

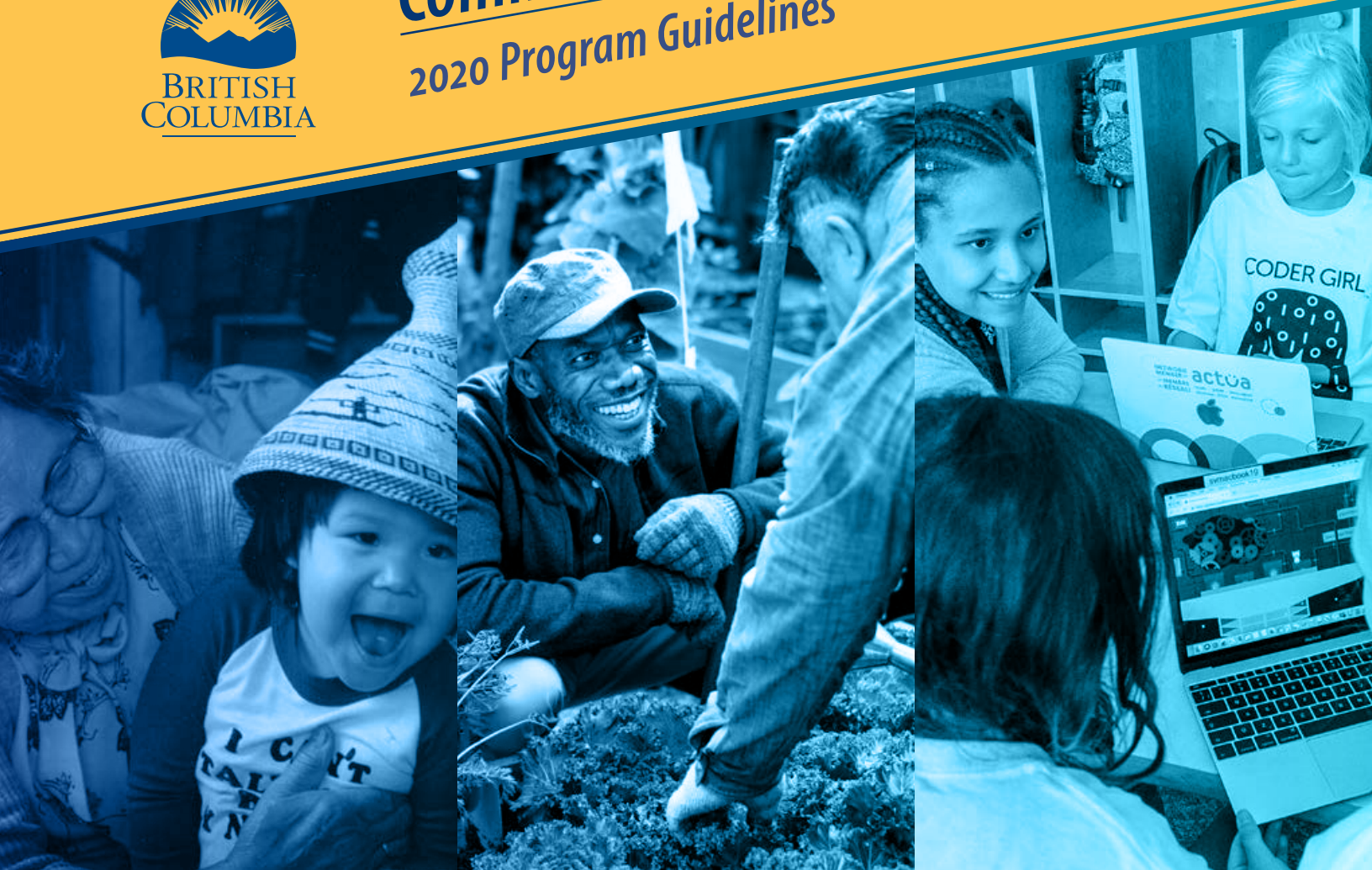


**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2021**



# Community Gaming Grants

## 2020 Program Guidelines



## **Community Gaming Grants: Program Guidelines**

Effective February 2020

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## ***Preface:***

### ***What's New in the 2020 Program Guidelines***

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The Community Gaming Grant Program Guidelines have been updated and reorganized for 2020, to reflect changes to Community Gaming Grant Branch policies and to improve overall readability. All applicants are strongly encouraged to review the Program Guidelines in their entirety to ensure they understand all eligibility and application criteria.

Key changes to the 2020 Program Guidelines and application requirements include:

- ◆ Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) applicants now have their own, separate guidelines, available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>.
- ◆ Introduction of the new Renewed Funding application, which will replace the Short Form application, effective February 2020. This new application will further streamline and simplify the application process for many returning applicants. See Section 5.2 for more details.
- ◆ Organization financial eligibility criteria have been moved to the Organization Eligibility section of the Guidelines (see Section 3.3).
- ◆ Program financial eligibility criteria have been moved to the Program Eligibility section of the Guidelines (see Section 4.3).
- ◆ Organizations that operate a social enterprise may be eligible for a grant to support eligible programming; however, social enterprise programs remain ineligible for grant funding.
- ◆ New notification deadlines for the Arts and Culture and Sport sectors (see Section 2.3).
- ◆ Increased focus on equity, diversity and inclusion, to support programs that are open and accessible to all people.
- ◆ Applicants will be required to select a sub-sector for each program for which they request grant funding. A complete list of the program sub-sectors is provided in Appendix VII.
- ◆ Inclusion of a new appendix with suggested best practices to ensure financial accountability and prevent fraud (see Appendix VIII).



## ***Chapter One: Information For All Applicants***



## 1. *Program Overview*

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The Community Gaming Grants program distributes funds from commercial gambling revenues to not-for-profit organizations that deliver programs to communities throughout British Columbia. These grants ensure British Columbians from all regions of the province have access to programs and services that improve their quality of life, support local needs and build vibrant communities.

Community Gaming Grants specifically fund programs (e.g. services or activities) that have been delivered for at least 12 months, as well as minor capital projects and capital acquisitions related to program delivery. An organization can receive funding to support one or multiple programs. Organizations seeking funding for major capital projects may also apply to the separate Capital Project Grant program.

Prior to applying, applicants should read all relevant chapters and appendices of the Program Guidelines and Conditions, to ensure that they understand all eligibility requirements and conditions for receiving a grant.

This chapter provides information that applies to all Community Gaming Grant applicants, except Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs). Additional information for Service Clubs, the British Columbia Association of Charitable Gaming and Community Charitable Gaming Associations is presented in Chapters Two and Three.



## 2. Available Funding

### 2.1 Funding Levels

Community Gaming Grants are awarded based on the size and scope of an organization's prior year program delivery and demonstrated community benefit. Grant amounts may vary from year to year depending on overall Community Gaming Grant program demand.

The maximum amount of money an organization can receive for a Community Gaming Grant depends on the delivery level of the program(s) for which funding is requested.

<b>Program Delivery Level</b>	<b>Maximum Grant Amount Per Year</b>
Local organizations	\$100,000
Regional organizations	\$225,000
Provincial organizations	\$250,000

To be eligible for regional or provincial level funding, an organization must deliver programs to a sufficiently large number of people or over a significantly large geographic area, as determined by the Community Gaming Grants Branch. See Appendix I for other factors the Branch takes into consideration when assessing requests for regional or provincial levels of funding.

### 2.2 Sectors

The grant application process separates not-for-profit programming into six unique sectors, each with its own intake period. An organization may only submit one Community Gaming Grant application per calendar year. The sector descriptions below provide a basic overview of the type of programming that may be eligible in each sector.

If an organization is unsure which sector their program(s) fall within, the application should be submitted in the sector that aligns most closely with the organization's purpose(s) as outlined in the constitution or with the majority of its eligible programming.



## Arts and Culture

Organizations within this sector deliver programs that provide public access to and/or preservation of the arts, heritage or culture. Programs that primarily support artists or artistic development are not eligible.

Examples of eligible Arts and Culture programs may include:

- ◆ Performing arts (e.g. theatre, music, dance).
- ◆ Media arts (e.g. film, video, sound, painting, drawing, community radio, art councils).
- ◆ Literature.
- ◆ Children and youth art programming.
- ◆ Community and agricultural fairs and festivals (see Section 4.1).
- ◆ Heritage preservation (e.g. community museums, archives, historical displays).
- ◆ Indigenous and other cultural activities/events (e.g. sharing culture with the broader community).

## Sport

Organizations within this sector deliver youth and/or amateur sports programs that provide opportunities for all people to participate in organized, competitive physical activities. Programs that primarily deliver specialized training to elite athletes are not eligible. Motorized sports and recreational activities such as fitness classes, billiards and shuffleboard are not eligible.

Examples of eligible Sport programs may include:

- ◆ Youth and adult sports (e.g. soccer, swimming, hockey, skating, basketball, baseball, biking, rowing/paddling, sailing, martial arts, skiing, etc.).
- ◆ Special Olympics.
- ◆ Seniors Games.

## Environment

Organizations within this sector deliver programs that revitalize, protect or provide education about British Columbia's ecosystems and environment or that address animal welfare. Programs that primarily support research, lobbying or political action are not eligible.

Examples of eligible Environment programs may include:

- ◆ Ecosystem conservation (e.g. land stewardship, invasive species removal, greenbelt and watershed protection/maintenance, garbage clean-up, etc.).
- ◆ Public education.
- ◆ Climate action (e.g. awareness, emissions reduction, alternative energy, etc.).
- ◆ Promotion of agriculture, food production and local food systems.
- ◆ Wildlife rescue and rehabilitation.

## *Human and Social Services*

Organizations within this sector deliver programs that improve the quality of life in a community by supporting the wellbeing of children, youth, families and/or seniors; by addressing equality issues (e.g. gender, LGBTQ2S+, race, etc.); by addressing the unmet needs of under-served groups; or, by providing public outreach and education regarding important social issues.

Examples of eligible Human and Social Services programs may include:

- ◆ Child and youth care and support (e.g. child care, kids' camps, after school programming, Scouts, Cadets, 4-H, etc.).
- ◆ Services for people living with a disability or health condition.
- ◆ Poverty reduction, food security and short-term housing (e.g. food banks, emergency shelters, transition housing, life skills, etc.).
- ◆ Mental health and counselling services (e.g. public education, outreach, substance use treatment, crisis services, etc.).
- ◆ Community building (e.g. neighbourhood houses, seniors' centres, services for newcomers, etc.).
- ◆ Indigenous wellness and community services (e.g. youth-elder programs, Friendship Centre programming, etc.)

## *Public Safety*

Organizations within this sector deliver programs that enhance and support the safety of the community.

Examples of eligible Public Safety programs may include:

- ◆ Volunteer firefighting.
- ◆ Land or marine search and rescue.
- ◆ Amateur emergency radio.
- ◆ Trail and outdoor recreation safety (e.g. hiking, biking or snow trail education and maintenance).
- ◆ Disaster relief and emergency preparedness.
- ◆ Anti-racism programs (e.g. community-based Resilience BC Anti-Racism Network programs).
- ◆ Community crime prevention.
- ◆ Restorative justice initiatives.

## Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs)

Community Gaming Grants support PACs and DPACs by providing funding to support the enhancement of extracurricular opportunities for K-12 students in British Columbia.

Please see the Community Gaming Grants: 2020 PAC & DPAC Guidelines and Conditions document for eligibility criteria, guidelines and conditions specific to PAC/DPAC applicants (available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>).

