

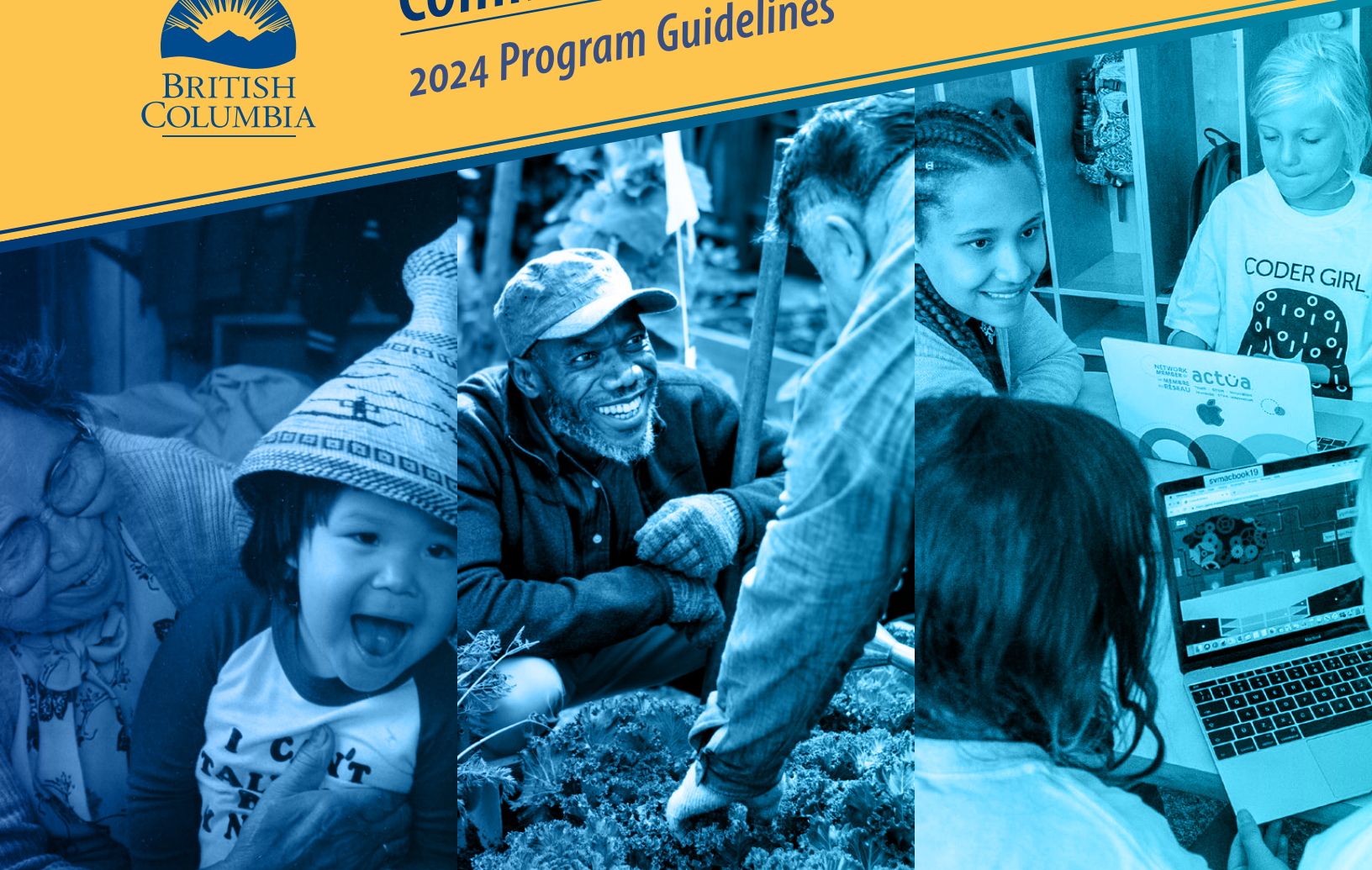


**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**



# Community Gaming Grants

## 2024 Program Guidelines





Community Gaming Grants acknowledges it carries out its work on the territories of First Nations throughout British Columbia. We recognize and respect the traditional custodians of these lands where we work and live.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

## COMMUNITY GAMING GRANTS

2024-25 Program Guidelines  
Effective February 1, 2024

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**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

## ***Preface:***

### ***What's New in the 2024 Program Guidelines***

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This document outlines the Community Gaming Grant Program Guidelines, including eligibility criteria, information on how to apply for a grant, details on using the funds, reporting on how funds were used and additional content that can assist organizations applying for funding.

