

## CAPITAL PROJECT GRANTS – FREQUENTLY ASKED QUESTIONS

### Definitions

*The following are some of the most common questions about how the Branch defines specific terminology used in the Capital Project 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 evaluated 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 criteria: Financial Considerations (50%), Project Feasibility (35%), Alignment with Sector Objectives (10%) and Special Project Features (5%).

#### 2. What is meant by “community benefit”?

- a. For the Capital Projects sector, it is important to articulate how the project will benefit the community at large, not just the organization or the members of the organization. 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.
- b. The Community Gaming Grant Program Guidelines provide the most comprehensive information available regarding the differences between the sectors and further information regarding eligibility. However, at a basic level, the following examples are some of the ways organizations can most easily demonstrate community benefit:
  - i. **Arts & Culture:** Indicate the level of public access to the project that will be provided by the organization. Examples might be: 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:** Indicate how the project will provide access for people to engage in organized, competitive physical activity at the community level.
  - iii. **Environment:** Indicate how the project will help to protect the environment or the welfare of domestic animals and wildlife. Examples might be: volunteer clean-up, conservation activity and helping injured or homeless animals.
  - iv. **Public Safety:** Indicate how the project will contribute to the enhancement of public safety through volunteer engagement in emergency services such as search and rescue and emergency preparedness.

- v. **Human & Social Services:** Indicate how the project will contribute to improving the quality of life in the community or access to services and support. Examples might be : a project that facilitates the provision of community outreach and education or the provision of access to a variety of community services.
- 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) must be accessible to and inclusive of the greater community, where possible. Projects that are only accessible to or inclusive of an organization's membership are ineligible. 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 facilitates public use.

### 4. What is meant by a Board membership that is “broadly based”?

- a. In order to be considered eligible, membership on the Board of Directors that manages and controls the organization and its programs must not be restrictive. Please see section 3.1 of the Community Gaming Grant program guidelines for more information.

### 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.
- b. However, land and intangible in-kind support, such as volunteer time, donated labour and/or services, will not be accepted. 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. In the risk management plan, applicants must identify and rank potential risks as either high, medium or low based on likelihood and consequence, and then identify proposed management/mitigation strategies. For example, these should include any potential risks to the project being completed within the 36-month timeframe.

**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 completed 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 August 31, 2017, your previous fiscal year would be 2016/17 (April 1, 2016 – March 31, 2017).

**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, usually capital acquisitions or land and building costs. To be considered as internally restricted, organizations must indicate the specific purpose of the restriction in their financial statements and must also provide the minutes that confirm the restriction as signed off by the board.
- b. If restricted funds are being used for the capital project, it must be clearly stated in the project budget.

**Technical**

*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 September 30<sup>th</sup> deadline, new applicants must make contact with the Branch before 4:00p.m. on Friday, September 29, 2017, at the very latest.

Before you phone, 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 the Victoria number above).

**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 (e.g., Facilities, Community Infrastructure, 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?**
- 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?**
- Financial statements can be prepared in-house. They do not need to be audited or reviewed.
- 17. Can my organization use licensed gaming revenue towards the matching funds requirement?**
- 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.
  - 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?**
- 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?**
- If the PAC can demonstrate that it has authorization from the owner of the property approving the applicant to perform work or apply for permits to perform work on the school property, the project will be considered eligible.
- 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?**
- If your organization can provide compelling 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. An applicant must demonstrate that it has authorization from the owner of the property approving the applicant to perform work or apply for permits to perform work on the property/facility.
- 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 table 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. The start date of project work does not affect your eligibility to apply for a Capital Project Grant. However, beginning work prior to grant approval may impact the assessment of your organization's financial need.
  - b. If all work on the capital project is scheduled to be completed before the notification of awards (December 2017), 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. 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.
- 28. 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.
- 29. 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.
- 30. 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 that are essential to support the delivery of an eligible program can still be included in your Community Gaming Grant application.
  - b. The amount requested for the minor capital project and how the project links to the delivery of your program should be clearly articulated in the program description.
  - c. Minor capital projects can include capital acquisitions if required for the direct delivery of the program.
  - d. Minor capital projects applications should include quotes attached to the program description.
- 31. My organization's application was unsuccessful this year. May I apply for funding for the same capital project next year?**
- a. Yes, applicants that are unsuccessful in 2017 may re-apply for a Capital Project Grant for the same project in 2018.
- 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 August 1, 2017.

Please note that Service BC staff will not assist applicants with answering the application questions themselves. To find the Service BC location nearest to you please visit their website:

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/technology-innovation-and-citizens-services/servicebc>

- c. Additional resources are available online through the Gaming Grants web page, such as a pre-application checklist.