### 2.3 Application Intake Periods

Organizations must apply during the intake period for the sector that most closely aligns with the programs and services they deliver. See Section 2.2 for guidance.

<b>Program Type</b>	<b>Annual Application Timelines</b>
Arts and Culture	Apply between February 1 and April 30. Notification by August 31.
Sport	Apply between March 1 and May 31. Notification by September 30.
Parent Advisory Councils and District Parent Advisory Councils	Apply between April 1 and June 30. Notification by September 30.
Environment	Apply between July 1 and August 31. Notification by November 30.
Public Safety	Apply between July 1 and August 31. Notification by November 30.
Human and Social Services	Apply between August 1 and November 30. Notification by February 28.



## 3. *Organization Eligibility*

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### 3.1 *Eligible Organizations*

An organization may be eligible for a Community Gaming Grant if it meets all of the following criteria:

- ◆ Is not-for-profit (including designated Community Service Cooperatives<sup>1</sup>).
- ◆ Operates primarily for community benefit.
- ◆ Provides programs that benefit the community and not solely its members' interest.
- ◆ Has a voluntary and broadly-based voting membership involved in the management and control of the organization and its programs.
- ◆ Has a voting membership that is more than double the number of board members.
- ◆ Engages volunteers in the operation of the organization and/or program(s).
- ◆ Delivers programs that fall within one of the six sectors outlined in Section 2.2.
- ◆ Has board members who are democratically chosen by its voting membership (with exceptions described in Section 3.4).
- ◆ Has a board with at least two-thirds of its members residing in B.C. (with exceptions described in Section 3.4).
- ◆ Has a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as board members.

Not-for-profit organizations are not required to be provincially or federally incorporated. However, provincially incorporated not-for-profit organizations must be in good standing with the B.C. Registrar of Companies.

Extra-provincial non-share corporations<sup>2</sup> must be in good standing with the B.C. Registrar of Companies. Federally incorporated extra-provincial non-share corporations are also required to be in good standing with Corporations Canada. For additional information regarding extra-provincial non-share corporations, please see Section 3.4.

### 3.2 *Ineligible Organizations*

An organization is ineligible for a Community Gaming Grant if it:

- ◆ Is for-profit.
- ◆ Is a member-funded society.

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

2 An extra-provincial non-share corporation is a not-for-profit organization that has been incorporated or otherwise formed federally under an enactment of Canada; in a province or territory other than B.C.; or, in another country.

- ◆ Is a cooperative (except designated Community Service Cooperatives<sup>3</sup>).
- ◆ Is a community contribution company<sup>4</sup> (C3).
- ◆ Is an ancillary group sustaining a for-profit business.
- ◆ Is a chamber of commerce or board of trade.
- ◆ Is a political party, political action group or lobby group.
- ◆ Is a federal, provincial, regional, municipal, First Nation or other local government.
- ◆ Is a government (as described above) operated library, museum, gallery, recreation centre or other facility.
- ◆ Is a hospital, medical or health care facility.
- ◆ Is an educational institution, school or school authority.
- ◆ Is a penal institution or correction centre.
- ◆ Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- ◆ Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.
- ◆ Is an organization where the majority of the board members are employed by the organization or provide services under contract to the organization.

### 3.3 *Organization Financial Eligibility*

In order to be considered for a Community Gaming Grant, applicants must meet specific organization financial eligibility criteria.

#### *Required Documentation*

Each applicant must submit all of the following organization financial documents:

- ◆ A revenue and expense statement for the previous fiscal year (i.e. the most recently completed fiscal year).
  - ◆ If the organization's financial statements are completed by an accountant, these are required.<sup>5</sup>
- ◆ A balance sheet for the previous fiscal year.
- ◆ Accompanying notes to the financial statements for the previous fiscal year.
- ◆ An organization budget for the current fiscal year.

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

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

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

## Organization Financial Eligibility

The Branch reviews the organization's previous fiscal year revenue and expense statement, balance sheet, and accompanying notes to assess organization financial eligibility.

An organization is temporarily ineligible to receive a Community Gaming Grant if it:

- ◆ Earned more than \$250,000 net revenue in the previous fiscal year through its own licensed gaming activities;
- ◆ Exhibits conditions that cast significant doubt on the organization's financial stability and is deemed to be a going concern risk; and/or
- ◆ Has more than 50 per cent of its previous fiscal year's operating expenses on hand in the form of unrestricted cash and investments. This surplus percentage is based on information in the organization's financial statements and is calculated as follows:

*Current assets and investments of the organization,  
minus (-) gaming funds<sup>6</sup>,  
minus (-) current liabilities,  
minus (-) internally restricted funds,  
minus (-) externally restricted funds,  
divided (/) by the actual operating expenses of the previous fiscal year,  
multiplied (x) by 100,  
equals (=) the surplus percentage calculation.*

- ◆ For the purpose of this surplus calculation:
  - ◆ Deferred revenues should be included in an organization's current liabilities.
  - ◆ Gaming funds are not considered deferred revenue.
  - ◆ Provide notes with the organization's financial statements to enable the Branch to determine what is considered deferred revenue and on what basis. These notes should include a list of the sources of the revenue (e.g. registration fees received for the next fiscal year).
  - ◆ Internally restricted funds must be designated for a specific purpose, such as building and land development costs or capital acquisitions (details required, e.g. new vehicle or new security system).
    - ◇ The reason for the restriction and the date it was approved by the board must be noted in the financial statements and the accompanying board minutes.
    - ◇ General purpose, "rainy day", vaguely defined, generic building maintenance, or contingency funds will be considered unrestricted funds.
    - ◇ Internally restricted funds will be considered unrestricted after

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6 Funds remaining in the organization's Gaming Account at their fiscal year end that were deposited or received in the previous fiscal year from licensed gaming events, Community Gaming Grants or gaming fund donations from service clubs.

having been reserved for more than three years.

- ◆ Internally restricted funds for building and land development costs will be considered unrestricted after five years.
- ◆ Externally restricted funds must be clearly identified in the organization's balance sheet, with an explanation of what the funds are restricted for and by whom.
  - ◆ Community Gaming Grant funds are considered restricted funds.

An organization is not permitted to transfer cash or investments to a foundation for the purpose of reducing their year-end surplus in order to remain eligible for a Community Gaming Grant.

The surplus calculation is used to assess financial eligibility to ensure that grant funds are awarded to organizations that need it the most. Holding an accumulated, undesignated surplus in excess of 50 per cent of annual operating expenses will render the organization temporarily ineligible for a Community Gaming Grant.

## ***Employee Remuneration***

As set out in the *Societies Act*, organizations must report the remuneration of employees and contractors whose remuneration was at least \$75,000, as a note in the financial statements. The note to the financial statements may be formatted in either of the following ways:

- ◆ A list of those people whose remuneration was at least \$75,000, which indicates the amount of remuneration paid and:
  - ◆ For each employee, their position or title.
  - ◆ For each contractor, the nature of the services provided.
- ◆ The total number of people whose remuneration was at least \$75,000 and the total amount of remuneration paid to them.



### 3.4 *Eligibility for Extraprovincial Non-Share Corporations*

Extra-provincial non-share corporations may be eligible for Community Gaming Grants to support the delivery of their programs and services in British Columbia, for the benefit of British Columbians.

All extraprovincial non-share corporations must meet the organization eligibility requirements set out in Section 3.1, with the following exceptions:

- ◆ All extraprovincial non-share corporations must have a governing body specific to B.C. or the local community, which has members who reside in B.C. and who do not receive remuneration or other financial benefit for their services as executive members.
- ◆ If the governing body specific to B.C. or the local community is appointed, an extraprovincial non-share corporation may be considered to meet the requirement of having a democratically chosen board if it has a single, authoritative Board of Directors at the highest level of organization governance, which is democratically chosen by its voting membership.

A local/provincial chapter of an extraprovincial non-share corporation, that has autonomous governance and meets the requirements set out in Section 3.1, does not require the exceptions listed above.

All other sections and subsections of the Community Gaming Grants: Program Guidelines remain applicable to extraprovincial non-share corporations on an ongoing basis. Grant funds must remain under the management and control of the governing body specific to B.C.



## 4. *Program Eligibility*

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Community Gaming Grants provide funding to support eligible programs delivered by not-for-profit organizations. A program is defined as a service, activity or series of related activities that is delivered on an ongoing basis and which meets the needs of the community.

Applications must be submitted on a program basis. This means that applicants must provide a program description and program level financial information for each program for which funding is requested. An organization may request funding for one or more eligible programs in an application.

### 4.1 *Eligible Programming*

A program may be eligible if it:

- ◆ Has been delivered for a minimum of 12 months at the time of application.<sup>7</sup>
- ◆ Is directly delivered by the applicant organization and the applicant organization is responsible for program expenditures.
  - ◆ Funding for the same or similar programs will only be provided to the organization that directly delivers the program and is responsible for program expenditures.
- ◆ Delivers an ongoing service, activity or series of activities to the community.
- ◆ Demonstrates accessibility and inclusivity.

Community or agricultural fairs, festivals and cultural celebrations may be eligible, if they are held on a recurring (i.e. minimum annual) basis.

Organizations and their employees must have and conform with the training, certifications, licences, authorities and other regulatory requirements necessary to deliver the programs for which funding is requested.

### 4.2 *Ineligible Programming*

Ineligible programs include, but are not limited to:

- ◆ Programs that generally provide services exclusively to an organization's membership.
- ◆ Programs that solely operate a facility or provide a venue.
- ◆ Social enterprise programs, or any program that operates for the primary purpose of generating profit to fund the organization and/or its other programs.
- ◆ Programs that provide direct financial assistance to individuals (i.e. providing monetary support directly to individuals in the form of cash, gift certificates, gift cards or other such vouchers that function in the same way as cash).
- ◆ Programs that sell tangible goods to participants at a discount.

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<sup>7</sup> A program must have been delivered in the 12 months preceding the date of application.

- ◆ Fundraising programs.
- ◆ Programs whose beneficiaries are outside of British Columbia.
- ◆ Programs whose beneficiaries are exclusively other organizations.
- ◆ Subsidized housing programs.
- ◆ Vocational or employment skills training and job placement programs.
- ◆ Professional development.
- ◆ Alumni association programs.
- ◆ Advancement of religion programs.
- ◆ One-time events that are not associated with the delivery of ongoing programming.
- ◆ Community or agricultural fairs, festivals, and cultural celebrations held on an irregular basis (i.e. less than once per year).
- ◆ Sporting events that are not part of the delivery of an ongoing sport program or for which the primary purpose is fundraising.
- ◆ Scholarship and bursary programs, except where an organization has a scholarship/bursary program as an identified purpose in its constitution, memorandum or mandate (see Section 6.6 for additional details).
- ◆ Economic development programs.
- ◆ Tourism programs.
- ◆ Programs delivered on contract or delivered under a funding agreement.
- ◆ Programs that do not deliver an immediate, direct service to the community (e.g. research, capacity building, lobbying, etc.).
- ◆ Volunteer training that is not part of an eligible program.

### 4.3 *Program Financial Eligibility*

The Branch reviews each program's previous fiscal year revenue and expense statement (program actuals) and current fiscal year program budget to assess program financial eligibility.

#### *Required Documentation*

For each program, applicants must submit all of the following documents:

- ◆ A program revenue and expense statement (program actuals) for the previous fiscal year (i.e. the most recently completed fiscal year).
- ◆ A program budget for the current fiscal year.

The program actuals and budget must clearly outline all revenues and expenses related to the delivery of the program. They must also clearly identify each source of provincial and/or federal government funding, including contract and/or grant monies.

