Community Gaming Grants Program
2019 BCACG Symposium – September 25th, 2019

Presented by:
David Pyatt – CGG Branch Executive Director
Tanya Scaiano – GPEB Auditor
Acknowledgements of Traditional Land

We would like to begin by acknowledging that we are gathered on the traditional territory of Coast Salish peoples and the Musqueam Nation.
Topic #1
Branch Overview
<table>
<thead>
<tr>
<th>Community Gaming Grants Program</th>
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<tbody>
<tr>
<td><strong>Executive Director</strong></td>
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<td><strong>Director</strong></td>
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<tr>
<td><strong>Manager of Policy and</strong></td>
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<td><strong>Community Outreach</strong></td>
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<td><strong>Program Operations</strong></td>
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<tr>
<td>Application Review &amp; Analysis,</td>
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<tr>
<td>Financial Management (Grants</td>
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<td>Budget)</td>
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<td>2 x Team Lead</td>
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<td>12 x Grant Analysts</td>
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<td><strong>Policy, Research &amp;</strong></td>
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<td><strong>Engagement</strong></td>
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<td><strong>Stakeholder Engagement &amp;</strong></td>
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<td><strong>Policy Development including</strong></td>
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<td><strong>research &amp; data management</strong></td>
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<tr>
<td>1 x Admin Staff</td>
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<td>1 x Policy Analyst</td>
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Topic #2
2018/19 Community Gaming Grants Overview
Total Approved Funding by Sector
# of Applications Received by Sector

- Human and Social Services: 1,582 (31.57%)
- Sport: 1,512 (30.17%)
- Arts and Culture: 906 (18.08%)
- PAC and DPAC: 739 (14.75%)
- Environment: 151 (3.01%)
- Public Safety: 7 (0.14%)
Topic #3
Capital Projects Sector Update
Capital Projects: At a Glance

- The Capital Projects grant program has been delivered since August 2017.
- The program has been well-received by not-for-profit organizations throughout BC (2017-18 and 2018-19).
- A total of 195 projects have received funding in the previous two years.
- Successful projects have included interior/exterior building renovations; facility acquisition and construction; vehicle acquisitions; park and playground improvements; IT systems; and arts and recreation equipment.

<table>
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<th>Year 1: Aug 1 – Sept 30, 2017</th>
<th>Year 2: Jun 1 – Jul 31, 2018</th>
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<tbody>
<tr>
<td># of Applications Received</td>
<td>335</td>
<td>226</td>
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<tr>
<td># of Approved Applications</td>
<td>107</td>
<td>88</td>
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<td>Success Rate</td>
<td>32%</td>
<td>39%</td>
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Capital Projects: Moving Forward

- Applications from the third intake (June 1 – July 31, 2019) are currently being reviewed and assessed by Branch staff.
- 223 applicants, across all sectors, have requested approximately $19 million.
- The Branch anticipates that the next Capital Projects Sector application intake will open in June 2020.
Topic #4
Applying on a “Program Basis”
What is a program?

- A program is an ongoing service, activity, or series of activities designed to achieve one or more specific objectives within the community it serves.
- A program must provide a benefit to the community or a response to the community’s needs.
- Eligible programs must:
  - Have been delivered for 12-months
  - Be directly delivered by the applicant
  - Be ongoing (not a one-time project)
  - Provide an immediate and direct service
  - Be accessible and inclusive
    - Open access where possible
    - No unnecessary restrictions

Grant funds are not intended to be used for an organization’s core funding.
ABC Arts Council directly delivers four (4) distinct services to its community.