Each year, the Community Gaming Grants Branch reviews the Program Guidelines and makes necessary updates to the program. All applicants are strongly encouraged to review the Program Guidelines in their entirety to ensure they understand all eligibility criteria.

The following changes have been made to the 2024 Program Guidelines:

- ◆ Section 2.2: The definition of activities delivered under the Sport sector has been clarified. Programs that include instruction and provide a pathway to development, with opportunities to compete are eligible. Programs that primarily deliver specialized training to elite athletes or only provide travel opportunities are not eligible.
- ◆ Section 4.3: New for this year, organizations requesting a total of \$10,000 or less in funding will have the option to provide simplified program financials. The following details must be included with the simplified financials:
  - ◆ Total program revenue
  - ◆ Total program expenses
  - ◆ Government funding amounts and sources of funding
  - ◆ In-kind contribution summary (if applicable)
  - ◆ Program budgets for the current and next fiscal year are not required for those organizations requesting \$10,000 or less in total funding.
- ◆ Section 5.5: A new section has been included for Indigenous not-for-profit organizations applying for a Community Gaming Grant. The section provides information regarding policy considerations for those organizations that may wish to contact the Branch to discuss their application.
- ◆ Section 6.3: Minor capital acquisitions and minor capital project sections have been combined and both minor acquisitions and capital projects that are over \$5,000 and/or require the work of a contractor must provide quotes.
- ◆ General updates: To keep content consistent and for ease of use, the Program Guidelines have been modified so that the Conditions, additional resources and example documents are now available on the website and no longer included as part of the Program Guidelines document. Links to these resources are included in [Section 5.8](#).



## *Chapter One: Information For All Applicants*

**NOTE: THIS DOCUMENT APPLIES TO  
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## 1. Program Overview

The Community Gaming Grants program distributes funds from commercial gambling revenues to not-for-profit organizations that deliver programs and services to communities throughout British Columbia. Community Gaming Grants funding enhances community life through supporting programs that:

- ◆ provide opportunities for enrichment through participation in sport and the arts;
- ◆ enhance and protect our local environment;
- ◆ improve quality of life for community members; and,
- ◆ enhance and support the safety of our communities.

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 inclusive, vibrant communities.

Community Gaming Grants specifically fund ongoing programs (e.g., courses or activities), as well as minor capital projects and capital acquisitions related to program delivery. An organization can receive funding to support one or more 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 to ensure that they understand all eligibility requirements for receiving a grant.

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Royal BC Museum, Victoria.

## 2. Available Funding

### 2.1 Funding Levels

Community Gaming Grants are awarded based on the demonstrated size and scope of an organization's program delivery and overall community benefit. Grant amounts may vary from year to year and the decision whether to award a Community Gaming Grant, including any specific terms and conditions, rests with the grant manager, as set out in the *Gaming Control Act*.

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.

Program Delivery Level	Maximum Grant Amount Per Year
Local communities	Up to \$125,000
Regional/Provincial organizations	Up to \$500,000

To be eligible for more than the local level of funding, an organization must deliver programming across multiple communities, cover a geographically large geographic area or be recognized as a regional or provincial leader in their sector.

See [Appendix I](#) for other factors the Branch takes into consideration when assessing requests for levels of funding greater than local.

### 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 the organization's eligible programming.



Les Echos du Pacifique , Coquitlam.



## 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, community radio, photography).
- ◆ Visual arts (e.g., painting, drawing, sculpture, ceramics).
- ◆ Literature.
- ◆ Art Councils.
- ◆ Children and youth arts 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 (e.g., sharing culture with the broader community).

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## Sport

Organizations within this sector deliver organized sports programs to youth and amateur athletes. Programs include instruction and provide a pathway to development, with opportunities to compete. Programs that primarily deliver specialized training to elite athletes<sup>1</sup> or only provide travel opportunities 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 sports that build foundational skills or a pathway to competition, and instructional adult sports (e.g., soccer, swimming, hockey, skating, basketball, baseball, biking, rowing/paddling, sailing, martial arts, skiing).
- ◆ 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).
- ◆ Public education.
- ◆ Climate action (e.g., awareness, emissions reduction, alternative energy).
- ◆ Promotion of agriculture, food production and local food systems.
- ◆ Wildlife rescue and rehabilitation.

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<sup>1</sup> Elite athletes are those who receive financial compensation for their performance or compete at an international level.

