advisory Council (DPAC) Grant Application Tutorial

This document provides instructions and tips on the completion of the online application for a PAC/ DPAC grant. Before you start, review this document along with the PAC/DPAC Grant Pre-Application Checklist. This will provide you with an understanding of what information is required to complete the application.

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1. Before you start your online application

Before starting a PAC & DPAC Grant application, familiarize yourself with important related information, including eligibility criteria, grant conditions, application periods and timelines, and more. We also recommend that you prepare for your application by reviewing the PAC/DPAC Pre-Application Checklist on our website.

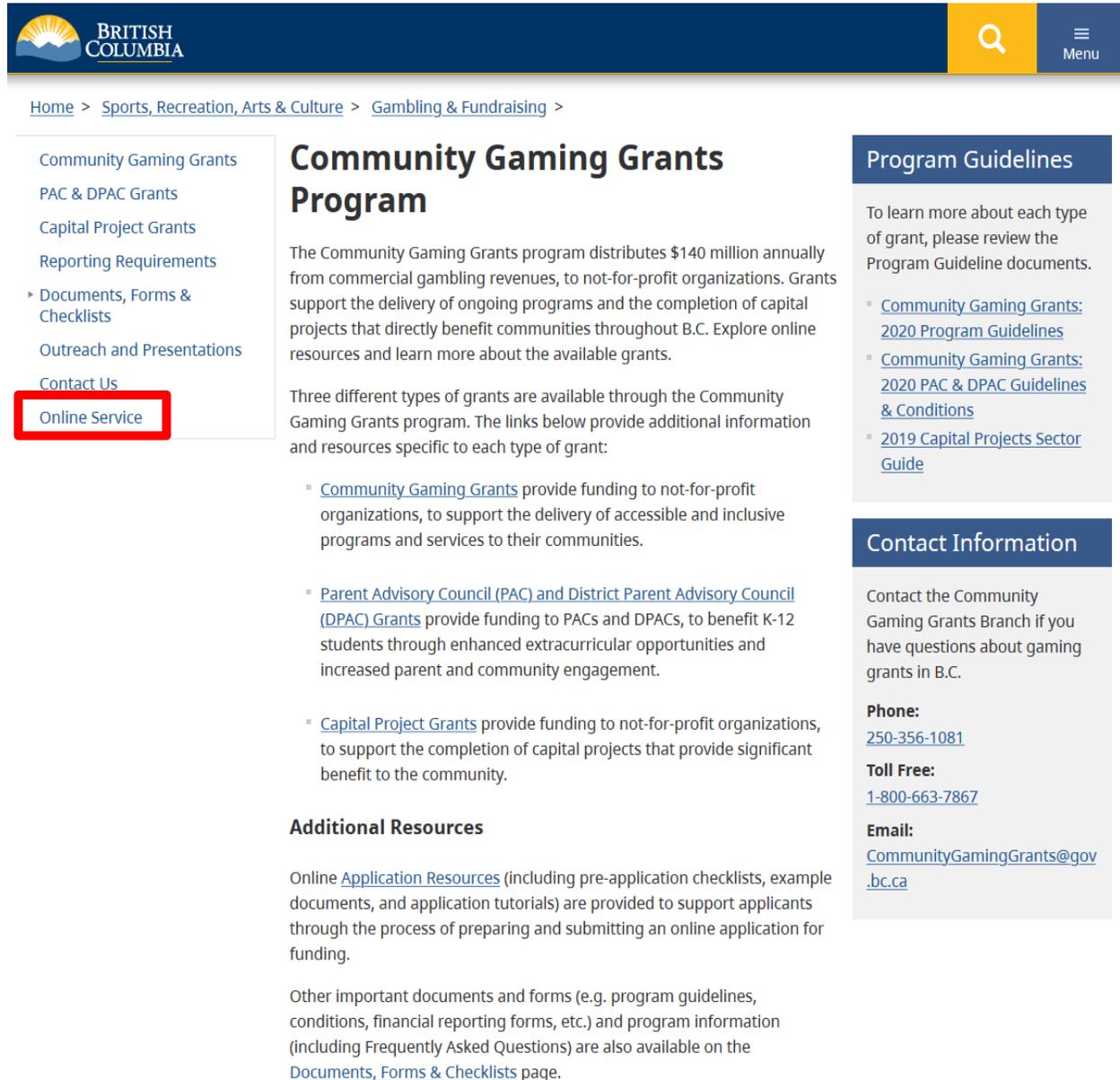
The information and resources mentioned above are available on the PAC & DPAC Grants page (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>) on the Community Gaming Grants website.

