

Be prepared

Before you start: Have electronic copies of the following documents easily accessible (maybe in one folder) on your computer so you can upload them instead of physically mailing them in. It will save you time, money and paper.

| Documents for organization | Formats accepted |
|---|--------------------------------|
| Constitution and bylaws | jpg, doc, docx, xls, xlsx, pdf |
| Mission statement | |
| Board of Directors documents | |
| Minutes from the last Annual General Meeting | |
| Revenue and expense statements for the previous fiscal year | |
| Balance sheet for the previous fiscal year | |
| Budgets for the current fiscal year. | |
| Budgets for the next fiscal year. | |
| Copy of a void cheque (if you don't have a Gaming Account) | PDF ONLY |
| Program budget | jpg, doc, docx, xls, xlsx, pdf |

Also, it's helpful to know the following information before going online:

Application page one:

- You organization's name as it appears on your constitution and/or certificate of incorporation (if applicable).
- B.C. Society Number for you organization, if you have one.
- Date your organization started operating - this can be an approximation.
- The date when the fiscal year ends for your organization.

Application page four:

- How many eligible voting members and board members your organization has.
- Date of your last Annual General Meeting.
- Number of voting members that attended last Annual General Meeting.

Application page five:

- The activities and delivery of the program the grant will support.
- Details of how the grant funds will be used.
- How many people will participate in, or benefit from the program.

Application page six:

- The name, address, email and business telephone number and home telephone number of:
 - Two (2) officers / board members of your organization who are responsible for the application.
 - One (1) submitter (an officer may be the submitter).
 - One (1) contact person (an officer may be the contact person).