

Special Request for Capital Project Approval for projects valued at \$20,000 or more

Gaming Policy and Enforcement Branch – Licensing and Grants Division

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Telephone: (250) 387-5311 | **Web:** www.gaming.gov.bc.ca

L&G File#: (for your organization)

BEFORE YOU START

Use this form only to request approval from the branch before disbursing funds from your gaming account towards capital projects valued at \$20,000 or more.

NOTE: This form is NOT an application for a gaming grant or gaming event licence.

- Review 'Section 7 – Capital Project Funding Criteria' on the last page of this form.
- This special request form can be completed and submitted using the online service at: www.gaming.gov.bc.ca
- If submitting this special request by mail, use the [latest version of this form](#). *
- Items in 'Section 4 – Additional Requirements (Attachments)' are required to complete this application.
- Incomplete special request forms will generally be returned without being processed.
- Do not fax or e-mail this special request form, it will not be accepted.

* Available at: www.gaming.gov.bc.ca/grants/forms-guidelines.htm

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)			
Sector: (choose one only)			
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Sport	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> Human and Social Services (incl. service clubs/organizations)	<input type="checkbox"/> Environment		
Is your organization a service club? (e.g. Lions, Elks, etc.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If your organization is a service club, list the recipient organization(s), or your own programs? (attach an additional sheet if necessary)			
Number of eligible voting members:	Number of board members:	Date of last annual general meeting: (DD-Mon-YYYY)	Number of voting members attending the last annual general meeting:

SECTION 2 – PROJECT INFORMATION

Project name:			
Is this a multi-year project? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, what is the total cost of the current phase of the project? \$	
Project start date: (DD-Mon-YYYY)		Project end date: (DD-Mon-YYYY)	Total value of the project: \$
Does your organization own the property?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Who is responsible for future maintenance: (name of the party responsible for future maintenance)			
Describe the project in detail: (attach an additional sheet if necessary)			
Describe in detail the activities and programs this project will support: (include an explanation of how the project will enhance the delivery of the supported activities and programs – attach an additional sheet if necessary)			
Project location name:			
Project location address: Unit and/or Street		City	Postal Code
Total estimated project cost:			>>> \$

SECTION 3 – FUNDING SOURCES

Confirmed funding sources: (name and short description – proof is required – attach an additional sheet if necessary)		Amount:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total confirmed funding sources:		>>> \$
Unconfirmed funding sources: (name and short description – attach an additional sheet if necessary)		Amount:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total unconfirmed funding sources:		>>> \$
Volunteers 'in kind': (type of volunteer – attach an additional sheet if necessary)	Number of hours:	Rate:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Donated supplies: (short description – attach an additional sheet if necessary)		Amount:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total donated supplies:		>>> \$

SECTION 4 – ADDITIONAL REQUIREMENTS (ATTACHMENTS)

<input checked="" type="checkbox"/>	The following items must be attached to this application (incomplete special request forms will generally be returned to the applicant without being processed)
Organization information:	
<input type="checkbox"/>	Constitution and bylaws Changes to the organization's constitution and bylaws must be provided.
<input type="checkbox"/>	Board of directors list Up-to-date information about the organization's board of directors must be provided; the list must include: names; addresses; home and work phone numbers; e-mail addresses; and positions held on the board.
<input type="checkbox"/>	Annual general meeting minutes Minutes from the organization's most recent annual general meeting must be provided. The AGM minutes must include verification that a democratic election of the board of directors was held. If the most recent election of the board was not held during the AGM, provide additional, dated documentation (meeting minutes) showing details.
Project information:	
<input type="checkbox"/>	Property information If your organization owns the property: <ul style="list-style-type: none"> • Proof of property ownership (e.g. land title or tax assessment notice). If your organization does not own the property: <ul style="list-style-type: none"> • A copy of an unconditional fixed-term lease with no less than five years remaining and • A letter from the registered property owner approving the use, operation and maintenance of the land and building for the purposes specified in this application.
<input type="checkbox"/>	Project budget (for all current and future project phases) A detailed budget for the current phase of the project as well as any future phases must be provided.
<input type="checkbox"/>	Project quotes (for all current and future project phases) Professional quotes for the current phase of the project as well as any future phases must be provided.
<input type="checkbox"/>	Proof of confirmed funding sources Proof of confirmed funding sources must be provided.
Financial information for the organization:	
<input type="checkbox"/>	Organization financial statements Complete annual financial statements must be provided for the organization's previous fiscal year, including: <ul style="list-style-type: none"> • Revenue and expense statements clearly showing all sources of revenue with gaming funds identified. • Balance sheet listing all assets and liabilities of the organization and with restricted funds clearly identified.
<input type="checkbox"/>	Organization budgets The organization's budget for the current fiscal year and next fiscal year must be provided. Include anticipated gaming revenue and expenditures.
<input type="checkbox"/>	Gaming Account Summary Report This report must be provided for the previous fiscal year, if gaming funds were received during that year, or if there was a balance remaining in your gaming account. The Gaming Account Summary Report form is available on the Gaming Policy and Enforcement Branch website (www.gaming.gov.bc.ca/grants/forms-guidelines.htm).