Additional notes about 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 under 30 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.

2. Click the “Online Service” link on the Community Gaming Grants website

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



The screenshot shows the website header with the British Columbia logo, a search icon, and a menu icon. Below the header is a breadcrumb trail: Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >. The main content area is titled "Community Gaming Grants Program". To the left is a navigation menu with "Online Service" highlighted by a red box and a red arrow. The main content includes a description of the program, a list of grant types, and contact information. The right sidebar contains "Program Guidelines" and "Contact Information".

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

Community Gaming Grants
PAC & DPAC Grants
Capital Project Grants
Reporting Requirements
Documents, Forms & Checklists
Outreach and Presentations
Contact Us
Online Service

Community Gaming Grants Program

The Community Gaming Grants program distributes \$140 million annually from commercial gambling revenues, to not-for-profit organizations. Grants support the delivery of ongoing programs and the completion of capital projects that directly benefit communities throughout B.C. Explore online resources and learn more about the available grants.

Three different types of grants are available through the Community Gaming Grants program. The links below provide additional information and resources specific to each type of grant:

- Community Gaming Grants provide funding to not-for-profit organizations, to support the delivery of accessible and inclusive programs and services to their communities.
- Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) Grants provide funding to PACs and DPACs, to benefit K-12 students through enhanced extracurricular opportunities and increased parent and community engagement.
- Capital Project Grants provide funding to not-for-profit organizations, to support the completion of capital projects that provide significant benefit to the community.

Additional Resources

Online [Application Resources](#) (including pre-application checklists, example documents, and application tutorials) are provided to support applicants through the process of preparing and submitting an online application for funding.

Other important documents and forms (e.g. program guidelines, conditions, financial reporting forms, etc.) and program information (including Frequently Asked Questions) are also available on the [Documents, Forms & Checklists](#) page.

Program Guidelines

To learn more about each type of grant, please review the Program Guideline documents.

- [Community Gaming Grants: 2020 Program Guidelines](#)
- [Community Gaming Grants: 2020 PAC & DPAC Guidelines & Conditions](#)
- [2019 Capital Projects Sector Guide](#)

Contact Information

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

Phone:
[250-356-1081](tel:250-356-1081)