## 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).
- ◆ Services for people living with a disability or health condition.
- ◆ Poverty reduction, food security and short-term housing programs (e.g., food banks, emergency shelters, transition housing programs like HLI).
- ◆ Mental health and counselling services (e.g., public education, outreach, substance use treatment, crisis services).
- ◆ Community building (e.g., neighbourhood houses, seniors' centres, services for newcomers).
- ◆ Indigenous wellness and community services (e.g., youth-elder programs, Friendship Centre programming).

## 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.

## 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.

Program Type	Annual Application Timelines
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.
Public Safety	Apply between July 1 and August 31. Notification by November 30.
Environment	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.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**



Kaslo Jazz Etc. Society, Kaslo.



## 3. Organization Eligibility

### 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>2</sup>
- ◆ Organization's primary purpose is to operate for community benefit.
- ◆ Provides programs that benefit the community and not solely its members' interests.
- ◆ Engages volunteers in the operation of the organization and/or programs).
- ◆ Delivers programs that fall within one of the sectors outlined in [Section 2.2](#).
- ◆ Has a membership that is not exclusive and reasonably open to anyone with an interest in the organization and its programs. Members are involved in the management and control of the organization and participate in democratic voting processes as part of decision making for the organization.
  - ◆ Restrictions on who is able to become a member are permitted only in instances where there is a defensible rationale (e.g., to ensure representation of an underrepresented group or organization or to fulfil bona fide operational requirements).
  - ◆ Has a voting membership that is more than double the number of board members.
  - ◆ The voting membership is comprised of no more than one-third of organizations or members representing for-profit interests.
- ◆ Has a minimum of two-thirds of its board members democratically elected by its voting membership.
  - ◆ Board positions are periodically contested by election and are open to the organization's entire membership. Permanent board positions are not permitted.
  - ◆ Restrictions on who is able to hold board positions and board appointments are permitted only in instances where there is a defensible rationale (e.g., to ensure representation of an underrepresented group or organization or to fulfil bona fide operational requirements).
- ◆ The board has at least two-thirds of its members residing in B.C. (with exceptions described in [Section 3.4](#).)
- ◆ The board is comprised of no more than one-third of organizations or members representing for-profit interests.
- ◆ Has a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as board members.<sup>3</sup>

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. Registries and Online Services.

Extra-provincial non-share corporations<sup>4</sup> must be in good standing with B.C. Registries and Online Services. 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](#).

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

3 As set out in the *Societies Act*, organizations must report the remuneration of directors who received remuneration for being a director or acting in another capacity, as a note in the financial statements.

4 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.

### 3.2 *Ineligible Organizations*

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

- ◆ Is for-profit.
- ◆ Is a member-funded society.<sup>5</sup>
- ◆ Is a cooperative (except designated Community Service Cooperatives).<sup>6</sup>
- ◆ Is a community contribution company (C3).<sup>7</sup>
- ◆ 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.<sup>8</sup>
- ◆ 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.
- ◆ Is a religious institution.<sup>9</sup>
- ◆ Is a professional/industry organization.
- ◆ Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- ◆ Is an organization that provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action, including organizations closely affiliated or associated with an organization providing this programming.
- ◆ Is an organization where the majority of the board members are employed by the organization or provide services under contract to the organization.

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5 A member-funded society, as per the *Societies Act*, is funded primarily by its members to carry out activities for the benefit of the members. Upon dissolution or liquidation, a member-funded society may distribute its money and other property to its members.

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

7 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.

8 A lobby group is defined as an organization whose primary functions include advocacy and lobbying activities with the intention to influence government decisions.

9 Non-profit organizations affiliated with a religious institution are eligible if they meet the requirements outlined in Section 3.1.

### 3.3 Organization Financial Eligibility

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 organizational financial documents:

- ◆ A revenue and expense statement for the previous fiscal year (i.e., the most recently completed fiscal year at the time of application).
  - ◆ If the organization's financial statements are completed by an accountant, they are required.

- ◆ 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.

For organizations that have been operating for less than 12 months at the time of application, applicants must submit all of the following documents:

- ◆ A revenue and expense statement and/or for the year-to-date.

- ◆ A statement of financial position or any relevant documentation on the organization's assets and liabilities for the year-to-date.

- ◆ An organization budget for the current fiscal year.

- ◆ An organization budget for the next fiscal year.

