CAPITAL PROJECT GRANTS – FREQUENTLY ASKED QUESTIONS
Updated May 2019

Definitions

The following are some of the most common questions about how the Branch defines specific terminology used in the Capital Projects Sector Guide.

1. **What is the difference between "mandatory eligibility criteria" and "assessment criteria"?**

   a. An organization may be eligible to apply for a Capital Project Grant if it meets all of the mandatory eligibility criteria. Applications that do not pass all of the mandatory eligibility criteria will not be assessed further.

   b. Each application that meets all of the mandatory eligibility criteria will be scored using the pre-determined assessment criteria. Points will be awarded based on how well projects meet the following criteria: Financial Considerations (45%), Project Feasibility (25%), Alignment with Sector Objectives (25%), and Special Project Features (5%).

2. **What is meant by "community benefit"?**

   a. For the Capital Projects sector, it is important to demonstrate how the project will benefit the community at large, not just the organization or its members. This includes the Acquisitions category of capital projects, for which the applicant must describe how the large-scale equipment purchase will be used for a purpose that provides community benefit. Section 6.1 of the Capital Projects Sector Guide provides examples of how applicants may demonstrate the community benefit of their capital project.

   b. The Community Gaming Grants 2019 Program Guidelines (https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guide-cgg.pdf) provide the most comprehensive information available regarding the differences between the sectors and further information regarding eligibility. The Capital Project Grant program is designed to support community identified needs and priorities. Its focus is on people – their needs, their development, and their involvement with the community. However, at a basic level, the following examples are some of the ways organizations can most easily demonstrate community benefit:

      i. **Arts & Culture:** Describe the accessibility of the project and any associated programming. Examples might include: providing an opportunity for members of the public to see an exhibition for free or reduced cost, access to performances, or access to try out artistic activities.

ii. **Sport:** Describe how the project and associated programming will provide broad access for people to engage in organized, competitive physical activity at the community level. Include any steps the organization has taken to remove barriers to participation.

iii. **Environment:** Describe how the project and associated programming will help to protect the environment or help people interact with, benefit from, or learn about the environment or local ecosystems. Examples might include: volunteer clean-up, conservation activity, and public education and awareness.

iv. **Public Safety:** Describe how the project and associated programming contributes to the safety of a community by assisting in emergency preparedness, providing education on public safety issues, enhancing public safety through volunteer engagement in emergency services, using restorative justice or creating safe outdoor spaces.

v. **Human & Social Services:** Describe how the project and associated programming will contribute to enhancing the quality of life of people in your community and will expand access to services and support.

vi. **Parent Advisory Councils:** Describe how the project will support K-12 students' extracurricular activities, as well as opportunities for access by the community.

c. It is understood that there are many ways to define a "community." For the purposes of the Community Gaming Grants program, the term "community" is intended to refer to the general population in any given area.

3. What is meant by "accessible to the public"?

a. The capital project (or facility within which the project is located) and its associated programming should be open and accessible to all people, regardless of age, ability, sexual orientation, gender identity and expression (LGBTQ2S+), ethnicity, cultural background, religion, language, and socio economic conditions.

In instances where the exclusion of some group is required for another group to be effectively served, exceptions may be permitted. If your organization does have a limitation on individual access for any reason, please explain why; the Branch may contact you if further information is required.

4. What is meant by "broadly-based membership"?

a. A "broadly-based membership" is one that provides the opportunity for individuals of the community at large to become voting members of the organization.

5. **What type of "in-kind" contributions will be accepted towards the matching fund requirement?**

   a. Tangible in-kind contributions, such as donated equipment and materials will be considered as matching funds. Supporting documentation of tangible in-kind contributions may include:

      i. Signed and dated promissory letters indicating what will be donated and the fair market value of the donation

      ii. Dated invoices showing what will be donated and the fair market value of the donation.

   b. Land and intangible in-kind support, such as volunteer time and donated labour and/or services, will not be accepted as matching funds. Buildings loaned or leased for use are not considered to have in-kind value.

6. **What is a "risk management plan"?**

   a. Project risks are uncertain conditions or events which may cause a project to deviate from its original plan if they occur. While risks in a project environment cannot be totally eliminated, they can often be managed or moderated. The risk management plan should identify possible risks that may be encountered during the realization of the project and their potential effects. The plan should also indicate the likelihood and severity of the identified risks (high, medium, or low) and indicate how these risks will be managed/ mitigated.

   b. The risk management plan is mandatory for all applicants. While the risk management plan for an acquisition project may be brief, it must still demonstrate that a plan is in place. It is not sufficient to indicate "not applicable" in this section of the application.

