Community Gaming Grants Branch
2020 Capital Project Grants Program
The 2020 Capital Project Sector Guide is now up on the Community Gaming Grants website

All applicants should review the 2020 Sector Guide prior to submission. Available online at www.gov.bc.ca/gaminggrants
Community Gaming Grants Program
Capital Project Grants

Sector Overview

$5 MILLION for “Capital Project Grant Program”

$135 MILLION for the “Community Gaming Grant Program” to help not-for-profits deliver ongoing programs. (Includes “Minor Capital Project” and “Capital Acquisition” funding for projects under $20,000)

Funded with provincial commercial gambling revenue.
Sector Overview

Capital projects with a total cost between $20,000 - $1,250,000

Between 20% and 50%* of the total cost of a project may be funded
*up to 80% for organizations directly impacted by COVID.

Grants up to $250,000 (max)

Matching funds are required
WHAT’S NEW IN 2020

• Funding this year will be prioritized to address some of the financial challenges that organizations are facing due to COVID-19.

• Priority to be given to:
  ✓ Organizations that are facing increased demand for programs and services due to COVID-19; and,
  ✓ Organizations that need to make modifications or purchase acquisitions to continue to deliver programs and services during the pandemic.

• Matching funds contribution reduced from 50% to 20% for projects that address Covid-related problems or needs.
Sector Overview
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Sector Overview

Application intake period: June 19 – August 14, 2020
Notifications by November 20, 2020
One application per year
Only one grant per project
Can still apply for regular/annual Community Gaming Grants
The Capital Project Grant Program is a Competitive Application Process.

- Applicants must make the strongest case possible in each section of the application, mindful that all other applicants are also making their strongest cases.

- Incomplete, inaccurate or missing documentation will significantly weaken the application.

- Late applications will not be accepted.

- Grants will not be awarded until all applications are received and reviewed.
Mandatory Eligibility
Mandatory Eligibility

There are three levels of assessment:

1) Applicants must meet all Mandatory Eligibility Criteria (Section 2 of Sector Guide).
   - Organization Eligibility
   - Project Eligibility
   - Financial Eligibility

2) Applications will be marked against the Assessment Criteria (Section 4 of Sector Guide).

3) Once the ranking process has been completed, additional considerations (e.g. COVID-relate projects, regional distribution, Indigenous projects) may be applied.
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Organization Eligibility

• Be not-for-profit

• Operates primarily for community benefit

• Delivers or facilitate programs within the Community Gaming Grant sectors:
  - Arts and Culture
  - Human and Social Services
  - Public Safety
  - Sports
  - PACs and DPACs
  - Environment
Organization Eligibility

• Has a voluntary and broadly-based membership involved in the management and operation of the organization and its programs

• Has a voting membership that is more than double the number of board members

• Has board members who are democratically chosen by its voting membership
  ✓ 2/3 of board members reside in B.C.
  ✓ Board members do not receive remuneration for their services as board members
  ✓ Membership is individuals, not other organizations/chapters

See section 2.1 for full eligibility rules and “ineligible organizations”
Project Eligibility

**Facilities** – construction of new facilities; renovation or maintenance of existing facilities

- Purchase new/used building, community or childcare facility, recovery house, interior or exterior renovation (kitchen/bathroom/flooring/roof); HVAC system, elevators, tennis bubble, lighting, curling club refrigeration, .

**Community Infrastructure** – development of public amenities that improve B.C. residents’ quality of life

- Playgrounds, outdoor structures, community space, skate park, hiking/walking trails, public wharf, ecosystem restoration.

**Acquisitions** – purchase of fixed capital assets for long-term ownership and use by the applicant organization

- Vehicles, buses/vans, computer systems, office or technical equipment, audio/visual equipment, sports equipment, boats.
Project Eligibility

- Must be undertaken by an eligible organization for community benefit
- Must be accessible to the public upon completion
- Must be located on one of the following:
  - land owned by an eligible organization
  - land leased to an eligible organization on a long-term basis (10-years), or
  - public land
Project Eligibility

Acquisitions

- Acquisition is necessary for the delivery of a program or service.
- The acquisition is purchased by an eligible organization primarily for community benefit.
- The project is for the purchase of privately-owned fixed capital assets for long-term use.
- The capital asset must fully belong to the eligible organization.
Financial Eligibility

• Must have a separate Gaming Account

• Must have matching funds to complete the project if a Gaming Grant is awarded

• Restricted funds designated for the project (if any) must be used in full towards the matching requirement

• Past recipients of Community Gaming Grants must be up-to-date and in good standing with their Gaming Account Summary Reports
Assessment and Scoring
4.2 – Assessment Criteria

Alignment with Sector Objectives (25%)

• **Community benefit (20%)**
  
  - How does the project will benefit the community by addressing a community identified need or priority and enhance the well-being of residents.