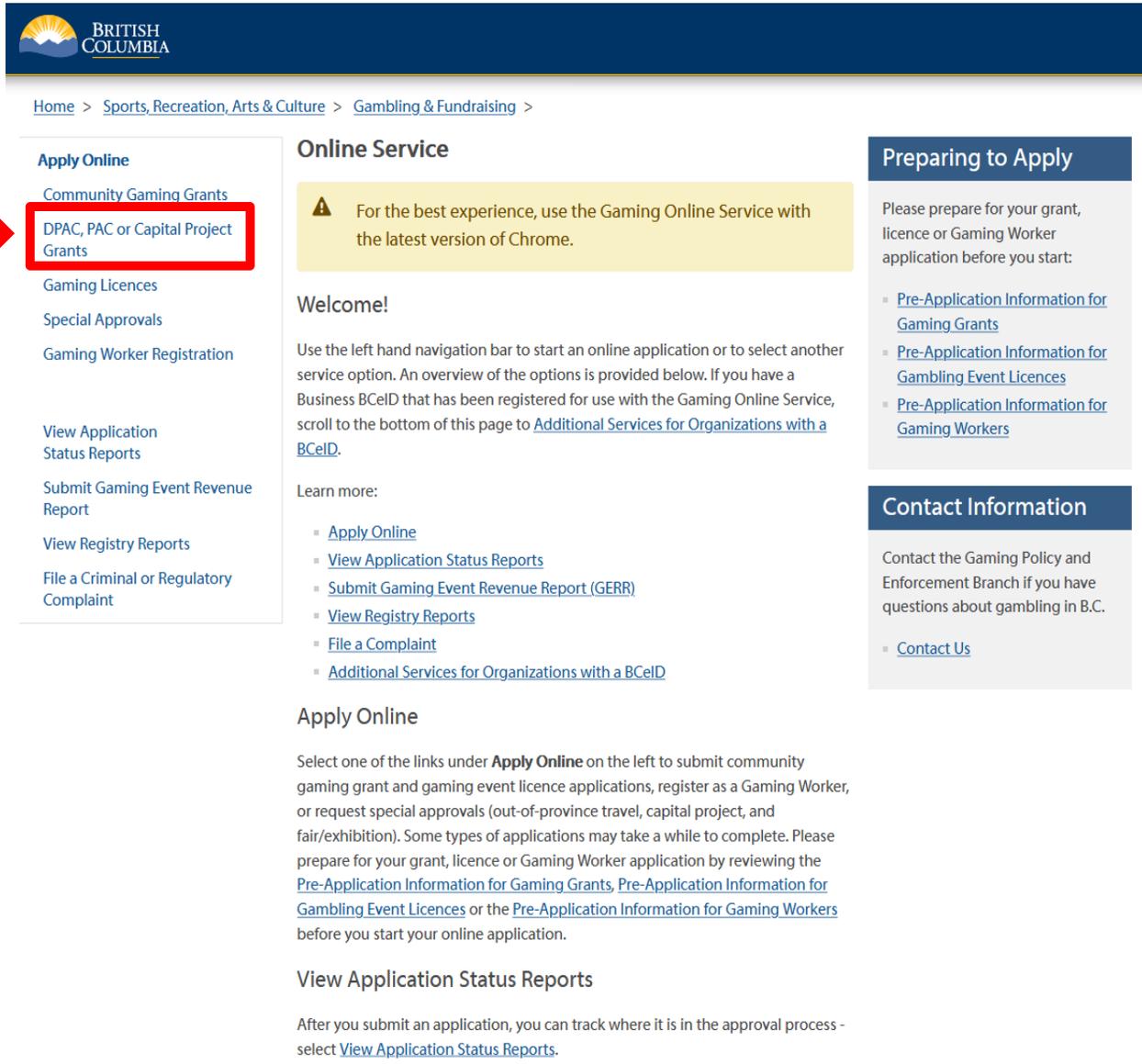
Toll Free:
[1-800-663-7867](tel:1-800-663-7867)

Email:
CommunityGamingGrants@gov.bc.ca

3. Click the “Launch Online Service” button

The screenshot shows the British Columbia government website for the Gaming Online Service. At the top, there is a blue header with the British Columbia logo and a search bar. Below the header, a navigation breadcrumb reads: Home > Sports, recreation, arts and culture > Gambling & Fundraising > Gambling in B.C. >. On the left, a sidebar menu lists: Laws, Regulations & Policies; Reports, Publications & Statistics; Where the Money Goes; and Gambling Locations. The main content area is titled "Gaming Online Service" and features a blue information box with the text: "Licensed Charitable Gaming Rules have been updated effective March 12, 2020. Click here to see the changes that have occurred." Below this, a red starburst highlights a blue button labeled "Launch Online Service". The text below the button reads: "Go to the Online Service system, by clicking the button below:" followed by "Using the Online Service (GOS), you can apply for a gambling event licence, gaming grant, or registration as a gambling worker. You can also check your licence or grant application status, or report gambling wrongdoing." Further down, it says: "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:" and lists three categories: "Gaming Grants" with links for "Gaming Grants", "Community Gaming Grants", "PAC & DPAC Grants", and "Multiculturalism Grants"; "Gambling Event Licences" with a link for "Gambling Event Licence Fundraising"; and "Gaming Worker Registration" with a link for "Gambling Worker Initial Registration/Renewal". At the bottom of the page, there is a feedback section: "Did you find what you were looking for?" with "Yes" and "No" buttons. The footer contains links for Home, About gov.bc.ca, Disclaimer, Privacy, Accessibility, Copyright, and Contact us.