7. **How can Parent Advisory Councils meet the organization eligibility criteria to have board members that are democratically elected by the organization's voting membership?**

   a. PACs or DPACs may meet this requirement by demonstrating that the organization has a board-type structure.

   b. PACs that do not meet the organizational eligibility criteria on their own could collaborate with another not-for-profit organization. (See Question 21 for guidance on how to structure a collaborative application).

8. What is meant by "previous fiscal year"?

    a. An organization's previous fiscal year is the most recently <u>completed</u> fiscal year at the time of application. For example, if your organization's fiscal year end is March 31 and you are applying for a grant on June 30, 2019, your previous fiscal year would be April 1, 2018 – March 31, 2019.

9. What are considered "internally restricted funds"?

    a. Internally restricted funds are monies that have been set aside by an organization for a specific purpose, such as capital acquisitions, land development, or building costs. For the Branch to consider funds internally restricted, the reason for the restriction and the date it was approved by the board must be noted in the organization's financial statements. The organization must also provide the minutes from the board meeting at which the restriction was approved.

    b. If an applicant organization has been holding designated restricted funds for the capital project, it is expected that the restricted funds be used in full towards the matching fund requirement.

    c. If restricted funds are being used for the capital project, they must be clearly identified in the project budget.

<u>Technical</u>

These are some of the most common questions that relate to a technical aspect of the Capital Project Grant application process.

10. My organization has never applied for a Community Gaming Grant or a Gambling Event Licence before and we cannot find ourselves using the "Organization Search" function. What do we do?

    a. First-time applicants to the Gaming Online Service are required to call in to the Community Gaming Grants Branch before starting their application. To be able to submit an application by the July 31st deadline, new applicants must make contact with the Branch before 4:00 p.m. on Tuesday, July 30, 2019, at the latest.

    Before phoning, have the following information on hand:

- Organization name, as it appears on your constitution and/or certificate of incorporation;
- Organization address;
- BC Society Number (if applicable);
- Organization's operating start date (approximate); and

- Organization's fiscal year end date.

Please use the contact information for the Branch below:

- Victoria: 250-356-1081; or
- Toll-free within B.C.: 1-800 663-7867 (ask to be transferred to 250-356-1081).

11. What are the limitations to uploading attachments to the online application?

a. A single attachment cannot exceed 4MB in size. The total application form cannot exceed 40MB.

b. Zip files for documents cannot be submitted. If the file size too large, applicants can export the file to .pdf format and use compression features to reduce the size of the document as much as possible.

12. Will I be able to apply using a Mac platform and is there a specific internet browser I should use?

a. Applicants can access the online application using any platform or internet browser. This includes Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Internet Explorer.

13. Can my organization submit Capital Project Grant applications for multiple projects?

a. No, each organization can only submit one application for one Capital Project Grant per year.

b. Additionally, you may only select one Capital Project Grant category (i.e. Facilities, Community Infrastructure, or Acquisitions) for your application.

14. Can my organization apply for both a Community Gaming Grant/PAC & DPAC Grant and a Capital Project Grant in the same year?

a. Yes, an organization may apply for both project and program funding in the same year.

15. My not-for-profit is not a registered society. Are we eligible to apply?

a. Organizations do not have to be federally or provincially incorporated to be eligible to apply, but must meet the organizational eligibility criteria in Section 2.1 of the Sector Guide.

16. **Do our financial statements have to be audited or reviewed by a professional accounting firm?**

    a. Financial statements may be prepared internally by the organization; they do not need to be audited or reviewed by a professional accountant. Example financial statements are available on our website at https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants.

    b. However, if professionally prepared or audited financial statements are available, these must be submitted.

17. **Can my organization use licensed gaming revenue towards the matching funds requirement?**

    a. Licensed gaming revenue will only be accepted as matching funds if the Gaming Policy and Enforcement Branch (GPEB) has approved your request to use proceeds for the capital project in question.

    b. If the special capital project licensing request has not yet been approved at the time of application, we cannot accept licensed gaming revenue as matching funds.

18. **Can grants from other ministries be used as matching funds?**

    a. Yes, other sources of government funds – including other grants – will be accepted as matching funds.

19. **Our PAC project is for a playground located on school property. Does this meet the Project Eligibility criteria?**

    a. Playgrounds located on public school grounds that are now eligible for support through the Ministry of Education Playground Equipment Program will not be eligible for Community Gaming Grant funding through the Capital Projects Sector.

    Please note that PACs are still able to apply for funding for non-playground related capital projects.