Example program financial documents are available on our website at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-program-financials-and-budgets.pdf>

## ***“Core” Organization Operational Costs on Program Financials***

Community Gaming Grants are intended to be used only for eligible expenses that are essential to the direct delivery of an approved program. An organization may allocate a pro-rated portion of “core” organization operational costs to a program’s expenses, provided that these costs are directly related to the delivery of the program (e.g. wages, rent, utilities, legal services, accounting, insurance, etc.).

For example:

- ◆ If an employee spends 40 per cent of their time working in the eligible program, then the organization may include 40 per cent of that employee’s wages as a program expense.
- ◆ If a program accounts for 30 per cent of an organization’s overall activities, then the organization may include 30 per cent of their insurance fees as a program expense.

## ***Other Government Funding Sources***

The Branch reviews the previous fiscal year revenue and expense statement (program actuals) for each program to ensure that it meets the following program financial eligibility criteria:

- ◆ For each eligible program, government funding (from provincial and federal sources) must not exceed 75 per cent of the actual operating costs in the previous fiscal year. To ensure the total provincial-federal contribution to the program remains within this 75 per cent threshold, Community Gaming Grant funding for the program may be limited or denied. See Appendix III for additional information regarding sources of government funding.
- ◆ The remaining 25 per cent may be satisfied in a variety of ways, including (but not limited to):
  - ◆ user or registration fees
  - ◆ fundraising
  - ◆ municipal contributions
  - ◆ donations
  - ◆ in-kind contributions (see below).

## *In-kind Contributions*

In-kind contributions may be included as part of a program's previous fiscal year revenues and expenses (program actuals). In-kind contributions are those contributions provided to an organization by a third-party, to support the delivery of its programs. In-kind contributions may include volunteer hours and/or donated professional labour, equipment, services, space and materials, which are provided at no cost to the organization.

Volunteer hours and donations should be valued as follows:

- ◆ Donated materials, equipment and space at verified fair market value.
- ◆ Donated accredited professional services at verified fair market value.
- ◆ Volunteer labour at up to \$20/hour.
  - ◆ Please note: This hourly rate is recommended for the sole purpose of calculating in-kind volunteer contributions for inclusion in the Community Gaming Grant application.

If an organization chooses to include in-kind contributions in their program actuals, the in-kind dollar amounts must:

- ◆ Be clearly identified in the program revenue and expense statement (program actuals) for the previous fiscal year.
- ◆ Be listed as both a revenue and an expense, so that the amounts balance out to zero.
- ◆ Be supported with an in-kind contribution summary. An example in-kind summary is available for reference on our website at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-in-kind-contributions.pdf>.

If an organization chooses to include in-kind contributions in their program actuals, they must maintain complete records of all volunteered hours and donated labour, equipment, services, space and materials, which are to be retained as part of the organization's gaming records.

## 4.4 Program Description

Applicants must include a program description for each of the programs for which funding is requested. The program description helps the Branch understand the size and scope of the program, as well as how the program operates and who it benefits.

Program descriptions should provide concise information about the ongoing delivery of the program and must address the questions below, as demonstrated over the past 12 months.

<b>What?</b>	<ul style="list-style-type: none"><li>◆ What program activities have been delivered over the past 12 months?</li></ul>
<b>Who?</b>	<ul style="list-style-type: none"><li>◆ Who participates in, or benefits from, the program?</li><li>◆ How many people participate in, or benefit from, each activity?</li></ul>
<b>When?</b>	<ul style="list-style-type: none"><li>◆ When and how often do program activities take place? (e.g. daily, weekly, monthly, year-round, seasonally, etc.)</li><li>◆ How many events, classes, workshops, or sessions were delivered over the past 12 months?<ul style="list-style-type: none"><li>• If applicable, include a schedule of activities indicating dates/times.</li></ul></li></ul>
<b>Where?</b>	<ul style="list-style-type: none"><li>◆ Where are the program activities delivered (e.g. the organization's own facility, a public facility, an outdoor location, various locations, etc.)?</li></ul>
<b>How?</b>	<ul style="list-style-type: none"><li>◆ How is the program delivered?</li><li>◆ Who delivers the program? (e.g. staff, volunteers, etc.)</li><li>◆ How many people deliver the program?</li></ul>
<b>Why?</b>	<ul style="list-style-type: none"><li>◆ Why is the program needed in the community?</li></ul>
<b>Accessibility &amp; Inclusivity</b>	<ul style="list-style-type: none"><li>◆ How does the program demonstrate accessibility and inclusivity for people regardless of their sexual orientation, gender identity, and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; education; income; or, geography (except in instances where the exclusion of an individual or group is required for another individual or group to be effectively served)?<ul style="list-style-type: none"><li>• If the organization limits individual or group access to its program(s), an explanation must be provided.</li></ul></li><li>◆ Does the program provide additional access to individuals or groups who face barriers to participation?</li><li>◆ How is the community made aware of the organization's programs and opportunities to participate?<ul style="list-style-type: none"><li>• How is the program advertised?</li></ul></li><li>◆ Is there a cost to participate?<ul style="list-style-type: none"><li>• If so, are participation costs affordable?</li><li>• Are there discounts or fee subsidies available?</li></ul></li></ul>
<b>Community Support</b>	<ul style="list-style-type: none"><li>◆ How does the community support the program (e.g. financial, in-kind, volunteer contributions, etc.)?</li><li>◆ The organization may provide letters of support from individuals or agencies knowledgeable about the sector, community or program services.</li></ul>

Applicants should also provide sector-specific details based on the sector under which they are applying, which outline how each program demonstrates the following key elements:

### *Arts and Culture:*

- ◆ How the program provides public access to arts and culture in the community. For example:
  - ◆ Public events.
  - ◆ Free public performances.
  - ◆ Opportunities to experience hands-on art activities.
  - ◆ Reduced ticket prices.

### *Sport:*

- ◆ How the program provides access for all people to engage in organized, competitive physical activity in the community.
- ◆ How program activities support athletes at all levels, with a focus on skill development for amateur athletes.
- ◆ In the online application, applicants in the Sport sector are required to provide the total number of participants registered in the previous 12 months.
  - ◆ For the purpose of this total, each participant may only be counted once, regardless of how many program activities they participate in. For example: Player A is registered in Fall League and Spring League soccer; this participant may only be counted once.
  - ◆ In the program description, applicants in the Sport sector must also provide a breakdown of the number of participants registered in each program activity over the previous 12 months (e.g. Fall League, Spring League, “Learn-To” programs, Summer camp etc.). The Branch acknowledges that the breakdown totals may exceed the number of registered participants entered in the online application, as some participants may be registered in more than one program activity.

### *Environment:*

- ◆ How the program helps to protect and improve the environment by:
  - ◆ Conserving or revitalizing local ecosystems.
  - ◆ Reducing greenhouse gas emissions.
  - ◆ Providing community education or engagement opportunities related to the environment and agriculture.
  - ◆ Supporting the welfare of domestic animals and/or wildlife.

### *Human and Social Services:*

- ◆ How the program improves the quality of life in a community by:
  - ◆ Supporting the wellbeing of children, youth, families and/or seniors.
  - ◆ Addressing the unmet needs of under-served groups in the community.
  - ◆ Addressing gender equality.
  - ◆ Providing access to public education.
  - ◆ Benefitting Indigenous communities.

### *Public Safety:*

- ◆ How the program contributes to public safety in the community by:
  - ◆ Providing volunteer-delivered emergency response services.
  - ◆ Assisting in emergency preparedness and public safety initiatives.
  - ◆ Promoting restorative justice.
  - ◆ Creating safe outdoor spaces and neighbourhood safety initiatives.
- ◆ The total number of searches, rescues, callouts and training hours performed in the last 12 months.
- ◆ The total number of volunteer hours contributed in the past 12 months.

## 5. *Applying for a Community Gaming Grant*

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### 5.1 *How Applications Are Assessed*

Grant analysts review and carefully consider the required supporting documents submitted with each application (e.g. organization financial statements, program financial documents, program description, etc.). Please see Appendix II for a description of the purpose of each required support document.

Each application is assessed on its own merit in the context of demonstrated community need and subject to the availability of funding. The Branch does not rank or compare applicants through a competitive adjudication process. Grants are awarded as applications are received and reviewed. An application does not guarantee any level of funding. The requested amount may not be approved. The amount approved may vary from year to year.

Applicants that submit late or incomplete applications may not be funded. An application is considered complete when the application and all supporting documents have been received by the Branch. Supporting documents may be attached within the online application or submitted by email (to [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)) within two weeks of the application submission date.

For ease of reference, return applicants should include their Licensing and Grants (L+G) file number on all support documents and/or emails to the Branch.

### 5.2 *Renewed Funding Application*

Effective February 1, 2020, the Short Form application will be replaced with the new Renewed Funding application. The Renewed Funding application further simplifies and streamlines the application process for eligible return applicants who are seeking the same level of funding, for the same programs as approved in the last application.

***Please note: To request an increase in funding applicants must submit a Regular Form application.***

Applicants who were previously eligible to submit a Short Form application will be permitted to submit a Renewed Funding application. Please see Section 5.3 to determine if your organization may be eligible to submit a Renewed Funding application. Please also review the Renewed Funding “Pre-application checklist” for documentation requirements (see Appendix V).

### 5.3 *Determining Which Application Form to Use*

Most organizations will apply using the Community Gaming Grant Regular Form application. Some organizations that are re-applying for a Community Gaming Grant may be eligible to use the Renewed Funding application if they meet all of the following requirements:

- ◆ Two Regular Form applications, or one Short Form/Renewed Funding application and one Regular Form application, were approved in the previous two years.
- ◆ No reconsideration requests have been submitted for the last two applications.
- ◆ The current application requests the same level of funding, for the same program(s) as approved in the last application.

At the time of application, organizations that are eligible to submit a Renewed Funding application will be given the option to choose between submitting a Regular Form or a Renewed Funding application. If an organization is not eligible to submit a Renewed Funding application, the option will not be provided.

Only one application for a regular Community Gaming Grant will be accepted from an organization per calendar year.

The Branch reserves the right to advise organizations that they are ineligible to use the Renewed Funding application. Please note: Search and rescue, amateur radio and volunteer firefighting organizations applying in the Public Safety sector are not eligible to submit a Renewed Funding application at any time.

#### *Example Submission Table*

<b>Application Year</b> <i>(for the same programs/same level of funding)</i>	<b>Type of Application Form</b>
Year 1	Regular
Year 2	Regular
Year 3	Renewed Funding
Year 4	Renewed Funding
Year 5	Regular

## 5.4 *How to Apply*

Applications for a Community Gaming Grant must be completed online at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>.

The Branch has prepared several helpful online resources to assist with the application process:

### *Pre-application checklists*

Before beginning the online application process, please ensure that you have reviewed the appropriate pre-application checklist (below).

- ◆ The pre-application checklist for the Regular Form application is attached to Appendix IV and is available online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-cgg.pdf>.
- ◆ The pre-application checklist for the Renewed Funding application is attached to Appendix V and is available online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-cgg-renewed.pdf>.

### *Tutorials for completing the application*

- ◆ Guidance on how to complete the online Regular Form application is available online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-application-tutorial-regular.pdf>.
- ◆ Guidance on how to complete the online Renewed Funding application is available online at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>.