#### 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:

- ◆ Exhibits conditions that cast significant doubt on the organization's financial stability and is deemed to be an ongoing concern or risk; and/or

Has more than 50 per cent of its previous fiscal year's operating expenses on hand in the form of current cash assets and investments.<sup>11</sup>

This surplus percentage is based on information in the organization's financial statements and is calculated as follows:

*Current cash assets and investments of the organization,  
minus (-) gaming funds,<sup>12</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.*

10 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.

11 Defined as unrestricted cash items, marketable securities and short- and long-term investments. Cash assets do not include accounts receivable or pre-paid expenses.

12 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.



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.
  - ◆ Funds must be restricted prior to the organization's fiscal year end.
  - ◆ Funds restricted for general purpose, "rainy day" usage, or for building maintenance, or contingency funds will be considered unrestricted funds.
  - ◆ Internally restricted funds will be considered unrestricted after having been reserved for more than five years.
  - ◆ Internally restricted funds for building and land development costs will be considered unrestricted after seven 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.

Funds must not be restricted or transferred for the express purpose of reducing the current cash assets and investments of the organization. The Branch may not accept transactions that are intended to create eligibility

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

Similar to 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 Extra-Provincial Non-Share Corporations

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

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

All extra-provincial non-share corporations must meet the organization eligibility requirements set out in [Section 3.1](#), with the following exceptions:

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



Savory School Parent Advisory Council, Langford.

## 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. Programs address a community-identified need and demonstrate community involvement.

### 4.1 Eligible Programming

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 to only one more eligible programs in an application.

To remain relevant or adapt to a community's needs, a program may have minor components that change (e.g., a minor topic or a switch to online programming); however, the core or essential components of an established program should remain the same from year to year.

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

#### *All Programming:*

A program may be eligible if it:

- ◆ Is currently operating and being delivered.
- ◆ Has incurred cash expenses within the past 12 months.
- ◆ Is directly delivered by the applicant organization.
- ◆ The applicant organization is responsible for program expenditures.
  - ◆ Funding for the same or similar programs will only be provided to a single 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.

#### *New Programming:*

Programs delivered for less than 12 months may be considered. Applicants must meet all other eligibility criteria, and must demonstrate capacity to deliver the new program, including:

- ◆ How the program will meet an identified need in the community.
- ◆ How the program will be delivered on an on-going basis; pilots, projects or one-time events will not be considered.
- ◆ How the program is sustainable and that it is currently operating.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**



## 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 financial assistance to individuals directly through monetary support (in the form of cash, gift certificates, gift cards or other such vouchers that function in the same way as cash), or indirectly, by purchasing goods or services on their behalf.
- ◆ Programs that sell tangible goods or food to participants at a discount, at a cost, or for a profit.
- ◆ Fundraising programs.
- ◆ Programs whose beneficiaries are outside of Pasisi Club.
- ◆ Programs whose beneficiaries are exclusively other organizations.
- ◆ Subsidize 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).
- ◆ Volunteer training that is not part of an eligible program.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

## 4.3 Program Financial Eligibility

Applicants must include program financial information for each of the programs for which funding is requested. The program financial information helps the Branch understand the size and scope of the program, the level of funding needed, and to assess the financial eligibility of each program.

### Required Documentation

For programs that have been delivered for more than 12 months at the time of application, 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.

Both 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.

For new programs which have been delivered for less than 12 months at the time of application, applicants must submit all of the following documents:

- ◆ A program revenue and expense statement (program actuals) for the year-to-date.
- ◆ A program budget for the current fiscal year.
- ◆ A program budget for the next fiscal year.

Budgets must indicate which revenue sources are confirmed or proposed and clearly identify each source of provincial and/or federal government funding, including contract and/or grant monies.

**New for 2024:** For organizations requesting \$10,000 or less in total grant funding, simplified program financials may be submitted. Applicants should include only the following information in their simplified program financials for each program they are applying for:

- ◆ Total program revenue for the previous fiscal year (or year-to-date for programs operating less than 12 months)
- ◆ Total program expenses for the previous fiscal year (or year-to-date for programs operating less than 12 months)
- ◆ Identify government funding as separate line items (name of funding source and amount)
- ◆ If applicable, provide in-kind contributions (both as a revenue and expense) and an in-kind summary
- ◆ Program budgets for the current or next fiscal year are not required.

A template for the simplified program financials is available on our website. You may fill in the template and attach the completed form with your application.

All example program financial documents are available on our website at:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources#Examples>

### Pro-Rated Organization Operational Costs on Program Financials

An organization may allocate a pro-rated portion of 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).