SECTION 5 – CERTIFICATION

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization (the “requestor”) making this special request, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this special request by and on behalf of the requestor.
- I confirm personally and on behalf of the requestor that all facts stated and information furnished in this special request are complete and true.
- The requestor undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The requestor undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming Policy and Enforcement Branch (“GPEB”) and all directives issued by the General Manager, whether published or issued before or after the date of this special request.
- Upon dissolution of this organization, all unused grant funds and assets purchased with grant funds will 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 British Columbia.
- The requestor understands and confirms that any information submitted herein may be disclosed by GPEB publicly, in compliance with the Freedom of Information and Protection of Privacy Act.

Two board members of the organization (officers) who are responsible for the special request: (both must sign this form)							
1	Position: (with the organization)		First name:		Last name:		
	Address: Unit and Street		City		Province	Postal Code	
	Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)		Signature: X		Date signed: (DD-Mon-YYYY)		
2	Position: (with the organization)		First name:		Last name:		
	Address: Unit and Street		City		Province	Postal Code	
	Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)		Signature: X		Date signed: (DD-Mon-YYYY)		
Submitter: (if the submitter is one of the people above, include only their name below)							
3	Position: (with the organization)		First name:		Last name:		
	Address: Unit and Street		City		Province	Postal Code	
	Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)						
Contact Person: (if the contact person is one of the people above, include only their name below)							
4	Position: (with the organization)		First name:		Last name:		
	Address: Unit and Street		City		Province	Postal Code	
	Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)						

SECTION 6 – DELIVERY METHOD

Results can be delivered to you by e-mail or by Canada Post, or you can view them by signing onto the Gaming Online Service with a BCeID username and password. For more information about BCeID, contact the branch.

<input checked="" type="checkbox"/>	Select your preferred delivery / notification method: (choose one only)	
<input type="checkbox"/>	E-mail (provide a valid e-mail address in the space to the right – ensure that your e-mail is set up to allow messages that are sent from Gaming Policy and Enforcement Branch e-mail addresses – gamingonlineservice@gov.bc.ca and gaming.branch@gov.bc.ca)	
<input type="checkbox"/>	Canada Post (your organization's mailing address will be used; if we do not have a mailing address on file, the physical address will be used)	
<input type="checkbox"/>	Gaming Online Service (using your BCeID account – must be a Business BCeID account that is registered with the branch)	

SECTION 7 – MAJOR CAPITAL PROJECT FUNDING CRITERIA

Organization eligibility:

1. An organization must be federally or provincially incorporated as a non-profit society if it intends to use gaming funds for capital projects.
2. Where an organization is registered under the provincial Society Act, it must be in good standing with the Registrar of Companies.

Capital project criteria:

1. Capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development in excess of \$20,000 in value.
2. Gaming funds may be used for capital projects where:
 - a) the project is undertaken by an eligible organization primarily for community benefit;
 - b) upon completion, the project or the facility within which the project is located is accessible to the public;
 - c) the building is owned and maintained by an eligible organization or local government; and
 - d) the project is located on:
 - (i) land that is owned by an eligible organization;
 - (ii) land owned by a local government and leased to an eligible organization; or
 - (iii) public land.
3. Eligible organizations may be approved for up to 50 per cent of the total project cost, to a maximum \$100,000 annually. The organization's cash contribution must be equal to or exceed the grant funds it receives. Remaining funds to complete the project may be in the form of any combination of cash or donated labour, equipment, services, and materials from other sources, and
 - Labour/services/material/equipment must be directly related to the project that funding is being applied for.
 - Valuation of volunteerism and donations is based on:
 - o \$10.00/hour for unskilled labour.
 - o \$25.00/hour for skilled labour.
 - o \$50.00/hour for donated heavy equipment, including operator costs; and
 - o donated materials and professional services at verified fair market value.
4. A maximum of 50 per cent of the total capital project cost, to a maximum \$100,000 annually, may be derived from grant funds, including donations of grant funds from other organizations.
5. At the conclusion of the project it will be important to have complete records of volunteered assistance. Complete records of all volunteered hours, material and equipment donations must be maintained and retained as part of the organization's gaming records.
6. The application for funding of a capital project must include the:
 - a) rationale for the project and how it enhances program delivery;
 - b) documentation demonstrating the total value of the project (to determine maximum 50%);
 - c) financial viability of the project, including proof that other funding sources have been secured;
 - d) project schedule; and,
 - e) applicable approvals (i.e., a copy of any lease documents and a letter from the registered owner of the land approving the use, operation, and maintenance of the land and building for the purposes specified in the application).
7. Gaming funds may not be used for mortgage payments or operating costs on a continuing basis.
8. With prior approval of the General Manager, gaming funds for capital project costs may be accumulated for up to three years.

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess your eligibility to use gaming funds for capital projects valued at \$20,000 or more. Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.