### *Frequently Asked Questions*

- ◆ Questions related to the Community Gaming Grants Program Guidelines: [https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/community\\_gaming\\_grants\\_-\\_frequently\\_asked\\_questions.pdf](https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/community_gaming_grants_-_frequently_asked_questions.pdf).
- ◆ Questions related to the Gaming Online Service (GOS): <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bc/info-faq-gaming-online-application.pdf>.

## 5.5 *Notification of Decision*

Applicants will receive notification of the results of their application by email, to the addresses provided in the “Notification Method” section of the application. Notification emails are usually sent by the final notification date for each sector (see Section 2.3).

## 5.6 *Reconsideration of Decision*

An organization may request that the Branch reconsider its decision regarding an application for a Community Gaming Grant. The intent of the reconsideration process is to determine whether any errors, omissions and/or misinterpretations were made in the assessment of the original application.

New information or documentation that substantively changes the original application is not admissible in the reconsideration request.

Requests for reconsideration must be submitted in writing, by email, to the Branch within 30 days of the notification of decision. The request must clearly state the reasons for the requested reconsideration and must address each disputed point in the decision letter.

The Executive Director of the Community Gaming Grants Branch will conduct a thorough review to ensure that the Branch's procedures, rules and conditions were applied fairly and properly and to decide whether to vary or uphold the original decision. The Executive Director will send written notification of the decision, which will be the final step for that application. The decision will be sent to the organization within 90 days of receipt of the written request for reconsideration.

For more information about the Internal Review process, please see: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bc/internal-review-procedures-grants.pdf>.

If an organization has questions or concerns about the content of their grant notification letter, but does not wish to appeal the decision, they may call or email the Branch at any time. A formal reconsideration request is not required and response times to questions will be much faster than a formal review.



## 6. *Using Community Gaming Grant Funds*

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### 6.1 *Eligible Use of Grant Funds for All Grant Recipients*

Grant funds must be used to cover costs essential to the direct delivery of an approved program.

Eligible costs may include, but are not limited to:

- ◆ A pro-rated portion of “core” organization operational costs (see Section 4.3) which are attributable to the delivery of the approved program<sup>8</sup>, such as:
  - ◆ utilities
  - ◆ rent
  - ◆ insurance
  - ◆ internet/phone
  - ◆ office supplies.
- ◆ Wages and benefits of paid positions that have been in existence for at least 12 months, at the time of application (this may include paying a contractor and/or converting a contractor to a paid staff position).
- ◆ Program supplies.
- ◆ Program advertising.
- ◆ Rental or purchase of minor equipment essential for the delivery of the approved program.
- ◆ With pre-approval, minor capital projects with a total cost of \$20,000 or less (see Section 6.3).
- ◆ With pre-approval, capital acquisitions (see Section 6.4).
- ◆ Volunteer training costs related to the delivery of the approved program.
- ◆ Travel within British Columbia that is essential to the direct delivery of the approved program (for information regarding out-of-province travel see Section 6.5).

### 6.2 *Prohibited Use of Grant Funds for All Grant Recipients*

Community Gaming Grant funds must not be used for:

- ◆ Costs not related to the direct delivery of an approved program.
- ◆ The development of new programs (however, a new program may be eligible once delivered for 12 months).
- ◆ Adding a new component or service that has not previously been delivered (however, a new component or service may be eligible once delivered for 12 months).

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8 An organization may allocate a pro-rated portion of “core” organization operational costs to a program’s expenses, provided that these costs are directly related to the delivery of the program (e.g. wages, rent, utilities, legal services, accounting, insurance, etc.). For example, if a program accounts for 30% of an organization’s overall activities, then they may include 30% of the insurance fees as a program expense.

- ◆ The creation of new paid positions, including converting a volunteer position to a paid position (however, a new position may be eligible once it has been funded by the organization for 12 months).
- ◆ Wages for work not related to the direct delivery of the program (e.g. grant writing, fundraising and attending board meetings).
- ◆ Projects (defined as specific bodies of work undertaken to create a unique product or service, for a specified duration).
- ◆ Travel that is social, recreational or invitational in nature.
- ◆ Travel or other costs related to administrative meetings (e.g. annual general meetings, board meetings, staff/board retreats, conferences, etc.).
- ◆ Fundraising (i.e. activities with the intent to generate revenue, such as concession stands, sale of goods, etc.).
- ◆ Financial assistance or monetary support paid directly to individuals in the form of:
  - ◆ cash
  - ◆ gift certificates
  - ◆ gift cards
  - ◆ other vouchers that function in the same way as cash.
- ◆ Tangible goods that will be sold to participants at a discount.
- ◆ Professional development for paid staff.
- ◆ Prizes of money or gift cards.
- ◆ Mortgage payments.
- ◆ Out-of-province and/or out-of-country aid.
- ◆ Out-of-province travel costs, without prior approval (see Section 6.5).
- ◆ Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- ◆ Balancing a non-gaming account in a deficit position or to satisfy a cash flow issue.
- ◆ Replacement of reduced or eliminated funding, including government funding.
- ◆ Sustaining or endowment funds.
- ◆ Donations to other organizations or individuals (except for Service Clubs, see Chapter Two).
- ◆ Expenses for programs that are delivered under contract.
  - ◆ Please note: If an organization employs a person on a contract basis to deliver their program, this may be considered an eligible expense associated with the direct delivery of their program (see Section 6.1).

## 6.3 *Minor Capital Projects*

In addition to funding for an organization's ongoing programming, from time to time and based on the availability of funding, applicants<sup>9</sup> may request funding for a minor capital project that supports their eligible programming. It is important to note that applicants may not apply solely for minor capital project funding.

To be considered eligible for funding, a minor capital project must have a total cost of \$20,000 or less, must be essential to the delivery of one or more of the organization's approved programs, and, when completed, must be owned and/or managed by the organization.

Examples of minor capital projects may include:

- ◆ Building accessibility improvements (e.g. wheelchair ramps, automatic door openers, lift systems, etc.)
- ◆ Facility renovations or maintenance (e.g. kitchen or bathroom upgrades, new flooring, roof/building exterior renovations, etc.)
- ◆ Construction of new facilities or structures (e.g. storage sheds, docks, fences, etc.)

To apply for minor capital project funding, applicants must submit a Regular Form application. The project details and supporting documents should be included as part of the funding request for only one of the programs for which funding is requested. Requests for minor capital project funding should not be included as a separate program in the grant application.

Applicants must provide the following information and documentation within the relevant program details section of the application:

- ◆ Why the minor capital project is required.
- ◆ How the project is essential to the delivery of the organization's eligible program(s).
- ◆ Third-party quotes or estimates for all project costs (minimum of one; two or more preferred).

Minor capital project funding will be considered on a one-time basis (i.e. applicants should not expect to receive additional minor capital project funding on a frequent or regular basis). Funding that is approved for a minor capital project may only be used for the project, as outlined in the application, and is not considered part of the organization's program funding.

Please note: Funding for minor capital projects differs from the funding provided through the separate Capital Project Grant Program, which supports capital projects with a total cost of more than \$20,000. For information on the separate Capital Project Grant Program, see: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants>.

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<sup>9</sup> Please note: PACs/DPACs are not eligible for minor capital project funding.

## 6.4 Capital Acquisitions

In addition to funding for an organization's ongoing programming, from time to time and based on the availability of funding, applicants<sup>10</sup> may request one-time grant funding for capital acquisitions that support their eligible programming. It is important to note that applicants may not apply solely for capital acquisition funding.

Capital acquisitions are generally considered to be larger, one-time purchases. Expendables and items with a short life span (e.g. equipment or supplies that are replaced on a regular basis) are not considered capital acquisitions.

To be considered eligible for funding, the acquisition must be essential to the delivery of one or more of the organization's approved programs, and, once purchased, must be owned and/or managed by the organization.

Examples of capital acquisitions may include:

- ◆ IT systems, audio-visual systems, office equipment
- ◆ vehicles
- ◆ large equipment (e.g. scoreboards; lighting; portable fences, gates and stages; etc.)
- ◆ furnishings or appliances for program facilities

To apply for capital acquisition funding, applicants must submit a Regular Form application. Acquisition details and supporting documents should be included as part of the funding request for only one of the programs for which funding is requested. Requests for capital acquisition funding should not be included as a separate program in the grant application.

Applicants must provide the following information and documentation within the relevant program details section of the application:

- ◆ Why the capital acquisition is required.
- ◆ How the capital acquisition is essential to the delivery of the organization's eligible program(s).
- ◆ Third-party quotes for any capital acquisition with a value of \$5,000 or more (minimum of one quote per item).

Requests for capital acquisition funding will be considered on a one-time basis (i.e. applicants should not expect to receive additional capital acquisition funding on a frequent or regular basis). Funding that is approved for a capital acquisition may only be used for the acquisition, as outlined in the application, and is not considered part of the organization's program funding.

Organizations and their employees must have and conform with the training, certifications, licences, authorities and other regulatory requirements necessary to deliver the programs and operate the acquisitions for which funding is requested.

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<sup>10</sup> Please Note: PACs/DPACs are not eligible for capital acquisition funding.

## 6.5 *Out-of-Province Travel*

Under exceptional circumstances, grant applicants may request pre-approval to use a portion of grant funds towards out-of-province travel costs. Requests for pre-approval must be submitted to the Branch prior to the date of travel.

Out-of-province travel may be approved under the following circumstances:

- ◆ Representing the province as a result of merit achieved through organized competition.
- ◆ Regional amateur competition in a recognized league that involves cross-border travel.
- ◆ Medical treatment that is unavailable in the province.

Grant funds must not be used for out-of-province travel to attend conferences, conventions, retreats, training sessions, or board meetings.

To request pre-approval to use grant funds for out-of-province travel, grant recipients must submit a Request for Out-of-Province Travel Approval online, at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>. The online application for pre-approval is located under the “Special Approvals” link; applicants must select “Licence” as the application type and “Special Approvals” as the licence type.

## 6.6 *Scholarship and Bursary Programs*

In some circumstances, a scholarship or bursary may be considered an eligible disbursement. A scholarship is provided to a student on the basis of academic merit, while a bursary is provided on the basis of financial need.

A scholarship or bursary may be an eligible disbursement in cases where all of the following conditions are met:

- ◆ The organization is a Service Club (see Chapter Two) or the scholarship/bursary program is an identified purpose in the organization’s constitution, memorandum or mandate.
- ◆ The scholarship/bursary program is offered by an eligible organization whose board determines the selection criteria and procedure.
- ◆ The scholarship/bursary is paid directly to the student.
- ◆ The grant funds are used for post-secondary education only at a provincially authorized post-secondary institution, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent.
- ◆ The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization’s members or their families.

## 7. *Disbursement of Funds and Reporting Requirements*

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### 7.1 *Gaming Account*

Each grant recipient must maintain a separate Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from Service Clubs. Non-gaming funds must not be deposited into the Gaming Account.

Recipients must also obtain cheques for the organization's Gaming Account which are imprinted with the organization's full name and the words "Gaming Account." New applicants must open their Gaming Account and obtain cheques before applying.

### 7.2 *Timeframe to Disburse Grant Funds*

Grant funds must be disbursed within 12 months of the date the grant was received by an organization.

Grant funds may be used for eligible expenses incurred:

- ◆ Anytime within the fiscal year during which the grant was received, and/or
- ◆ Anytime in the 12 months following the date the grant was received.

For example:

Organization ABC has a fiscal year end date of December 31. They receive a \$5,000 Community Gaming Grant on November 23, 2020.

