Community Gaming Grants Branch

PARENT ADVISORY COUNCIL (PAC) & DISTRICT PARENT ADVISORY COUNCIL (DPAC) GRANTS – FREQUENTLY ASKED QUESTIONS

Updated March 2024

This document provides information for Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs) in B.C. that wish to apply for, or have already received, a Community Gaming Grant PAC/DPAC grant. This document is provided for informational purposes only and does not replace or take precedence over the published PAC & DPAC Program Guidelines, available on the Community Gaming Grants Branch website: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants.

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1. Who can apply for a PAC Community Gaming Grant?

- Any Parent Advisory Council (PAC) or equivalent group (e.g. a parent support group) at a public school, group 1 or 2 independent school, or First Nation band school within B.C. is eligible to apply for a PAC grant.
- To be eligible for a grant, the PAC or equivalent group must be separate from the management and operation of the school, and its membership must consist of parents or guardians of students attending the school(s) the PAC represents.
- Additional eligibility criteria are outlined in Guideline 3.2 of the PAC & DPAC Program Guidelines.
- Educational institutions, schools and school authorities are not eligible for a PAC/DPAC grant.

2. Can a parent group at an independent or First Nation school apply for a PAC Grant?

- Yes. The parent support group must be separate from management and operation of the school, independent school authority, or First Nation.
- Please see Guideline 3.2 of the PAC & DPAC Program Guidelines for additional eligibility criteria.
- Independent school authorities/societies are not eligible to apply for the PAC grant.

3. Our school is being built and will open soon. Is our PAC eligible for a grant?

- No. Guideline 3.2 of the PAC & DPAC Program Guidelines states, in part, that a PAC is ineligible for a grant if it is a PAC at a new school that cannot demonstrate that it has delivered the program within British Columbia for at least 12 months.
- Once the PAC has existed for at least 12 months, it may be eligible for a grant.
- PAC grants fund each student only once. Grant amounts are based on the full-time student enrollment at the start of the previous school year. As such, students enrolling at a new school will be included in the enrollment number for their former school(s) for the first year of the new school's operation.
- In some cases, a new school will receive a significant number of students from a school that is closing or substantially downsizing. The previous school's PAC is encouraged to disburse funds from its Gaming Account to the newly formed PAC, proportionate to the reassignment of students.
    - Please note: the newly formed PAC must have a Gaming Account to receive these funds and must comply with the Conditions for a PAC/DPAC.
- Additional documents required for first time applicants are listed on the Pre-application Checklist, located at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources.

4. To receive a grant does our PAC/DPAC have to apply every year?

- Yes. PAC and DPAC grants must be submitted between April 1 and June 30 each year. Applicants will be notified of the application results by September 30.

5. How do we apply?

- Applicants must apply online. To get started with your online application, follow the steps outlined in the "How to Apply" section of the PAC and DPAC Grants webpage, located at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants.
- Other application resources, including a PAC/DPAC Pre-application Checklist and a step-by-step application tutorial, are also available on our website at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources.

6. We missed the application deadline. Will our late application be considered?

- While PAC/DPAC applicants may submit an application late, it is important to note that late applications may not be funded and are unlikely to receive notification of application results until after the posted "final notification" date.
- Late applications may be processed once all other applications received on time have been processed and paid.

7. How can we get a copy of our online application?

- Applicants that wish to have a copy of their online application may choose to print each page of the application, as they submit it.
- There is a "Printer Version" button at the top right of each page in the online application. Clicking this button prepares the screen in a printer-ready format, for printing on your home printer. Print each page before clicking the "Next" button at the bottom of the page.
- At the end of the online application, there is a confirmation page which provides an identification (ID) number for the submitted application. The Branch recommends that applicants print the confirmation page and retain it in their records. At a minimum, it is recommended that applicants record and retain the application ID number.
- Applicants can monitor the status of their application via the online Application Status Report page at: https://www.gaming.gov.bc.ca/gaming/report/WebReports.do. Select "Community Gaming Grants" and enter the application ID number to view your application status.
    - Please note: It may take one or two business days for new applications to appear on the Application Status Report page.

8. How are grant amounts determined?

- The total grant received by a PAC is based on the full-time student enrollment at the beginning of the previous school year, for the school(s) represented by the PAC. Enrollment numbers are provided by the Ministry of Education and Child Care.
- Funding amounts for PAC grants are set at a rate of $20 per student.
    - Schools with fewer than 100 students will be provided with a base rate of $2,000.
- The funding amount for a DPAC grant is set at $2,500 per year, per DPAC.

9. How can a PAC spend its grant funding?

- PAC grant funding is intended to benefit all students by enhancing the **extracurricular** opportunities of students who currently attend the school(s) represented by the PAC. Generally, grant funds may be used to pay for goods and services that will be used by students for extracurricular activities.
- Grant funds may not be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete BC K-12 curriculum requirements. For this reason, materials that are not required for delivering or completing curriculum, but that assist in doing so, are not an eligible use of PAC funding (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, laptops, etc.).
- Guideline 4.1 of the PAC & DPAC Program Guidelines provides a list of examples of eligible uses of PAC grant funds, as well as prohibited uses.