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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 for the program remains within the 75 per cent threshold, Community 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 rental 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.



Holly Collis-Hadford in *Julius Caesar*, Greater Victoria Shakespeare Festival 2019; photo by Lara Eichorn.



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 (or program actuals) for the previous fiscal year.
- ◆ Be listed as both a revenue and an expense so that the amounts balance.
- ◆ Be supported with an in-kind contribution summary. An example in-kind summary is available for reference on our website at <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants-examples/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 for on-going programs should provide concise information about the ongoing delivery of the program and must address the questions in the table below, as demonstrated over the past 12 months, at the time of the application.

Program descriptions for new programs which have been delivered for less than 12 months at the time of application must include a viable program plan for the on-going delivery of the program; demonstrate organizational and financial capacity to deliver the program; address how it will meet an identified need within the community; and address the questions in the table below, as planned for the first 12-months of operation.

Additional supports for these requests may include, but are not limited to: letters of support from the community; funding or donor contribution confirmations; estimates or quotes for required goods and services; and/or statistics demonstrating the estimated number of people who will benefit.



<b>What?</b>	<ul style="list-style-type: none"> <li>◆ What is the purpose of the program?</li> <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 participated in, or benefitted 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.)</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, 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)</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)?</li> <li>◆ The organization may provide letters of support from individuals or agencies knowledgeable about the sector, community or program services.</li> </ul>

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

### *Arts and Culture:*

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

### *Sport:*

- ◆ How the program provides access for all people to engage in organized, instructional and 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 (at the time of application).
  - ◆ 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” program, Summer camp, etc.). The Branch acknowledges that the breakdown total may exceed the number of registered participants entered in the online application, as some participants may be registered for more than one program activity. This information helps the Branch understand the size and scope of programming.
  - ◆ Participant information from return applicants may be reviewed from previous applications.
  - ◆ New applicants can provide historical participation numbers in their program description.

### *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, neighbourhood safety initiatives and anti-racism programs.

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- ◆ The total number of searches, rescues, callouts and training hours performed in the past 12 months.
- ◆ The total number of volunteer hours contributed in the past 12 months.
  - ◆ Volunteer hours from return applicants may be reviewed from previous applications.
  - ◆ New applicants can provide historical volunteer hours in their program description.



## 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 and 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*

The Renewed Funding application 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 or request funding for new programs, applicants must submit a Regular Form application.**

Please see Section 5.3 to determine if your organization may be eligible to submit a Renewed Funding application.

### 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 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 in a 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> (for the same programs/same level of funding)	<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>.

If assistance is required accessing the online application, this service is available at Service BC locations throughout the province. For the full list of locations, visit: <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/citizens-services/servicebc>

### 5.5 Indigenous Organizations

Applicants may self-identify as an Indigenous not-for-profit organization when applying for a grant. Community Gaming Grants understands that unique cultural practices, traditions and values may be interwoven into the fabric of Indigenous not-for-profit organizations. Community Gaming Grants encourages those Indigenous organizations that are unable to meet current eligibility criteria to reach out and discuss their application with Community Gaming Grants ([CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)) prior to applying.

## 5.6 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](#)).

## 5.7 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.

Requests for reconsideration must be submitted to the Branch by email to [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca), within 30 days of receiving the decision letter. New information or documentation that substantively changes the original application is not permitted. Information that is clarifying or explanatory may be submitted. The request must clearly state the reasons for the requested reconsideration and must address each disputed point in the decision letter.

Once a reconsideration request is received by email, the Branch will conduct a thorough review to ensure that the published procedures, rules and conditions were applied fairly and correctly. A final decision will then be made to vary or uphold the original decision. The organization will receive a 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.

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.

## 5.8 Useful Resources

### *Conditions for a Community Gaming Grant:*

- ◆ Conditions for a Community Gaming Grant outline the requirements of the grant recipient:  
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf>

### *Pre-application checklists:*

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

- ◆ The pre-application checklist for the Regular Form application 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 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/cgg-regular-application-tutorial.pdf>
- ◆ Guidance on how to complete the online Renewed Funding application is available online at:  
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cgg-renewed-funding-application-tutorial.pdf>

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### *Example financial documents and best practices:*

- ◆ Organizations can find examples of organizational and program financial documents to assist in meeting the financial requirements for a grant, available on our website:  
<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources#Examples>
- ◆ Financial Accountability and Preventing Fraud – Best Practices:  
[https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/financial\\_accountability\\_and\\_preventing\\_fraud\\_-\\_best\\_practices.pdf](https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/financial_accountability_and_preventing_fraud_-_best_practices.pdf)

### *Reporting requirements:*

All grant recipients must submit an annual Gaming Account Summary Report to the Province, within 90 days of the organization's fiscal year end. The Gaming Account Summary Report provides details regarding activities in the Gaming Account during the organization's fiscal year.