- ◆ Organization ABC may use these grant funds to reimburse the General/Operating Account for eligible program expenses incurred anytime between January 1, 2020 and December 31, 2020 (the fiscal year during which the grant was received).
  - ◆ See Section 7.3 for important information about using grant funds to reimburse the General/Operating Account.
- ◆ They may also use these grant funds to pay for eligible expenses incurred in the next fiscal year, up until November 23, 2021 (12 months from the date the grant was received).
- ◆ The organization must disburse a minimum of \$5,000 from the Gaming Account by November 23, 2021.

If an organization cannot disburse its funds within the required timeframe, it must request written approval to retain the funds for a longer period, by emailing the Branch at: [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca). The written request must describe the reason(s) for the request, the amount to be retained, and the proposed purpose(s) and the timeline for disbursement.

### 7.3 *Transferring Funds to the General or Operating Account*

Grant funds may be transferred, by cheque or electronically, from the Gaming Account to the organization's General/Operating Account for the reimbursement of eligible program expenses (see Section 7.5 for additional information about cheque and electronic transfers).

All transfers/reimbursements from the Gaming Account to the General/Operating Account must be made within the timeframe set out in Section 7.2 and are required to meet all of the following conditions:

- ◆ The reimbursement is for an eligible expense related to an approved program.
- ◆ The transfer is not for prepayment of a future program expense.
- ◆ The transfer/reimbursement must occur in the same fiscal year in which the expense was incurred.
- ◆ The reimbursement must be supported by invoices/receipts (to be retained with the Gaming Account records).
- ◆ The transfer/reimbursement must be reported on the Gaming Account Summary Report (see Section 7.4) for the fiscal year in which the transfer/reimbursement occurred.
  - ◆ The Gaming Account Summary Report must include a summary of the reimbursed General/Operating Account expenses (this summary may be submitted as an attachment to the report).
  - ◆ The reimbursement summary must provide disbursement details for each reimbursed expense, and it must reconcile dollar-for-dollar with the amount of grant funds transferred to the General/Operating Account.
  - ◆ An example reimbursement summary is available on our website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>.



## **7.4 Gaming Account Summary Report**

To ensure that Community Gaming Grants are being used appropriately and for approved purposes, all grant recipients must submit an annual Gaming Account Summary Report to the Branch, within 90 days of the organization's fiscal year end. The Gaming Account Summary Report provides details regarding activity in the Gaming Account during the organization's fiscal year. The report must include a list of all disbursements and/or reimbursements made from the Gaming Account and must include details about each disbursement/reimbursed expense.

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

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

A Gaming Account Summary Report is due to the Branch for any fiscal year during which there was a balance in the Gaming Account, whether or not a grant was received in that fiscal year.

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/community-gaming-grants>.

## **7.5 Gaming Account Cheques and Electronic Funds Transfers**

As per sections 18.f and 18.g of the Conditions for a Community Gaming Grant, all grant recipients must ensure that cheques issued against the Gaming Account are signed by at least two, unrelated signing officials, at least one of whom must be an officer of the organization. Cheques issued against the Gaming Account must not be pre-signed.

Electronic transfers and/or automated debit transactions must be authorized in writing by two current, unrelated board members. Authorization documents must identify the specific purpose and maximum dollar amount permitted (general purposes such as “wages” are not sufficiently detailed) and are to be retained as part of the organization's gaming records.

## 8. *Role of the Community Gaming Grant Recipient*

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### 8.1 *Accountability*

Grant recipients must be accountable for the funds they receive and must comply with the *Gaming Control Act*, Gaming Control Regulation and conditions of the grant. All conditions must be satisfied before another application will be considered. The Conditions for a Community Gaming Grant are located in Appendix VII of these Guidelines, as well as online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf>.

In addition to the Conditions for a Community Gaming Grant, applicants are encouraged to review Appendix VIII: Financial Accountability and Fraud Prevention - Best Practices.

### 8.2 *Gaming Records*

As per section 18.c and 18.d of the Conditions for a Community Gaming Grant, all grant recipients must maintain Gaming Account records that clearly show the amount and purpose of each transaction.

Recipients must secure and retain all account/transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts, for a period of five years from the end of the fiscal year in which the revenue was disbursed.

### 8.3 *Conflicts of Interest*

Grant recipients are expected to manage conflicts of interest, whether real, potential or perceived, as set out in Section 56 of the *Societies Act*. Directors must disclose material interests in proposed or existing contracts, transactions or in matters that might put a director's interest in conflict with the director's duties to the society. Disclosures must be recorded and accessible to members (noted in Board minutes; contained in a consent resolution; or mailed to the Board). If you believe a conflict of interest has impacted, or has the potential to impact, the use of grant funding, please contact the Community Gaming Grants Branch.

### 8.4 *Acknowledgement of Funding*

Grant recipients must acknowledge the financial assistance provided by the Province of British Columbia in program materials (including any signage used for funded capital projects) by displaying the following written acknowledgement:

**“We acknowledge the financial support of the Province of British Columbia.”**

Please review the logo-use guidelines at the following link and complete the application for third-party use of the logo: <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/bc-visual-identity/design-policy#third-party-use>.

## **8.5 *Dissolution of an Organization***

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

Organizations facing dissolution must notify the Branch, prior to dissolution, by email at: [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca). The written notification must describe the circumstances of the dissolution so that the Branch may provide direction.

## **8.6 *Audit***

The Compliance Division of the Gaming Policy Enforcement Branch conducts audits to ensure that Community Gaming Grant funds are used for eligible purposes in accordance with the standards, policies, conditions and guidelines.

An organization may be selected for an audit for a range of reasons, which include, but are not limited to:

- ◆ Specific selection criteria that are directly attributable to risk factors.
- ◆ The result of a complaint received from the public.
- ◆ Concerns regarding an organization's reporting and/or submitted applications.

## **8.7 *Roles of the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch***

The Community Gaming Grants program is governed by the terms outlined in the *Gaming Control Act* and the Gaming Control Regulation.

The Ministry of Municipal Affairs and Housing has full statutory responsibility for the Community Gaming Grants program. The Community Gaming Grants Branch develops program policies, processes all grant applications and determines which organizations will receive grants and in what amounts.

The Ministry of Attorney General, through the Gaming Policy Enforcement Branch (GPEB), regulates gambling in British Columbia and is responsible for the overall integrity of gaming and horse racing in the province. GPEB supports the Community Gaming Grants program by providing services such as audits, investigations and management of the Gaming Online Service.

## 9. *Contact Information*

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**Mailing Address:**

Community Gaming Grants Branch  
PO Box 9892 Stn Prov Govt  
Victoria, BC V8W 9T6

**Physical Address** (for courier deliveries or in-person visits):

Community Gaming Grants Branch  
6<sup>th</sup> Floor, 800 Johnson Street  
Victoria, BC V8W 1N3

**Telephone:** 250-356-1081

**Email:** [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

**Website:** <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>



## *Chapter Two: Information For Service Clubs*



## 10. *Service Club Overview*

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This chapter provides information that applies specifically to Service Clubs.

Service Clubs are community organizations that differ from many other not-for-profit organizations in that part of their charitable work involves raising money to donate to other organizations. Service Clubs may also deliver their own programs or provide scholarships and bursaries. Service Clubs that deliver their own eligible program(s) must apply for these programs separately from their Community Donations Program, within the online Community Gaming Grants application.

A Service Club may be eligible for a Community Gaming Grant if it meets all eligibility criteria outlined in Chapter One of these Guidelines and has 10 or more voting members. Service Club applications must be submitted in the Human and Social Services sector.

### 10.1 *Examples of Service Clubs*

Examples of Service Clubs include, but are not limited to, the following:

- ◆ Elks Canada and Canadian Royal Purple
- ◆ Optimist Club
- ◆ Rotary Club
- ◆ Elves Club
- ◆ Royal Canadian Legion, Ladies' Auxiliary and Youth Auxiliary
- ◆ Kinsmen, Kinette or Kin Clubs
- ◆ Shrine Club
- ◆ Kiwanis Club
- ◆ Soroptimist Club
- ◆ Knights of Columbus and Columbiettes
- ◆ Zonta Club
- ◆ Lions, Lioness and Leo Clubs

### 10.2 *Programs Specific to Service Clubs*

#### *Community Donations and One-time Donations*

Service Clubs are the only organizations that may use grant funds to administer a Community Donations Program. Service Clubs may donate their grant funding to organizations of their choice which meet all Community Gaming Grant organization and program eligibility criteria.

Service Clubs are also the only organizations permitted to provide one-time donations to an individual or family within their community, in cases where that donation will provide emergency assistance or relieve an exceptional condition or circumstance for the recipient.

Pertaining to donations, Service Clubs:

- ◆ May donate to another organization, provided the recipient organization and programs meet all eligibility criteria, including a separate and democratically chosen board (for a Service Club Checklist see <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-sheet-service-club.pdf>).

- ◆ Are required to report to the Branch any instance where grant funds were used inappropriately by a donation recipient.
- ◆ May donate to hospital foundations toward the purchase of medical equipment.
- ◆ May retain up to seven per cent of the Community Gaming Grant funds approved for the Community Donations Program only, to cover administrative costs.
  - ◆ Please note: Service Clubs are not permitted to retain any portion of grant funds approved for other programs that they deliver.
- ◆ Must not receive grant funds from, or donate grant funds to, another Service Club.
- ◆ Must report the details of all donation disbursements, as well as the money retained for administration fees, on their annual Gaming Account Summary Report (see Section 7.4).

### *Scholarship and Bursary Programs*

Service Clubs are permitted to provide a scholarship or bursary program, either directly or through an approved conduit organization. A scholarship is provided to a student on the basis of academic merit, while a bursary is provided on the basis of financial need.

Scholarships or bursaries may be an eligible disbursement where:

- ◆ The Service Club executive and/or membership determines the selection criteria and procedure.
- ◆ The scholarship/bursary is paid directly to the student.
- ◆ The grant funds are used for post-secondary education only at a provincially authorized post-secondary institution, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent.
- ◆ The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization's members or their families.

### *Use of Conduit Organizations*

A conduit organization is defined as an approved organization that receives Community Gaming Grant funds from a donating Service Club, for the purpose of distributing funds for scholarships or bursaries. Service Clubs are the only organizations that may donate to conduit organizations.

All approved conduit organizations must:

- ◆ Meet organization eligibility requirements (see Section 3).
- ◆ Have a separate Gaming Account for receipt of gaming funds from donating Service Clubs.
- ◆ Appropriately disburse the gaming fund donations as scholarships or bursaries from the Gaming Account within 12 months of receipt (see Section 10.3).

- ◆ Advise the donating Service Club of any instances where scholarship/bursary funds are returned by the student and deposit those funds back into the conduit organization's Gaming Account.
- ◆ Not place any gaming funds, including those returned by a student, into an endowment or trust account.
- ◆ Not charge any service charges or administrative fees to the donating Service Club for administering the scholarship/bursary.

For a list of approved conduit organizations, or to register as an approved conduit organization, please contact the Branch at [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca).

### 10.3 *Eligible Use of Funding for Service Clubs' Conduit Organizations*

Gaming funds distributed as scholarships/bursaries, by approved conduit organizations (see Section 10.2), must be:

- ◆ Only available to individuals who reside in B.C.
- ◆ Open to the community, within the parameters set by the donating Service Club.
- ◆ Paid directly to the student.
  - ◆ If for any reason, the student does not complete the funded studies, the student must return funds to the conduit organization, which must then advise the donating Service Club.
  - ◆ The donating Service Club may allow the conduit organization to immediately donate the returned funds to a different suitable scholarship/bursary recipient or to hold the funds for a future donation.
  - ◆ If the funds were granted by the Branch to the donating Service Club more than 12 months previously, the donating Service Club may return the funds to the Minister of Finance.