10. How can a DPAC spend its grant funding?

- DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community.
- Guideline 4.2 of the PAC & DPAC Program Guidelines provides a list of examples of eligible uses of DPAC grant funds, as well as prohibited uses.

11. Can a PAC or DPAC give grant funds to a school or school district?

- Guideline 6.2 of the PAC & DPAC Program Guidelines states, in part, that the grant funds provided to PACs and DPACs must remain under the management and control of the PAC/DPAC that received them.
    - Please note: The ownership of eligible assets purchased by a PAC with grant funds may be transferred to a school or school district if doing so is required for storage, maintenance, operation, or liability insurance purposes.

- Guideline 6.2 also states, in part, that PACs and DPACs must not transfer any gaming funds to schools or school districts, unless it is to reimburse the school or school district made on behalf of, and at the request of, the PAC/DPAC.
- Funds may not be transferred to schools or school districts to support their activities or programs.

12. Can we use our PAC grant funds to provide scholarships or bursaries to students?

- The 2022-23 grant year was the last year PAC funding could be used for scholarships or bursaries. This change was made to align with Community Gaming Grant policies that prohibit the use of funds toward financial assistance for individuals. This change also aligns with current PAC and DPAC policy on eligible use of funds that funding may only be used for extracurricular opportunities.
- Students who graduated in June 2023 were the last eligible high school students to receive funds for scholarships/bursaries from Community Gaming Grant funds through a PAC. All cheques for this purpose must have been cashed by the students by December 31, 2023.

13. Can we request approval for out-of-province travel?

- Under exceptional circumstances, PAC/DPAC grant recipients may request pre-approval to use a portion of grant funds towards out-of-province travel costs.

Guideline 4.3 of the PAC & DPAC Program Guidelines provides specific information regarding the circumstances under which out-of-province travel may be approved.

- Requests must be submitted to the Branch prior to the date of travel, using the Request for Out-of-Province Travel Approval form, available online at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service.
- A step-by-step tutorial is available on our website at https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-request-for-approval-tutorial-opt.pdf

14. How quickly do we have to spend our grant funds?

- PACs must disburse grant funds within 24 months of the date that the grant funds were received by the PAC.
- DPACs must disburse grant funds within 12 months of the date that the grant funds were received by the DPAC.
- Guideline 6.2 of the PAC & DPAC Program Guidelines provides additional important information regarding the timeframe to disburse grant funds. All PAC/DPAC grant recipients are strongly encouraged to read this information.

15. What are the reporting requirements for PAC/DPAC grant recipients?

- All PAC/DPAC grant recipients must submit a Gaming Account Summary Report to the Community Gaming Grants Branch within 90 days of the PAC/DPAC's fiscal year end. The report must not be submitted prior to the PAC/DPAC's fiscal year end.
- The Gaming Account Summary Report is available on the Branch website at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/reporting-requirements.
- Guideline 6.4 of the PAC & DPAC Program Guidelines provides additional important information regarding the Gaming Account Summary Report. All PAC/DPAC grant recipients are strongly encouraged to read this information.

16. What should the PAC do if the school it represents is closing or downsizing?

- When a school closes or substantially downsizes their student enrollment numbers, that school's PAC is encouraged to disburse funds from its Gaming Account to another eligible PAC, proportionate to the reassignment of students.
- In the case of a new school, the previous school's PAC is encouraged to disburse funds from its Gaming Account to the newly formed PAC, proportionate to the reassignment of students.
    - Please note: The newly formed PAC must have a Gaming Account to receive funding and must comply with the Conditions for a PAC/DPAC Grant.

- If the PAC is unable to disburse grant funds to another eligible PAC, the remaining grant funds must be returned to the Minister of Finance. In these circumstances, PACs must contact the Branch at CommunityGamingGrants@gov.bc.ca for further instruction.

17. Help! I don't know if my planned expense is an eligible use of funds.

- Typically, extracurricular means the same as non-instructional. PACs should consider if the cost supports a class or the delivery of curriculum, or if a purchase is something the school is required to provide (e.g. water fountain), as these costs are considered ineligible. If the purchase is extracurricular in nature (e.g. school clubs, field trips where students are not graded, etc.), or if it's a bonus to students (e.g. branded water bottles), it is likely eligible.
- There is an extensive list of eligible and ineligible expenses PACs may consult in section 4.1 of the Guidelines. If you are still not sure, refer to this PAC Decision Tree Figure for guidance, or contact the Branch.

18. Help! I can't find our PACs' Gaming Records or past application information.

- It is recommended that PACs keep a back up copy of records at the school, when possible, to ensure these are available in the case that an executive member leaves without notice. If you have the L&G file number, use this to look up your PAC when applying. If you need to request records or past information from the Branch, you need to demonstrate that you are authorized to do so by your executive members.

19. Where can we get more information about PAC grants?

- Visit the PAC and DPAC Grants page on the Branch website at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants.
- Additionally, PACs can contact the BC Confederation of Parent Advisory Councils for assistance: https://www.bccpac.bc.ca.

Contact Information

Web: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants

Email: CommunityGamingGrants@gov.bc.ca

Phone: 250-356-1081

Toll-free: 1-800-663-7867