- ◆ Gaming Account Summary Report Form:  
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf>

The following documents provide examples of how to prepare a Gaming Account Summary Report and Reimbursement Summary document.

- ◆ Example Gaming Account Summary Report:  
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-sample.pdf>
- ◆ Example Reimbursement Summary:  
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-gasr-reimbursement.pdf>
- ◆ Tutorial Gaming Account Summary Report:  
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-tutorial.pdf>

### *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/grants/info-faq-gaming-online-application.pdf>

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## 6. Using Community Gaming Grant Funds

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

Grant funds are intended to be used to support costs essential to the direct delivery of an approved program and may be used toward a percentage of organization operational costs.

Eligible costs may include, but are not limited to:

#### Program Costs:

- ◆ A pro-rated portion of organization operational costs (see [Section 4.2](#)) that are attributable to the delivery of the approved program,<sup>13</sup> such as:
  - ◆ utilities
  - ◆ rent
  - ◆ insurance
  - ◆ internet/phone
  - ◆ office supplies
  - ◆ wages and benefits of paid positions
- ◆ Program supplies.
- ◆ Program advertising.
- ◆ Rental or purchase of minor equipment essential for the delivery of the approved program.
- ◆ Cultural components (e.g., training, honorariums) that contribute to the inclusive delivery of a program by enhancing and/or developing relationships with Indigenous or marginalized communities.
- ◆ 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 6.3](#)).
- ◆ 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 6.4](#)).
- ◆ Travel/accommodation costs incurred to travel to the BC Association of Charitable Gaming annual symposium, up to Branch limits.<sup>14</sup>

#### Organization Operational Costs:

- ◆ Up to 15% of the organization's total grant funds can be used toward organizational operational costs. This total does not include funding provided specifically for minor capital projects or acquisitions. These costs do not need to be related to the direct delivery of the program. Costs can include:
  - ◆ Wages of non-program staff
  - ◆ Rent
  - ◆ Insurance
  - ◆ Utilities

<sup>13</sup> An organization may allocate a pro-rated portion of 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.

<sup>14</sup> Community Gaming Grant funding may cover the reimbursement of travel costs to the BCACG symposium for up to two staff/volunteers, to maximum limits as follows:

- \$1,200 maximum for travel originating more than 400km from symposium location.
- \$600 maximum for travel originating less than 400km from symposium location.

- ◆ Office Supplies
- ◆ Professional Memberships (e.g., sector/industry-specific professional associations)
- ◆ IT
- ◆ Financial Management costs (e.g., bookkeeping, accounting)
- ◆ Legal costs
- ◆ Translation

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

Community Gaming Grant funds must not be used for:

- ◆ The development of new programs (however, a new program may be considered if it has begun operating).
- ◆ Adding a new component to a service that has not previously been delivered (however, a new component of a service may be eligible for new delivery).
- ◆ Costs related to the governance of the Society (e.g., Board of Directors insurance, Corporate Registry, etc.).
- ◆ Costs directly associated with providing housing/accommodation as the primary purpose of the program.
- ◆ 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).
- ◆ Fundraising (i.e., activities with the intent to generate revenue, such as concession stands, sale of goods).
- ◆ Direct financial assistance to individuals through monetary support (in the form of cash, gift certificates, gift cards or other such vouchers that function in the same way as cash), or indirect financial assistance to individuals, by purchasing goods or services on their behalf.
- ◆ Tangible goods or food that will be sold to participants at discount, at cost or for a profit.
- ◆ 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 6.4](#)).
- ◆ 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](#)).
- ◆ Donations to hospital foundations (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](#)).

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## 6.3 Minor Capital Projects and Capital Acquisitions

In addition to funding for an organization's ongoing programming, subject to the availability of funding, applicants may request funding for a minor capital project or capital acquisition that supports their eligible programming. It is important to note that applicants may not apply solely for minor capital project or capital acquisition funding.

To be considered eligible for funding, the minor capital project or capital 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.

### Minor Capital Projects

An eligible minor capital project must have a total cost of \$20,000 or less; capital projects with a total cost of over \$20,000 may be eligible for funding through the separate Capital Projects Grant funding stream.