## ***Chapter Three: Information for the British Columbia Association of Charitable Gaming (BCACG) and Community Charitable Gaming Associations (CCGAs)***



## 11. Overview

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This chapter provides information that applies to the British Columbia Association for Charitable Gaming (BCACG) and Community Charitable Gaming Associations (CCGAs).

The BCACG and the CCGAs are not-for-profit organizations that provide support services to other not-for-profit organizations, to assist them through the Community Gaming Grant application process. The BCACG liaises between not-for-profit groups and the Province of British Columbia and also works closely with the CCGAs in the provision of support services to the not-for-profit sector.

The BCACG and CCGAs must comply with all general Community Gaming Grants Guidelines, as outlined in Chapter One of these Guidelines, with the exclusion of those sections noted below (see Section 11.2).

### 11.1 *Eligibility for the BCACG and CCGAs*

The BCACG and CCGAs are eligible for Community Gaming Grants for the purpose of delivering programming in support of the Community Gaming Grants program.

### 11.2 *Exclusions from the General Program Guidelines for BCACG/CCGA Applicants*

The BCACG and CCGAs are required to comply with all general Community Gaming Grants Program Guidelines (including all eligibility, accountability, and reporting requirements) as noted in Chapter One of these Guidelines, with the following exceptions:

- ◆ Section 4.1 – Not-for-profit organizations that directly deliver programs to the community may be eligible for a Community Gaming Grant.
- ◆ Section 4.1 – A program may be eligible if it has been delivered for a minimum of 12 consecutive months, at the time of application.
- ◆ Section 4.3 – Grant funds must not be used towards the cost of “core” organization operational expenses.
- ◆ Section 4.3 – To ensure the total provincial and/or federal government funding to the program remains within the 75 per cent threshold, Community Gaming Grant funding for the program may be limited or denied.

- ◆ Section 6.2 – Community Gaming Grant funds must not be used for:
  - ◆ The development of new programs.
  - ◆ The creation of new paid positions.
  - ◆ Adding a new component or service that has not previously been delivered.
  - ◆ Travel or other costs related to administrative meetings (e.g. annual general meetings, board meetings, retreats, conferences, etc.).
  - ◆ Replacement of reduced or eliminated funding, including government funding.

If the BCACG or CCGAs seek grant funding for programming that is not directly related to supporting not-for-profit organizations with the Community Gaming Grant application process, the organization will be required to apply for this other programming separately. This programming will also be required to meet all eligibility criteria outlined in Chapter One of these guidelines.

### **11.3 *Conditions for a BCACG/CCGA Grant***

The BCACG and CCGAs must adhere to all Conditions for a Community Gaming Grant (see Appendix VII). The BCACG and CCGA's must also adhere to certain specific conditions, as noted below.

#### ***Conditions for the BCACG***

The BCACG will be required to deliver on the following activities as a condition of their Community Gaming Grant:

- ◆ Provide leadership and support to local CCGAs.
  - ◆ Collaborate with CCGAs to ensure a coordinated support system.
  - ◆ Ensure that CCGA presentations are approved by the BCACG.
  - ◆ Work with the CCGAs to develop a common report template agreed to by all parties.
- ◆ Communicate key information to the not-for-profit sector.
- ◆ Deliver community presentations using Branch-approved materials.
- ◆ Report service delivery statistics to the Branch, to demonstrate how the organization is engaging with its members (e.g. number of presentations delivered; number and type of organizations helped; application outcomes for organizations that received assistance; etc.).
- ◆ Seek and document feedback from not-for-profit community groups to provide to the Branch.
- ◆ Provide not-for-profit sector expertise to support the Branch's future-focused policy development.

## *Conditions for CCGAs*

CCGAs will be required to deliver on the following activities as a condition of their Community Gaming Grant:

- ◆ Work closely with the BCACG.
  - ◆ Collaborate with the BCACG and other CCGAs to ensure a coordinated support system.
  - ◆ Submit presentation materials to the BCACG for approval.
  - ◆ Cooperate with the BCACG and other CCGAs to develop a common report template agreed to by all parties.
- ◆ Communicate key information to the not-for-profit sector.
- ◆ Deliver community presentations using Branch-approved materials.
- ◆ Report service delivery statistics to the Branch, to demonstrate how they are engaging with their members (e.g. number of presentations delivered; number and type of organizations helped; application outcomes for organizations that received assistance; etc.).
- ◆ Seek and document feedback from not-for-profit community groups to provide to the Branch.
- ◆ Provide not-for-profit sector expertise to support the Branch's future-focused policy development.



## *Appendices*



## ***Appendix I:***

### ***Determination of Program Delivery Level***

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In order to be eligible to receive funding at the regional or provincial level, applicants are required to provide the Branch with a business case justifying the reason(s) their programs and services could be considered to be regional or provincial in nature, as opposed to local.

The Branch will assess these requests on a case-by-case basis in the context of the applicant's sector. Typically, factors such as the following are considered:

- ◆ The number of people accessing services.
- ◆ The geographic reach of the program/services.
- ◆ The number of alternate/adjacent service providers within the geographic jurisdiction of the organization; whether comparable organizations would recognize the organization as the “regional” or “provincial” lead or service provider.
- ◆ Clearly articulated letters of support from relevant local organizations and relevant sector partners.
- ◆ Any other measures deemed relevant to the program delivery and the sector.

Generally, there can only be one regional organization by sector/sub-sector. Regardless of the local, regional or provincial status of an organization, each application is assessed on its own merit, based on the size and scope of the programming presented.

## Appendix II: Reasons for Requested Documents

Required Document	Rationale
<p>Organization-level financial statements for the previous fiscal year:</p> <ul style="list-style-type: none"> <li>◆ Revenue and expense statement for the previous fiscal year.</li> <li>◆ Balance sheet for the previous fiscal year.</li> <li>◆ Accompanying notes to the financial statements.</li> </ul>	<ul style="list-style-type: none"> <li>◆ To calculate an organization's surplus percentage, which is used to determine organization financial eligibility</li> </ul>
Organization-level budget for the current fiscal year.	<ul style="list-style-type: none"> <li>◆ To assess organization sustainability.</li> </ul>
Copy of the organization's constitution and bylaws or equivalent document, certified by the British Columbia Registrar of Companies (if applicable).	<ul style="list-style-type: none"> <li>◆ To review the organization's purpose(s) and structure, to determine organization eligibility.</li> </ul>
Current Board of Directors list, with positions and contact information for each member.	<ul style="list-style-type: none"> <li>◆ To determine organization's eligibility.</li> <li>◆ To ensure that related or married persons are not co-signing Gaming Account cheques.</li> </ul>
Copy of the minutes from the organization's last Annual General Meeting (AGM).	<ul style="list-style-type: none"> <li>◆ For evidence that a democratic election of board members has occurred.</li> </ul>
Void Gaming Account cheque, that meets all requirements described in Condition 18.a.	<ul style="list-style-type: none"> <li>◆ To ensure an organization has a separate Gaming Account that complies with the Financial Control Requirements outlined in the Conditions for a Community Gaming Grant.</li> </ul>
<p><i>For each program for which the organization is requesting funding:</i></p> <ul style="list-style-type: none"> <li>◆ Program-level revenue and expense statement (program actuals) for the previous fiscal year.</li> <li>◆ Program-level budget for the current fiscal year.</li> </ul> <p>If the organization has listed in-kind contributions in the program financials, an in-kind summary must be included, which provides details regarding the source/type/value of the support.</p>	<ul style="list-style-type: none"> <li>◆ Program actuals: to assess the size and scope of each program and the funding level requested.</li> <li>◆ Program budget: to determine whether the program is sustainable.</li> <li>◆ In-kind summary: to assess in-kind contributions to program.</li> </ul>
<p><i>For each program for which the organization is requesting funding:</i></p> <p>Program description (see Section 4.4.</p>	<ul style="list-style-type: none"> <li>◆ To determine program eligibility.</li> </ul>

<b>Required Document</b>	<b>Rationale</b>
<p>Number of registered participants.</p> <ul style="list-style-type: none"> <li>◆ Only required for applicants in the Sport sector (with the exception of Provincial Sport Organizations) Scouting organizations, and Cadet organizations.</li> <li>◆ Each participant may only be counted once, regardless of how many program activities they participate in (see Section 4.4).</li> </ul>	<ul style="list-style-type: none"> <li>◆ To assess the size and scope of each program.</li> </ul>
<p>Current, valid daycare/child care license, if applicable (only required for licenced child care programs).</p>	<ul style="list-style-type: none"> <li>◆ To assess the size and scope of child care programs.</li> </ul>
<p>For Mental Health or Substance Use residences:</p> <ul style="list-style-type: none"> <li>◆ Evidence that the facility is registered under the Community Care and Assisted Living Act, licenced as a residential care facility with a B.C. health authority, or equivalent (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>◆ To ensure the facility meets all relevant local and/or provincial requirements.</li> </ul>
<p>All outstanding or overdue Gaming Account Summary Reports (GASRs). These reports do not have to be attached to the application but may be emailed separately to the Branch.</p>	<ul style="list-style-type: none"> <li>◆ To ensure financial accountability</li> <li>◆ To ensure that grant funds have been disbursed appropriately and within 12 months of receipt, as required.</li> </ul>



## Appendix III: Government Funding

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Under Section 4.3 of the Community Gaming Grants: Program Guidelines, “government funding” refers to money that is provided directly to an organization by the federal or provincial government or another federal/provincial body (e.g. school districts, health authorities and Crown corporations). Funding from local, municipal, regional or First Nation governments is not considered “government funding” for the purpose of determining program financial eligibility.

Federal or provincial government funding that is provided through a third-party will not be considered “government funding” for the purpose of assessing Community Gaming Grants.

Sources of government funding include, but are not limited to, the following:

### *Provincial*

- ◆ Agricultural Land Reserve Commission
- ◆ BC Arts Council
- ◆ BC Council for International Education
- ◆ BC First Nations Health Authority
- ◆ BC Games Society
- ◆ BC Housing Management Commission (BC Housing)
- ◆ BC Immigrant Investment Fund
- ◆ BC Touring Council
- ◆ Child Care Operating Funding (from the Ministry of Children and Family Development)
- ◆ Columbia Basin Trust
- ◆ Community Link
- ◆ Community Living British Columbia
- ◆ Environmental Assessment Office
- ◆ First Peoples’ Cultural Council
- ◆ Forestry Innovation Investment Ltd.
- ◆ Fraser Health Authority
- ◆ Innovate BC
- ◆ Interior Health Authority
- ◆ Insurance Corporation of British Columbia
- ◆ Legal Services Society
- ◆ Northern Health Authority
- ◆ Provincial Health Services Authority
- ◆ Royal BC Museum
- ◆ School districts
- ◆ Island Health (formerly Vancouver Island Health Authority)
- ◆ Vancouver Coastal Health Authority
- ◆ Work BC

## *Federal*

- ◆ Canada Council for the Arts
- ◆ Canada Development Investment Corporation
- ◆ Canada Lands Company Limited
- ◆ Canadian Broadcasting Corporation
- ◆ Canadian Wildlife Service
- ◆ Department of Canadian Heritage
- ◆ Employment and Social Development Canada
- ◆ Environment and Climate Change Canada
- ◆ First Nations and Inuit Health Branch - Health Canada
- ◆ First Nations Health Authority
- ◆ National Arts Centre Corporation
- ◆ Natural Resources Canada
- ◆ New Initiative Fund
- ◆ Service Canada
- ◆ Western Economic Diversification Canada



## Appendix IV: Regular Form Pre-Application Checklist

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Before beginning the Regular Form application for a Community Gaming Grant, please review the pre-application checklist below to ensure that you have all required information and documentation available, to refer to or to upload to the application. This preparation will make applying faster and easier.