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



The screenshot shows the British Columbia Gaming Grants website. The header includes the British Columbia logo and the text 'BRITISH COLUMBIA'. Below the header is a breadcrumb trail: 'Home > Sports, Recreation, Arts & Culture > Gambling & Fundraising >'. On the left side, there is a navigation menu under the heading 'Apply Online'. The menu items are: 'Community Gaming Grants', 'DPAC, PAC or Capital Project Grants' (highlighted with a red box and a red arrow), 'Gaming Licences', 'Special Approvals', 'Gaming Worker Registration', 'View Application Status Reports', 'Submit Gaming Event Revenue Report', 'View Registry Reports', and 'File a Criminal or Regulatory Complaint'. The main content area is titled 'Online Service' and features a yellow warning box with a triangle icon: 'For the best experience, use the Gaming Online Service with the latest version of Chrome.' Below this is a 'Welcome!' section with a paragraph of text and a list of links under 'Learn more:'. On the right side, there are two sections: 'Preparing to Apply' with a paragraph and three links, and 'Contact Information' with a paragraph and one link.

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

Apply Online

- Community Gaming Grants
- DPAC, PAC or Capital Project Grants**
- Gaming Licences
- Special Approvals
- Gaming Worker Registration

- View Application Status Reports
- Submit Gaming Event Revenue Report
- View Registry Reports
- File a Criminal or Regulatory Complaint

Online Service

 For the best experience, use the Gaming Online Service with the latest version of Chrome.

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](#).

Learn more:

- [Apply Online](#)
- [View Application Status Reports](#)
- [Submit Gaming Event Revenue Report \(GERR\)](#)
- [View Registry Reports](#)
- [File a Complaint](#)
- [Additional Services for Organizations with a BCeID](#)

Preparing to Apply

Please prepare for your grant, licence or Gaming Worker application before you start:

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

Contact Information

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

- [Contact Us](#)

Apply Online

Select one of the links under **Apply Online** on the left to submit community gaming grant and gaming event licence applications, register as a Gaming Worker, or 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, licence or Gaming Worker application by reviewing the [Pre-Application Information for Gaming Grants](#), [Pre-Application Information for Gambling Event Licences](#) or the [Pre-Application Information for Gaming Workers](#) 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](#).

5. Search for your organization

Search by entering the organization’s L&G file number. 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. See the text above the search box for important tips on how to search for your organization by name.

Gaming Policy and Enforcement Branch
Online Service

Resources

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

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Organization Search Help ?

Search

IMPORTANT INFORMATION - Before You Begin

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

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

Application Technical Recommendations:

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

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

Prior to beginning your Charitable Licensing application:

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

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

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

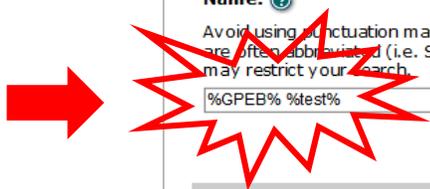
Please use the **Search** function to determine whether your organization exists in our system.

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

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

Name:  OR L&G File #

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



6. Select your organization

Click the “Select” button for your organization. If you are unable to find your organization in our system, click “New Applicant” (see Step 7 for additional instructions). If you are able to locate and select your organization, proceed to Step 8.

Gaming Policy and Enforcement Branch
Online Service

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Organization Search Help ?

Search Results

L&G File #	Name:	
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 103	Select
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 101	Select
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 102	Select
123 Some Street, Victoria, BC, Canada, V8R 2L9	GPEB Test 100	Select
123 Test St, Victoria, BC, Canada, V8V 8V8	GPEB CGGtest1	Select
1111 John Street, Victoria, BC, Canada, V8X 3J2	GPEB Test 2	Select
123 Mail Street, Valemount, BC, Canada, V1V 1V1	GPEB Test 99	Select
1XXXXXX 4567 Some Street, Vancouver, BC, Canada, V9R 3K9	GPEB Test	Select

New Applicant

IMPORTANT INFORMATION - Before You Begin

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

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

7. If applicable, add new organization information

Provide all required information, including the organization’s fiscal year end date. In the “Program/Service or Purpose” section, please select “PAC” or “DPAC” from the drop-down menu (as applicable). Once you have created a New Organization, please proceed to Step 9.

Note: Only complete this step if you cannot locate your organization in our system, as described in Step 6 of this tutorial.

Gaming Policy and Enforcement Branch Online Service

Resources

- Pre-Application Information for Gaming Grants
- Pre-Application Information for Gambling Event Licences
- Business BCeID Information and Registration
- Contact Us

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Organization Help ?

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).