Examples of minor capital projects may include:

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

### Capital Acquisitions

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.

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

### Requirements

To apply for minor capital project or capital acquisition funding, applicants must submit a Regular Form application. The project/purchase 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 or 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 minor capital project or capital acquisition is required.
- ◆ How the project or acquisition is essential to the delivery of the organization's eligible program(s).
- ◆ Third-party quotes or estimates for all project or acquisition costs that require a contractor and/or cost \$5,000 or more (minimum of one; two or more preferred).

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Minor capital project and capital acquisition funding will be considered on a one-time basis (i.e., applicants should not expect to receive additional minor capital project or capital acquisition funding on a frequent or regular basis). Funding that is approved for a minor capital project or capital acquisition may only be used for the project or 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.

Please note: Funding for minor capital projects and capital acquisitions 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 this separate Capital Project Grant Program, see <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-capital-project-grants>.

#### 6.4 Out-of-Province Travel

Under exceptional circumstances, grant applicants may request pre-approval to use a portion of grant funds toward 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 or club that involves cross-border travel.
- ◆ Medical treatment 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.

Guidance on how to complete the Request for Out-of-Province Travel Approval online request form can be found here: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-request-for-approval-tutorial-opt.pdf>

#### 6.5 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 Post-Secondary Education and Future Skills, or equivalent.
- ◆ The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization's members or their families.



B.C. Black History Awareness Society, Victoria.

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

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### 7.1 *Gaming Account*

Each grant recipient must maintain a separate Gaming Account held in British Columbia, 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 printed 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, 2024. They receive a \$5,000 Community Gaming Grant on November 23, 2024.

- ♦ Organization ABC may use these grant funds to reimburse the General/Operating Account for eligible program expenses incurred anytime between January 1, 2024 and December 31, 2024 (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, 2025 (12 months from the date the grant was received).
- ♦ The organization must disburse a minimum of \$500 from the Gaming Account by November 23, 2025.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

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@so.bc.ca](mailto:CommunityGamingGrants@so.bc.ca). The written request must describe the reason(s) for the request, the amount to be retained, 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 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 listed under [Section 6.1](#).
- ♦ 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/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-gasr-reimbursement.pdf>.

## 7.4 Gaming Account Summary Report

To ensure that Community Gaming Grants are being used appropriately 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. The organization may also include photographs with the report. Please note that photographs/statistics shared by the organization may be shared publicly to promote the Community Gaming Grants program and programming supported by grant funding.

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/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf>.

An example Gaming Account Summary Report is available on our website at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-sample.pdf>.

## 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.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

## 8. Role of the Community Gaming Grant Recipient

### 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 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 Financial Accountability and Fraud Prevention - Best Practices online at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/accounts-forms/application-resources>

### 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 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.

In accordance with the *Freedom of Information and Protection of Privacy Act*, copies of gaming records provided to the Community Gaming Grants Branch will only be provided to persons authorized by the recipient organization.

### 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*

Audits may be conducted, as per the *Gaming Control Act*, 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 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.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**



## 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 1R2

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>

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**





*Chapter Two:*  
*Information For Service Clubs*

**NOTE: THIS DOCUMENT APPLIES TO  
APPLICATIONS RECEIVED PRIOR TO  
FEBRUARY 1, 2025.**



## 10. Service Club Overview

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. Service Clubs may retain up to 15 percent of the Community Gaming Grant, to cover administrative and operational costs (see Section 6.1).

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

### 10.1 Examples of Service Clubs

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

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

### 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.

The Community Donations program description should describe the process used by the organization to choose recipients. A list of proposed donations should also be provided, if available at the time of application.

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 that is not ordinarily funded by the Ministry of Health.
- ◆ 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 administrative and operational costs, on their annual Gaming Account Activity Report (see [Section 4](#)).

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

### *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 Post-Secondary Education and Future Skills, 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.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**

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

**NOTE: THIS DOCUMENT APPLIES TO  
APPLICATIONS RECEIVED PRIOR TO  
FEBRUARY 1, 2025.**



## 11. Overview

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 the 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.

#### 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 4.3](#) – To ensure the total provincial and/or federal government funding to the program remains within the 75 per cent threshold, Community Gaming Grant funding may be limited or denied.
- ◆ [Section 6.2](#) – Community Gaming Grant funds must not be used for:
  - ◆ The development of new programs.
  - ◆ 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).
  - ◆ 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. 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 to local CCGAs.
  - ◆ Communicate with CCGAs on a regular basis to ensure all organizations have consistent and accurate information on the Community Gaming Grants Program.