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.

### Supporting Documentation

Applicants must attach a scanned copy of the required supporting documentation to the online application, in .pdf, .jpg, .doc(x), or .xls(x) format. If an applicant is unable to attach the supporting documentation at the time of application, it must be emailed to the Branch within two weeks of the application submission date.

If any of the required supporting documentation is not received within the two-week timeframe, the application may not be considered by the Branch.

Where supporting documents are required, it is indicated by a \* in the checklist below.

### Additional Notes

- ◆ Do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless the application is complete. Once the terms and conditions are accepted the application is submitted and takes time to load. Please do not click “Next” more than once.
- ◆ Once submitted, you will see a Web Confirmation screen with the application ID number, which indicates that your application has been successfully submitted. This screen also includes a link to a printable PDF copy of the Application Summary. Please open and save/print this document, so that you can refer to it later.
- ◆ To attach documents to the online application, click the “Browse” button to locate the file on your computer. Once you have located the correct file, click “Add” to attach it to the appropriate section of the application. Repeat as necessary to attach all relevant documents. You may attach multiple documents in each section of the application.
- ◆ Additional information, online resources and general contact information are available on the Community Gaming Grants Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>.

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**Gaming Account Summary Reports:**

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- ☐ Any outstanding or overdue Gaming Account Summary Reports (if applicable).
  - ◆ Reports should be submitted by email to the Branch.
  - ◆ Please see Program Guidelines Section 7.4 for details.

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**Organization Information:**

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- ☐ ◆ Full, legal name (if applicable).
  - ◆ Mailing address associated with the organization.
  - ◆ Fiscal year end date.
- 
- ☐ ◆ Constitution and bylaws or equivalent documents. \*
    - Registered societies must provide copies certified by the British Columbia Registrar of Companies (this applies to organizations that are new to the Branch or have not applied for three or more years).
  - ◆ Constitution or bylaw alterations (or equivalent) not previously submitted to the Branch (if applicable). \*
    - Registered societies must provide copies certified by the British Columbia Registrar of Companies.
- 
- ☐ Board of directors list, including the following information for each member: \*
    - ◆ name
    - ◆ position on the board
    - ◆ home address
    - ◆ email address
    - ◆ phone number
- 
- ☐ Total number of eligible voting members.
- 
- ☐ Date of the last Annual General Meeting (AGM).
- 
- ☐ Number of voting members that attended the last AGM.
- 
- ☐ Minutes from the last Annual General Meeting, providing evidence that a democratic election of the board occurred. \*
    - ◆ If elections were not held at the AGM, please attach the minutes from the meeting at which the Board of Directors was elected.
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- ☐ Complete financial statements for the organization:
    - ◆ Balance sheet for the previous fiscal year. \*
    - ◆ Revenue and expense statement for the previous fiscal year. \*
    - ◆ All accompanying notes to the financial statements. \*
    - ◆ Organization budget for the current fiscal year. \*

**Notes:**

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

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**Gaming Account Information:**

- ☐ ◆ Void cheque for the organization's Gaming Account (required for applicants that are new to the Branch and those that have made changes to their Gaming Account since their last application). \*
  - The voided cheque must be pre-printed by a financial institution and must have the organization's full name and the words "Gaming Account" imprinted on it.

**Notes:**

- ◆ Direct Deposit/Authorization forms cannot be accepted.
- ◆ Organizations that are new to the Branch must open their Gaming Account and obtain cheques before applying.
- ◆ Some financial institutions de-activate accounts when there is no activity for a certain period of time. Please contact your financial institution to ensure the organization's Gaming Account is active.

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**Program Information:**

- ☐ **For each program for which grant funding is requested:**
  - ◆ A program revenue and expense statement (program actuals) for the previous fiscal year. \*
    - Clearly identify all sources of federal and/or provincial government funding, including contract or grant monies.
    - Please see Program Guidelines Section 4.3 for details.
  - ◆ If in-kind contributions are included in the program actuals, an in-kind summary document must also be submitted (detailing the type, value, and source of in-kind support for the previous fiscal year). \*
    - An example summary is available on our website.
    - Please see Program Guidelines Section 4.3 for details.

- 
- ☐ **For each program for which grant funding is requested:**

- ◆ Program budget for the current fiscal year. \*
    - Clearly identify all sources of federal and/or provincial government funding, including contract or grant monies.
-

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☐ **For each program for which grant funding is requested:**

- ◆ Program description that outlines the activities and delivery of the program.
  - Please see Program Guidelines Section 4.4 for details.

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☐ **For each program for which grant funding is requested:**

- ◆ Which sub-sector best describes the program purpose, activities or goals (see Appendix VI for a complete list of program sub-sectors).
  - ◆ How long the organization has delivered the program.
  - ◆ The amount of grant funding requested for the program.
  - ◆ An itemized listing of how grant funds will be used (e.g. rent, utilities, wages, supplies, etc.).
    - If grant funds are requested for a minor capital project, or a capital acquisition with a total value of \$5,000 or more, include professional quotes (as outlined in Section 6.3 and Section 6.4).
  - ◆ The number of people who have directly benefited from the program in the past 12 months.
  - ◆ The total number of registered participants in the program in the past 12 months.
    - This question is mandatory for sports organizations (except Provincial Sport Organizations) and youth organizations (e.g. Scouting groups, Cadet groups, etc.).
    - Each participant may only be counted once, regardless of how many program activities they participate in.
    - Please see Program Guidelines Section 4.4 for details.
  - ◆ A copy of the current, valid day care/child care licence (if applicable). \*
  - ◆ For Mental Health or Substance Use residences, evidence that the facility is registered under the Community Care and Assisted Living Act; licenced as a residential care facility with a B.C. health authority; or equivalent (if applicable). \*
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**Certification:**

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- ☐ Two to four persons responsible for the application:
  - ◆ Two board members serving as “Officers Responsible” for the application.
    - Board position, name, home address, email address and phone number for each officer responsible.
  - ◆ One application “Submitter.”
    - Position in organization, name, address, email address and phone number.
  - ◆ One application “Contact” who must be accessible during regular office hours.
    - Position in organization, name, address, email address and phone number.

**Note:**

Board members may act as the submitter and/or the contact in addition to their role as Officer Responsible; however, the contact person and submitter do not need to be board members.

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- ☐ Two “Notification Method” email addresses, to which application results will be emailed:
    - ◆ One preferred organization email notification address.
    - ◆ One email address for the President of the Board (or equivalent).
- 

**Additional Requested Information:**

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- ☐ Response to the last notification letter from the Community Gaming Grants Branch, if information was requested by the Branch in that letter.
    - ◆ This document may be uploaded to any section of the online application or may be submitted by email to the Branch.
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\* All applicants must provide a copy of this information in .pdf, .jpg, .doc(x), or .xls(x) format, either by attaching to the online application or submitting by email. Applicants have up to two weeks to submit supporting documents by email.

## ***Appendix V:***

### ***Renewed Funding Pre-Application Checklist***

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Before beginning the Renewed Funding online application for a Community Gaming Grant, please review the pre-application checklist below. Please have all required information/documentation available for you to refer to or to upload during the application process.

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.

#### ***Renewed Funding Application Eligibility***

Organizations that are re-applying for a Community Gaming Grant may be eligible to use the Renewed Funding application. To determine if your organization may be eligible, please see Section 5.2 of the Community Gaming Grants: Program Guidelines.

#### ***Supporting Documentation***

Applicants must attach a scanned copy of the required supporting documentation to the online application, in .pdf, .jpg, .doc(x), or .xls(x) format. If an applicant is unable to attach the supporting documentation at the time of application, it must be emailed to the Branch within two weeks of the application submission date.

If any of the required supporting documentation is not received within the two-week timeframe, the application may not be considered by the Branch.

Where supporting documents are required, it is indicated by a \* in the checklist below.

#### ***Additional Notes***

- ◆ Do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless the application is complete. Once the terms and conditions are accepted the application is submitted and takes time to load. Please do not click “Next” more than once.
- ◆ Once submitted, you will see a Web Confirmation screen with the application ID number, which indicates that your application has been successfully submitted. This screen also includes a link to a printable PDF copy of the Application Summary. Please open and save/print this document, so that you can refer to it later.
- ◆ To attach documents to the online application, click the “Browse” button to locate the file on your computer. Once you have located the correct file, click “Add” to attach it to the application. Repeat as necessary to attach

all relevant documents. You may attach multiple documents in each section of the application.

- ◆ Additional information, online resources and general contact information are available on the Community Gaming Grants Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>.

#### **Gaming Account Summary Reports:**

- ☐ Any outstanding or overdue Gaming Account Summary Reports, if applicable.
  - ◆ Reports should be submitted by email to the Branch.
  - ◆ Please see Program Guidelines Section 7.4 for details.

#### **Organization Information:**

- ☐ Organization Information Changes (if applicable). For example:
  - ◆ organization name
  - ◆ mailing/physical address
  - ◆ fiscal year end date

#### **Gaming Account Information:**

- ☐ Void cheque for the organization's Gaming Account (only required for applicants that have made changes to their Gaming Account since their last application). \*
  - ◆ Please see Program Guidelines Section 7.1 for Gaming Account cheque requirements.

#### **Note:**

The voided cheque may be uploaded to any section of the online application or may be submitted by email to the Branch.

#### **Program Information:**

- ☐ **For each program for which the organization is requesting grant funds:**
  - ◆ A program revenue and expense statement (program actuals) for the previous fiscal year. \*
    - Federal and/or provincial government funding, including contract or grant monies, must be clearly identified.
    - Please see Program Guidelines Section 4.3 for details.
  - ◆ If in-kind contributions are included in the program actuals, an in-kind summary document must also be submitted (detailing the type, value, and source of in-kind support for the previous fiscal year).
    - An example summary is available on our website.
    - Please see Program Guidelines Section 4.3 for details.

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- ☐ **For each program for which the organization is requesting grant funds:**
- ◆ Which sub-sector best describes the program purpose, activities or goals (see Appendix VI for a complete list of program sub-sectors).
  - ◆ The total number of registered participants in the program in the past 12 months.
    - This question is mandatory for sports organizations (except Provincial Sport Organizations) and youth organizations (e.g. Scouting groups, Cadet groups, etc.).
    - Each participant may only be counted once, regardless of how many program activities they participate in.
    - Please see Program Guidelines Section 4.4 for details.

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**Certification:**

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- ☐ Two to four persons responsible for the application:
- ◆ Two board members serving as “Officers Responsible” for the application.
    - Board position, name, home address, email address and phone number for each officer responsible.
  - ◆ One application “Submitter.”
    - Position in organization, name, address, email address and phone number.
  - ◆ One application “Contact” who must be accessible during regular office hours.
    - Position in organization, name, address, email address and phone number.

**Note:**

Board members may act as the submitter and/or the contact in addition to their role as Officer Responsible. However, the contact person and submitter do not need to be board members.

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- ☐ Two “Notification Method” email addresses, to which application results will be emailed.
- ◆ One preferred organization email address notification.
  - ◆ One email address for the President of the Board (or equivalent).