• **Inclusiveness and accessibility (5%)**
  
  - How is the project open and accessible to all people in the community, including people of all ages, abilities, sexual orientations, gender identities, ethnicities, cultural backgrounds, religions, languages, under-represented communities and social-economic conditions.
4.2 – Assessment Criteria

Project Feasibility (25%)

• Detailed project timeline
  – E.G.: Start/End Dates; Major Milestones

• Risk management table
  – Identify risks and mitigation strategies

• Appropriate approvals and permits
  – List any requirements and your plan to obtain them

• Operational viability of project
  – Plan to operate, manage and maintain the project
4.2 – Assessment Criteria

Financial Considerations (45%)

• Financial need
  – Project Cost
  – Requesting Grant Amount

• Financial feasibility of the project
  – Project Budget
  – Cost Estimates
  – Planned Use of Grant Funds
  – Matching Funds
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4.2 – Assessment Criteria

Special Features (5%)

• Environmental efficiency
  • How the project includes climate action or energy-efficient features that will reduce the organization’s greenhouse gas emissions, lower the organization’s long-term operational expenses, such as heating/cooling costs, etc. and/or improve the use of the organization’s human and/or technological resources (e.g. reduced resource consumption).
Supplementary Documents

In addition to project documentation, applicants must submit:

- Constitution and bylaws
- Board of directors list
- Minutes from most recent AGM
- Gaming Account
- Void “Gaming Account” Cheque
- Organization Financials
  - Most Recently Complete Fiscal Year: Balance Sheet
  - Most Recently Completed Fiscal Year: Revenue/Expense Statement
  - Current Year Budget

PLEASE REVIEW THE PRE-APPLICATION CHECKLIST!
Accountability
Eligible Expenses

• Costs considered to be direct and necessary for the successful implementation of an approved project

• Examples:
  o Project-related fees paid to professionals, technical personnel, consultants and contractors
  o Project materials
  o Transportation or shipping costs for acquisitions
  o Licenses, permits and insurance required for the project
  o Any other direct and necessary costs incurred in the implementation of the project
Accountability

- Grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch.

- Project must start within 12 months of receipt of funding.

- Organizations may transfer grant funds – by cheque or electronically – from the Gaming Account to the General Account for the reimbursement of eligible project expenses.

- Organization must submit a supplementary Gaming Account Summary Report within 90 days of its fiscal year-end.
  - Clear and detailed reporting of how funds from the Capital Project Grant were spent over the course of that fiscal year.
  - Expenses must be consistent and comparable to those identified in the approved grant application.
Project Completion

- Once a capital project is completed, the grant recipient must notify the Branch in writing at: communitygaminggrants@gov.bc.ca

- Short post-completion report to include:
  - a description of the completed project and how it is benefitting the community
  - a breakdown of total project expenses
  - photos

- The Branch may request that these materials be used to publicize the outcomes of the Capital Project Grants Sector
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Tips, Information and Questions
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7 – Tips and Advice

- Read the most recent Sector Guide
- Review the “Pre-Application Checklist” (on our website)
- Review the “Frequently Asked Questions” (on our website)
- Save all required information as Word/PDF for easy upload
- Don’t apply at the very last minute (it’s fine to apply early!)
- Call or e-mail us if you have concerns or questions!
7 – Key Resources

1) **MAH website** ([http://gov.bc.ca/gaminggrants](http://gov.bc.ca/gaminggrants))

2) **Community Gaming Grants Branch**
   - General – communitygaminggrants@gov.bc.ca, or call 1-800-663-7867
   - Community Outreach Manager – CGGOOutreach@gov.bc.ca