Addresses

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

* **Address Type:** * **Effective Date:** * **Unit:** * **Street:**

* **City:** * **Province/State:** * **Country:** * **Postal / Zip Code:**
 British Columbia Canada

Address Type	Effective Date	Address

Organization Details

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

BC Society Number:

CRA Registered Charity Number:
 RR00

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

Fiscal Year End:
Month **Day**

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:**

Program/Service or Purpose	Other Description

8. Review your organization information

Ensure that the organization’s information is accurate. If you have selected the wrong organization, navigate back to the search screen by clicking the “Back” button at the bottom left-hand side of the screen.

If there are any changes or updates that need to be made to your organization’s information, these changes can be noted in the “Organization Information Changes” section.

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Organization Help ?

GBC ID: 453950 GPEB Test 100

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

Organization

Name:
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).
GPEB Test 100

Addresses

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

Address Type	Effective Date	Address
Mailing	26-Mar-2014	123 Some Street, Victoria, BC, Canada, V8R 2L9

Organization Details

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

BC Society Number:
[]

CRA Registered Charity Number:
[] RR00 []

On what date did your organization start operating (approximate)?
01-Mar-2012

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:**

Program/Service or Purpose	Other Description
PAC	[] Edit

Organization Information Changes

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

Comments:
[]

Back Next

9. Select application type “Grant”

Gaming Policy and Enforcement Branch Online Service

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Application Selection Help ?

GBC ID: 453950 GPEB Test 100

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

Application Type

* Please select an Application Type

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

Back Next

10. Choose grant type

If you are applying on behalf of a Parent Advisory Committee (or equivalent group, such as a parent support group) at a public school, group 1 or 2 Independent school, or First Nation band school, please select “PAC” (Parent Advisory Committee). If you are applying on behalf of a District Parent Advisory Committee, please select Grant Type “DPAC.”

Gaming Policy and Enforcement Branch Online Service

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Grant Selection Help ?

GBC ID: 453950 GPEB Test 100

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

Grant Types

* Please select a Grant Type

- DPAC District Parent Advisory Council (apply Apr 1 - Jun 30)
- PAC Parent Advisory Council, Category 1 or 2 Independent School Parent Organization, or First Nations Band School Parent Organization (apply Apr 1 - Jun 30)

Back Next

11. Provide PAC/DPAC funding information

Select the applicable school district and/or school name(s) that are represented by your PAC/DPAC, and then click “Add.” If your PAC represents more than one school, please add each school that it represents.

If your organization has never applied before, you must upload the Constitution and Bylaws, a board of director’s list and the minutes of the last AGM, or whichever meeting when the board was elected. Returning applicants can also upload these documents if there have been changes.

Please also provide the requested information about the organization’s Gaming Account.

a. For PACs

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

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

Online Service » PAC Funding Information

Printer Version

Community Gaming Grants Branch

Gaming Online Service (GOS)

PAC Funding Information

Help

GBC ID: 627945 test

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

School Information

When entering a row choose the School District and then the School Name. To enter a row click Add.

*School District	* School Name	Add	Delete	Cancel
------------------	---------------	-----	--------	--------

School Name School Address

Constitution and Bylaws

You are required to submit a copy of the organization’s most current constitution and bylaws (or equivalent documents). Registered societies must provide a copy certified by BC Registries and Online Services.

* How will you be submitting the organization's constitution and bylaws?

Email
 Attach

(continued below)

(continued from above)

Board of Directors

You are required to submit a current board of directors list for the organization.

* **How will you be submitting the board of directors list?**

Email

Attach

Attach minutes from the last Annual General Meeting, providing evidence that a democratic election of the board occurred. If elections were not held at the annual general meeting, please attach the minutes from the meeting at which the board of directors was elected.

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

Email

Attach

Gaming Account

* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

The Gaming Account is on file with the Branch and there are no changes.

I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).

I will email a void cheque to the Branch (note, the application will be processed after receipt of this information).

For DPACs

B.C. Home Online Service » PAC Funding Information Printer Version

Community Gaming Grants Branch
Gaming Online Service (GOS)

PAC Funding Information

GBC ID: 627945 test

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

School Information

When entering a row choose the School District and then the School Name. To enter a row click Add.