- Three (3) of these services are considered eligible for Community Gaming Grant funding;
- One (1) service is considered ineligible.
- Because grant funds are not intended to be used for an organization’s core funding, the organization must apply on a “program basis,” for each of its three (3) eligible programs.
- Each program should be entered separately in the online application and should include program-specific:
  - program description
  - program actual revenues and expenses for the previous fiscal year
  - program budget for the current fiscal year.
123 Minor Hockey Association
(not-for-profit organization)

Program 1:
Amateur Youth Hockey
(includes all levels of hockey programming delivered by organization)

123 Minor Hockey Association directly delivers one (1) distinct service to its community.

- This service is considered eligible for Community Gaming Grant funding.
- Because there is only one (1) type of service being delivered

- In this example:
  - the organization should enter only one (1) program in the online application, and provide one (1) program description that outlines all of the hockey activities delivered
  - the program actual revenues and expenses will be the same as the organization level revenues and expenses for the previous fiscal year.
Topic #5
Funding Increases
Can we request increased program funding?

- Yes! However, it is important to note the following information:
  - Grants are **not** provided to fund projected future program expansion.
  - However, an organization can request increased program funding to support growth that has been sustained for at least 12 months at the time of application.

- To request increased funding, the organization must apply using the **Regular form** Community Gaming Grants Application.

- The application should provide information to demonstrate how the program has grown and to support the request for increased funding.
Demonstrating Program Growth in the Program Description

Provide statistics:
• How many more people have been served?
• How many more workshops, classes, performances, etc. were delivered?

Highlight increasing expenses:
• Which program costs have increased? *(These costs should be reflected in the program revenue and expense statement).*

Outline community support and participation:
• Are there waitlists for classes, services, workshops, etc.?
• How large are the waitlists? Are they growing?

Describe how the program has grown:
• Have you created new staff positions?
• Have you opened new spaces?
• Have you delivered new program activities or components?

*Highlighting program growth over the previous 2-5 years can support a request for more funding.*
Demonstrating Program Growth in the Program Revenue and Expense Statement

Program growth should be reflected in the program revenue and expense statement (“the actuals”) for the most recently completed fiscal year.

**Increased revenues:** Program actuals may reflect increased revenues resulting from the growth of the program (e.g. registration fees).

**Increased expenses:** Program actuals should reflect increased costs related to the growth of the program (e.g. wages/instructor fees; program supplies; equipment; utilities; rent).

*The program actuals should reflect the growth outlined in the program description.*
Topic #6
Funding Decreases
5 Reasons Program Funding May be Reduced:

**Government funding > 75%**
- Total federal and provincial government funding for the program is > 75% of the program’s previous fiscal year operating costs

**Organization surplus percentage > 50%**
- The organization has unrestricted cash and investments > 50% of the organization’s previous fiscal year operating expenses

**Grant funds not used within 12 months of receipt**

**Sustained reduction to the size and scope of program delivery**
- Decreased participation/registration
- Decreased frequency of program activities
- Decreased program expenses

**Ongoing program surpluses**
- Program does not demonstrate need for financial assistance
Topic #7
Organization Eligibility - Membership
Guideline 3.1 *Eligible organizations*

- An organization may be eligible for a Community Gaming Grant if it has a voluntary and broadly-based membership involved in the management and control of the organization and its programs.

**But what does “broadly-based membership” mean?**

- An organization with a "broadly-based membership" provides the opportunity for individuals of the community at large to become voting members in a straightforward manner and at a reasonable cost.

**Possible Exceptions**

- If there is a rational connection between the primary purpose of the organization and a membership restriction, a restriction may be permissible.
Broadly-Based Membership

Guideline 3.1 *Eligible organizations*

- An organization may be eligible for a Community Gaming Grant if it has a voting membership that is more than double the number of board members.

**How many members does an organization need?**

- Membership doesn’t have to be especially large, as long as the membership to board member ratio meets Guideline 3.1.

**The Societies Act creates legal rights for members**

- This includes access to certain organization records, such as:
  - Membership register and associated member contact information;
  - Accounting records (i.e. receipts, bank statements)

*It is important for organizations to know who their members are!*
Topic #8
Accessibility and Inclusivity
Gender Based Analysis Plus (GBA+)

What is GBA+?:

• A process used to assess how diverse groups of women, men and non-binary people may experience policies, programs and initiatives.

• The “plus” in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences.