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**Additional Information:**

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- ☐ Response to the last notification letter from the Community Gaming Grants Branch, if information was requested by the Branch in that letter.
- ◆ This document may be uploaded to any section of the online application or may be submitted by email to the Branch.

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\* All applicants must provide a copy of this information in .pdf, .jpg, .doc(x), or .xls(x) format, either by attaching to the online application or submitting by email. Applicants have up to two weeks to submit supporting documents by email.

## Appendix VI: Program Sub-sectors

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Applicants must select a program sub-sector for each program for which grant funding is requested. The sub-sectors allow the Community Gaming Grant Branch to collect information regarding the number and type of programs that receive grant funding.

For each program for which funding is requested, please select the sub-sector that best describes the purpose, activities or goals of the program.

### *Arts and Culture*

- ◆ Dance – Performance/  
Education
- ◆ Fair – Agriculture
- ◆ Fair – Community
- ◆ Festival
- ◆ Museum/Heritage/Archives
- ◆ Music – Performance/  
Education
- ◆ Theatre – Performance/  
Education
- ◆ Visual Arts – Exhibition/  
Education
- ◆ Culture/Multicultural
- ◆ Other – Arts and Culture

### *Sport Sector*

- ◆ Aquatics/Swimming
- ◆ Track & Field
- ◆ Baseball/Softball
- ◆ Basketball
- ◆ Biking/Cycling
- ◆ Rowing/Sailing/Boating
- ◆ Curling
- ◆ Equestrian
- ◆ Football/Rugby
- ◆ Golf
- ◆ Gymnastics
- ◆ Hockey
- ◆ Lacrosse
- ◆ Martial Arts
- ◆ Racquet Sports
- ◆ Skating
- ◆ Skiing/Snow Sports
- ◆ Soccer
- ◆ Special Olympics
- ◆ Seniors Games
- ◆ Other – Sport

### *Environment*

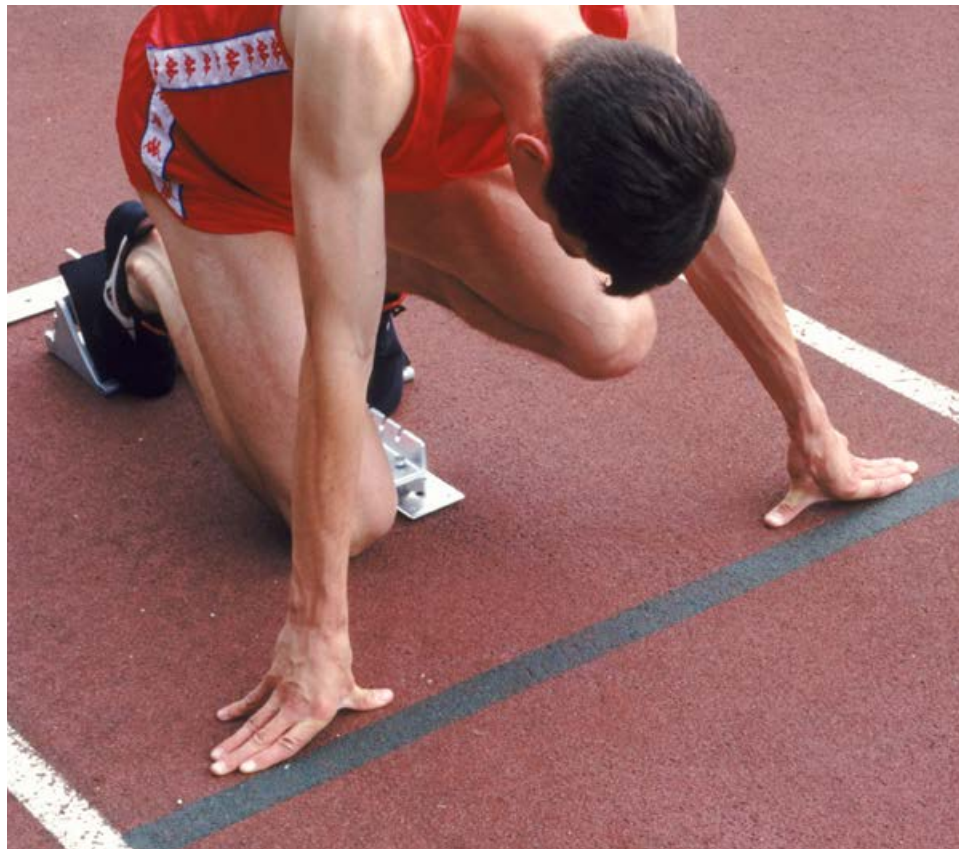
- ◆ Agriculture
- ◆ Animal Welfare
- ◆ Climate Change Adaptation
- ◆ Ecosystem Conservation
- ◆ Education/Outreach
- ◆ Other – Environment

### *Public Safety*

- ◆ Land Search and Rescue
- ◆ Marine Search and Rescue
- ◆ Fire/Emergency Response
- ◆ Justice/Crime Prevention
- ◆ Emergency Communications Radio
- ◆ Recreation/Trail Safety
- ◆ Other – Public Safety

### *Human and Social Services*

- ◆ Child Care
- ◆ Developmental Disability Supports
- ◆ Disability Supports
- ◆ Mental Health/Addictions
- ◆ Health/Health Condition Programs
- ◆ Food and Nutrition
- ◆ Hospice
- ◆ Immigrant/Refugee Supports
- ◆ Scouts/Cadets/Other
- ◆ Seniors Service/Activities
- ◆ Service Clubs/Community Donations
- ◆ Emergency Social Services
- ◆ Education/Tutoring Services
- ◆ Children, Youth and Family Services
- ◆ Other – Human and Social Services



## Appendix VII: Conditions for a Community Gaming Grant

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Recipients of a Community Gaming Grant must comply with the following conditions:

### General Requirements

1. The grant recipient shall at all times fully comply with all provisions of the *Gaming Control Act*, all regulations and rules under the *Gaming Control Act*, all policies published by the Community Gaming Grants Branch, and all directives issued by the Community Gaming Grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. The grant recipient shall notify the General Manager, Gaming Policy and Enforcement Branch (GPEB), without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the *Gaming Control Act* or Gaming Control Regulations, or that may affect the integrity of gaming.
4. All of the information contained in and submitted with the grant recipient's application for a Community Gaming Grant must be true and correct.
5. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

### Funding Acknowledgement

6. The grant recipient must acknowledge the financial assistance of the Province of British Columbia in program materials (including any signage used for funded capital projects) by displaying the following written acknowledgement:

**“We acknowledge the financial support of the Province of British Columbia.”**

### Use of Grant Funds

7. Grant funds must only be used to cover eligible costs essential to the delivery of an approved program, as outlined in Section 6.1 of the Community Gaming Grants: Program Guidelines.
8. Grant funds must not be used for ineligible costs, as outlined in Section 6.2 of the Community Gaming Grants: Program Guidelines.

9. Grant funds must not be used for purposes that have not been approved by the Branch but may be redistributed amongst the grant recipient's approved programs. Any redistribution of funds must be documented in the financial information accompanying future applications for grant funding.
10. The grant funds must be fully disbursed within 12 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. Grant funds may be used for eligible expenses that are incurred anytime within the fiscal year during which the grant was received and/or anytime in the 12 months following the date the grant was received.
11. If an approved program is cancelled before the grant funds are fully disbursed, all remaining funds must be used toward another approved program or returned to the Minister of Finance.

### ***Service Clubs – Community Donations Programs***

12. Service Clubs must donate the grant funds to other community organizations and programs which meet eligibility criteria outlined in the Community Gaming Grants: Program Guidelines.
13. Donations must directly benefit communities or community members and may include donations to individuals or families, where relief is of a short-term nature or a one-time payment intended to relieve an exceptional or unusual condition or circumstance.
14. Service Clubs must not use grant funds for their own programs unless the Branch has provided written approval for the program since August 19, 2002, when the *Gaming Control Act* was proclaimed.
15. Service Clubs must not receive grant funds from another Service Club and must not donate grant funds to:
  - a. another Service Club
  - b. agencies and/or programs outside of British Columbia.
16. Service Clubs are required to report to the Branch any instance where grant funds were used inappropriately by a donation recipient.

### ***Financial Control Requirements***

17. Gaming funds include any funds generated through gaming, including licensed gaming events, Community Gaming Grants, gaming fund donations from Service Clubs, as well as any GST/HST rebates, interest and/or revenues from the sale of assets purchased with gaming funds.
18. The grant recipient must:
  - a. Maintain a separate Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from Service Clubs.

- b.** Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them.
  - c.** Maintain Gaming Account records that clearly show the amount and purpose of each transaction.
  - d.** As part of the Gaming Account records, secure and retain all account and transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.
  - e.** Keep a record of all volunteered hours and in-kind material/equipment contributions that has been reported as part of an application for grant funding and retain the information as part of the gaming records for a period of five years from the end of the fiscal year in which the in-kind contribution was reported to the Branch.
  - f.** Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials, at least one of whom must be an officer of the organization, unless a formal exception has been approved by the Executive Director, Community Gaming Grants Branch. These signing officials must not be related by blood or marriage. Cheques issued against the Gaming Account must not be pre-signed.
  - g.** Use electronic transfers and/or automated debits from the Gaming Account only where two current board members have authorized the transactions in writing; these board members must not be related by either blood or marriage. The authorization document must identify the specific purpose and maximum dollar amount permitted for each electronic transfer and/or automated debit and must be retained with the Gaming Account records. General purposes such as "wages" are not sufficiently detailed.
- 19.** Cash transactions from the Gaming Account are not permitted (i.e. cheques must not be paid out to "cash").

## ***Audit and Financial Reporting Requirements***

20. The grant recipient must file a Gaming Account Summary Report within 90 days of the end of the recipient's fiscal year.
21. From time to time, the grant recipient may be required to provide audited statements and other information that the Community Gaming Grants manager and/or general manager may request.
22. The grant recipient may be audited periodically, as required by the Community Gaming Grants manager and/or general manager. Any report resulting from those audits may be disclosed publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

## ***Suspension, Revocation and Repayment of Grant Funds***

23. If, in the opinion of the Community Gaming Grants manager and/or general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the grant recipient may be required to repay all or a portion of the grant funds, and/or the manager and/or general manager may suspend or revoke the grant. A fine or fines may also be imposed under Section 98 of the *Gaming Control Act*.



## ***Appendix VIII: Financial Accountability and Preventing Fraud – Best Practices***

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To improve financial accountability and to reduce the likelihood of fraud, recipient organizations should follow these best practices:

- ◆ All board members should review financial documentation (e.g. financial statements, budgets, bank statements, cleared cheques, etc.) on a regular basis.
- ◆ The organization's finances should be open and transparent to all board members. The board should feel comfortable asking questions about the organization's finances. If any board member is hesitant to answer questions or provide information, this can be a sign of a problem.
- ◆ Have bank statements and cancelled cheques mailed to the organization's President, or equivalent, for review (as long as they are not also the Treasurer).
- ◆ Financial information should be presented to, and reviewed by, the board on a regular basis (e.g. board meetings, on a monthly basis, etc.). This may include a review of the budget and year to date spending. All questions or significant discrepancies should be resolved in a timely manner.
- ◆ It is recommended that the Treasurer not be granted signing authority, in order to ensure appropriate segregation of duties.
- ◆ Ensure that the organization's financial institution is aware of all approved signing authorities.
- ◆ Consider completing background checks (e.g. criminal record checks, reference checks, etc.) on new board members to ensure that there are no relevant concerns regarding their suitability for the position.



**Know your limit, play within it.**

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