- ◆ Ensure that CCGA presentations are approved by the BCACG.
- ◆ 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 (if outcomes are known).
- ◆ 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 with the BCACG.

◆ Communicate with the BCACG and other CCGAs on a regular basis to ensure all organizations have consistent and accurate information on the Community Gaming Grants Program.

◆ Submit presentation materials to the BCACG for approval.

- ◆ Communicate key information to the not-for-profit sector in coordination with the BCACG.
- ◆ Deliver community presentations using Branch-approved materials.
- ◆ Report service delivery statistics to the Branch and share with the BCACG 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 (if outcomes are known).
- ◆ Seek and document feedback from not-for-profit community groups to provide to the BCACG or the Branch.
- ◆ Provide not-for-profit sector expertise to the BCACG or the Branch to support future policy development.





## *Appendices*

**NOTE: THIS DOCUMENT APPLIES TO  
APPLICATIONS RECEIVED PRIOR TO  
FEBRUARY 1, 2025.**



## Appendix I: Determination of Program Delivery Level

In order to be eligible to receive funding above the local 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 geographic reach of the program/services or the number of communities served.
- ◆ 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.
- ◆ The number of people accessing services.
- ◆ Any other measure deemed relevant to the program delivery and the sector.

Regardless of the service delivery status of an organization, each application is assessed on its own merit, based on the size and scope of the programming presented.

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**



Chemainus Festival of Murals Society.

## 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>
<p>Organization-level budget for the current fiscal year.</p>	<ul style="list-style-type: none"> <li>To assess organization sustainability.</li> </ul>
<p>Copy of the organization's constitution and bylaws or equivalent document, certified by the British Columbia Registrar of Companies (if applicable).</p>	<ul style="list-style-type: none"> <li>To review the organization's purpose(s) and structure, to determine organization eligibility.</li> </ul>
<p>Current Board of Directors list, with positions and contact information for each member.</p>	<ul style="list-style-type: none"> <li>To determine an organization's eligibility.</li> <li>To ensure that related or married persons are not co-signing Gaming Account cheques.</li> </ul>
<p>Copy of the minutes from the organization's last Annual General Meeting (AGM).</p>	<ul style="list-style-type: none"> <li>For evidence that a democratic election of board members has occurred.</li> </ul>
<p>Void Gaming Account cheque, that meets all requirements described in Condition 18.a.</p>	<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> <li>Program level budget for the next fiscal year (programs delivered less than 12 months only).</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 budgets: 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> <li>To determine program delivery and viability, a program plan must be included in the program description for new programs delivered for less than 12 months at the time of the application.</li> </ul>

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**



Required Document	Rationale
<p><i>For applicants in the Sport sector (with the exception of Provincial Sport Organizations), Scouting organizations, and Cadet organizations:</i></p> <p>Number of registered participants.</p> <ul style="list-style-type: none"> <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 licensed child care programs).</p>	<ul style="list-style-type: none"> <li>To assess the size and scope of child care programs.</li> </ul>
<p><i>For Mental Health or Substance Use residences:</i></p> <ul style="list-style-type: none"> <li>Evidence that the facility is registered under the Community and Assisted Living Act, licensed as a residential care facility with a 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>

**NOTE: THIS DOCUMENT APPLIES TO APPLICATIONS RECEIVED PRIOR TO FEBRUARY 1, 2025.**





## Appendix III: Government Funding

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:

- ◆ 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
- ◆ Destination BC
- ◆ 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
- ◆ WorkBC



Xchanges Gallery & Studios Society, Victoria.

## *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

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## Appendix IV: Program Sub-Sectors

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
- ◆ Visual Arts – Exhibition/Performance/Education
- ◆ Literature – Exhibition/Performance/Education
- ◆ Culture/Multicultural
- ◆ Other – Arts and Culture

### Sport Sector

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

### Environment

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

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### *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, Substance Use
- ◆ Health/Health Condition Programs
- ◆ Food and Nutrition
- ◆ Housing, Homelessness
- ◆ Immigrant/Refugee Support
- ◆ Scouts/Cadets/Other
- ◆ Seniors Services/Activities
- ◆ Service Clubs/Community Donations
- ◆ Emergency Social Service Outreach
- ◆ Educational Tutoring Services
- ◆ Children, Youth and Family Services
- ◆ Other Human and Social Services

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John Howard Society Nanaimo: Restorative Justice Program.





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