• We all have multiple identity factors that intersect to make us who we are; GBA+ also considers many other intersecting identity factors, such as:
  - Race
  - Ethnicity
  - Religion
  - Age
  - Mental/ physical disability
Gender Based Analysis Plus (GBA+)

GBA+ in the Application Process:

- To support equity, diversity and inclusion, the program supports applications from organizations whose programs and facilities are open and accessible.

- Applicants can highlight how their programs and facilities are accessible to and inclusive of people regardless of their:
  - Age
  - Ability
  - Sexual orientation, gender identity and expression (LGBTQ2S+)
  - Ethnicity or cultural background
  - Religion
  - Language
  - Geographic location (e.g. from under-represented communities)
  - Socio-economic situation

Exceptions may be considered when the exclusion of some group is required for another group to be effectively serviced.
Gender Based Analysis Plus (GBA+)

Applying GBA+ to Your Work:

You can begin to challenge your assumptions and apply GBA+ to your work by asking the following key questions:

Do I believe that the issues I work on are gender neutral? Or culturally neutral? Ability neutral? Is this based solely on my own experience?

Is it possible that my assumptions prevent me from asking questions and hearing or understanding answers that are outside my own experience?

How might attitudes and norms – my own, those of my organization, and those of the institutions and society that surround me – limit the range of policy options I consider and propose?
Topic #9
Complying with Licencing
Things To Do To Operate Effectively Within Licencing Rules

- Gaming funds must be deposited into an identifiable gaming account.
- Spend the gaming money on eligible disbursements
- Ensure proper recording of revenues and disbursements.
Things To Do To Operate Effectively Within Licencing Rules (continued)

- Maintain and safely store gaming records.
- File a *Gaming Account Summary Report* within 90 days of the organization’s fiscal year end.
- File a *Gaming Event Revenue Report* within 90 days of the end of each gaming event licence.
Getting Audited – Why you?

An organization might receive an audit request for one of these three (3) reasons:

- Random Audit
- Request for Assistance from Grant or Licensing Analyst
- Complaint from public
Topic #10
Keeping Records
Record Keeping

Auditors prefer a well-defined audit trail to follow the receipt and disbursement of gaming funds.

KEEP EVERYTHING!
Records – What is Everything?

• Records that clearly show the amount and purpose of each transaction:
  o all financial records;
  o cancelled cheques;
  o bank statements;
  o bank transaction receipts;
  o invoices and sale receipts;
  o leases or contracts; and,
  o submitted reports

• All gaming event records: receipts, deposit slips, tickets, winners and inventory records
Topic #11
Licences & Best Practices
Ticket Inventory to Revenue Reconciliation

- Use recommended control paperwork (located at end of the Standard Procedures);
- Manual draw tickets should be pre-numbered in sequence if ticket raffle is not the same day;
- Dual persons verifying opening and closing ticket inventories, counting cash, and both should sign off together;
- Safeguards of tickets and cash, use of safe, access controlled, to ensure no loss;
Ticket Inventory to Revenue Reconciliation (continued)

• For electronic systems: all licensing equipment must be certified and have licensing approval;

• Well maintained equipment, including a ticket container large enough that tickets can be mixed, without any tickets falling out; and,

• Retain all gaming records, as per the Standards.
When Selling Multiples of Tickets; 50/50 Draws

- Bundle series of tickets together and write on sign out/in sheet with a name
- Check winning tickets against batch numbers sold
- Makes recording sold/returned/void much easier and faster to reconcile
- Separate colour for each price (e.g. 1/$5, 3/$10, 7/$20)
Key Contacts

Community Gaming Grants Branch

- Web: [http://gov.bc.ca/gaminggrants](http://gov.bc.ca/gaminggrants)
- Email: CommunityGamingGrants@gov.bc.ca
- Phone: (250) 356-1081 (Toll-free in BC: 1 (800) 663-7867
- Community Outreach Manager: CGGOOutreach@gov.bc.ca

Gaming Policy Enforcement Branch

- Web: [http://gov.bc.ca/gambling-fundraising](http://gov.bc.ca/gambling-fundraising)

BC Association for Charitable Gaming and Community Charitable Gaming Associations