*School District	* School Name	Add	Delete	Cancel
<input type="text"/>	<input type="text"/>			

School Name **School Address**

Constitution and Bylaws

You are required to submit a copy of the organization's most current constitution and bylaws (or equivalent documents). Registered societies must provide a copy certified by BC Registries and Online Services.

* How will you be submitting the organization's constitution and bylaws?

Email
 Attach

Board of Directors

You are required to submit a current board of directors list for the organization.

* How will you be submitting the board of directors list?

Email
 Attach

Attach minutes from the last Annual General Meeting, providing evidence that a democratic election of the board occurred. If elections were not held at the annual general meeting, please attach the minutes from the meeting at which the board of directors was elected.

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

Email
 Attach

Gaming Account

* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

The Gaming Account is on file with the Branch and there are no changes.
 I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).
 I will email a void cheque to the Branch (note, the application will be processed after receipt of this information).

Back Next

12. Provide information about the officers responsible for the application

Provide the names and contact information for the people responsible for your organization’s application.

Click the “Add Person” button for each officer responsible, submitter or contact person you wish to include. You can update or delete the information provided by clicking the “Edit” button next to each entry.

Gaming Policy and Enforcement Branch
Online Service

Resources

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

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Submission Information Help ?

GBC ID: 453950 **GPEB Test 100**

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**

Treasurer Tester Two

Address

Unit ***Street** ***Province** ***City** ***Postal Code**

456 Test St British Columbia Victoria V9V 9V9

***Business Phone** **Ext** ***Home Phone** **Cell Phone**

789 - 123 - 4560 987 - 654 - 3210

e-mail

tester_two@gpebtest100.com (e.g. John.Doe@home.com)

Add Delete Cancel

Position	Name	Officer Resp.	Submitter	Contact	
President	Tester One	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

13. Enter delivery method email address

Gaming Policy and Enforcement Branch
Online Service

Resources

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

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Submission Information

Help ?

GBC ID: 453950

GPEB Test 100

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	
President	Tester One	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Treasurer	Tester Two	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)

Back



14. Agree to the terms and conditions

Review the terms and conditions then click the checkbox to indicate your agreement. Click the "Next" button to submit your application.

Gaming Policy and Enforcement Branch
Online Service

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Terms and Conditions

Help ?

GBC ID: 453950 GPEB Test 100

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

Terms and Conditions Details

CONFIRMATION AND ACCEPTANCE:
My acceptance of this statement indicates that I confirm and acknowledge:
- I am a bona fide member of the organization (the "applicant") making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Community

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

Back **Next**



15. Review the application confirmation screen

Congratulations! Your application was successfully submitted. Please make a note of your application number.

Please Note:

The confirmation screen provides outdated contact information. If you have any questions regarding your application, or if you need to submit supporting documents, please contact the Community Gaming Grants Branch directly (do not contact Gaming Policy and Enforcement Branch regarding Community Gaming Grant/ PAC & DPAC applications).

Contact information for the Branch is provided in Step 16 of this tutorial.

Gaming Policy and Enforcement Branch
Online Service



Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Confirmation Help

GBC ID: 453950
GPEB Test 100

Web Confirmation

Application ID #
1159474

Your application has been submitted. Please review the rest of this page for important related information.

Record the application ID number above so you can refer to it if you need to discuss your application with the [Gaming Policy and Enforcement Branch](#). Please include this application ID number and your organization name when submitting any supporting documents.

Supporting Documents

Application processing cannot start until all of the supporting documents have been received by the Gaming Policy and Enforcement Branch in Victoria.

Email:
gaming.branch@gov.bc.ca

Mail:
Gaming Policy and Enforcement Branch
P.O. Box 9310, Stn. Prov. Govt.
Victoria, B.C.
V8W 9N1

Notification Emails

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

16. Community Gaming Grants Branch 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

Submitting supporting documents:

If you indicated in your application that you will “mail” specific supporting documents (e.g. void gaming account cheque), please send only those documents (you do not need to send the Application Confirmation or any other documents). Be sure to indicate your organization name and your application ID. The required supporting documentation must be received by the Branch within two weeks of the online form submissions by email only. If any required supporting documentation is not received within the two-week timeframe, the application may not be considered.

Please note: Applicants **may not** submit supporting documents by mail or courier to the Branch. Any support documents submitted by mail or courier **will not** be assessed by the Branch.