20. **My organization's capital project is for an acquisition for which there is only one supplier and that supplier is located outside of British Columbia. Is it eligible?**

    a. If your organization can provide justification for a sole-source procurement requiring grant funds to be used outside of British Columbia, the project may be considered eligible.

21. **My organization does not have an unconditional fixed-term lease, but it does have a 10-year operating agreement with the facility's owner. Does this meet the Project Eligibility criteria?**

    a. If the signed copy of the lease is for a term less than 10 years, a letter of commitment signed by the owner and the applicant is required, which demonstrates a firm commitment to renew the lease for an additional term. The lease and letter of commitment must demonstrate the applicant is in control of the land or facility for a minimum of 10 years from the date of application.

22. **The architect for our capital project will invoice for their services, but will donate 25% of their fee back to the project. How do we account for this in our project budget?**

    a. While intangible in-kind support – such as donated professional services – will not be accepted towards the matching funds requirement, the donation should still be captured in the project budget as a separate item as it will impact the total cost of the project.

23. **My organization is applying for an acquisition project. What kind of risks could there possibly be to purchasing equipment?**

    a. The purpose of the risk management plan is to demonstrate that your organization's project can feasibly be completed within 36 months. If there are legitimately no applicable risks, please explain what has been thoughtfully considered to come to this conclusion.

24. **How soon after receiving a grant must work on the capital project commence?**

    a. The project must start within 12 months of receipt of the Capital Project Grant.

25. **Can work on a capital project be underway at the time of application?**

    a. Work on a capital project may be underway at the time of application; however, beginning work or making significant progress towards completion prior to submitting an application may impact the assessment of your organization's financial need.

    b. If all work on the capital project is completed prior to an application being submitted, the project is not eligible. Capital Project Grants are not intended as rebates and are not guaranteed.

26. How long does my organization have to disburse the grant funds?

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

27. Can my organization use grant funds to reimburse project expenses that were incurred prior to the application submission date?

a. Capital Project Grant funds may only be used to reimburse project expenses that were incurred after the date the application was submitted.

b. For example: If an organization applies on June 1, 2019 and is awarded a Capital Project Grant, they may use grant funds to reimburse project costs incurred from June 1, 2019 onwards. Grant funds cannot be used to reimburse project costs incurred on May 31, 2019 and earlier.

28. If two or more organizations are collaborating on a project, how should they structure their application for a Capital Project Grant?

a. Organizations working in collaboration on a capital project must designate a "lead". If all organizations are equal partners, this lead may be in name only for the purpose of the grant application process. Only one application for funding may be submitted per project, and this must be done by the lead organization. The other organizations must be indicated as partners within the application.

29. Are Capital Project Grant recipients required to submit a separate Gaming Account Summary Report?

a. Organizations in receipt of a Capital Project Grant will be sent a supplementary form which must be returned with the completed Gaming Account Summary Report.

30. What happens if our project gets cancelled after we receive a Capital Project Grant?

a. Priority will be given to projects demonstrating strong feasibility of being successfully completed. In the unlikely event that a funded project is cancelled after the Capital Project Grant has been awarded, all grant funds and assets purchased with grant funds must be transferred to the Minister of Finance. If those assets are not in a form that can be easily transferred to the Minister of Finance, they may be transferred to another eligible organization within B.C.

b. Please contact the Branch immediately in this situation.

31. **Can my organization still ask for less than $20,000 towards a minor capital project in my regular Community Gaming Grant application?**

    a. Yes, requests for minor capital projects with a total cost of $20,000 or less, which are essential to support the delivery of an eligible program, can still be included in your Community Gaming Grant application.

32. **What can I do to better understand the reasons for a funding decision?**

    a. Organizations are always welcome to contact the Branch to discuss the information provided in their notification letters.

    b. All decisions are final. Organizations do not have the opportunity to request that the Branch reconsider its decision regarding an application for a Capital Project Grant.

Help!

These are the most common questions regarding how to obtain assistance to complete an application for a Capital Project Grant.

33. **My organization is concerned about the requirement for all supporting documents to be attached within the online application. We are used to sending paper copies of our supplementary documents in by mail for our regular application. What if we don't have a scanner in our office or know how to upload electronic files within the online system?**

    a. Applicants requiring assistance with the application process are encouraged to call the Community Gaming Grants Branch at 250-356-1081.

    b. Applicants in need of in-person assistance with scanning hard copy documents and/or uploading attachments to the online application may bring paper copies of their materials to one of the 61 Service BC offices across the province for technical support after June 1, 2019. Please note that Service BC staff will not assist applicants with answering the application questions.

    To find the Service BC location nearest to you please visit their website: http://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/technology-innovation-and-citizens-services/servicebc