CAPITAL PROJECT GRANT – PRE-APPLICATION CHECKLIST

Before filling out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary processing delays.

Please note: only complete applications will be processed by the Community Gaming Grants Branch. An application is considered complete when all supporting documentation has been received.

SUPPORTING DOCUMENTATION:

Applicants must upload required supporting documentation in PDF, JPG, DOC(X), or XLS(X) format at the time of online application. Submission by e-mail or mail will not be accepted.

Please do not take and submit photographs of documents; proper scanning is required to upload documentation to the online application system.

Where supporting documentation is required, it is indicated by a ✳ in the checklist below.

APPLICATION PROCESSING TIME:

Applications must be submitted within the sector application period of June 1 to July 31, 2018. All applicants will be sent notifications indicating the results of their application by the final notification date of October 31, 2018. If your organization has submitted an application but has not received notification by the final notification date, contact the Community Gaming Grants Branch (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming- grants/questions-contact-info).

NOTES:

- First-time applicants to the Gaming Online Service are required to call in to the Community Gaming Grants Branch at 250 356-1081 before starting the application. Organizations that have never applied for a Community Gaming Grant or a Gambling Event Licence before will be unable to complete an online application for a Capital Project Grant without registering with the Branch first.

- All mandatory fields in the application require a complete response.

    o If you have submitted your current constitution and bylaws to the branch as part of a previous application within the last two years and it remains unchanged, you do not need to resubmit these documents. If they were not submitted within the last two years, please submit a copy with this application.

    o If you have a gaming account on file with the branch and it remains unchanged, please indicate the account is on file.

- For all applications, do not click the "Next" button at the end of the application process (on the "Terms and Conditions" page) unless your application is complete. Once the terms and conditions are accepted, the application is submitted. The system will take 24 hours to update.

- To print a finished application, open and save the link to the Application Summary PDF provided on the confirmation page at the end of the application process.

- When attaching documentation to an online application, click the "Browse" button in the appropriate section to find the file on your computer. Once you have found the correct file, click "Add" to attach it to the application. Repeat as necessary to attach all relevant documents. You may attach multiple documents in each attachment section. You may also attach the Gaming Account Summary Report for the previous fiscal year, if applicable.

- Related information and documents as well as general contact information are available on the Community Gaming Grants Branch website at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants.

☑	Required Information
☐	Organization information: • Full, legal name (if applicable); • Mailing address associated with the organization; and • Program/service or purpose of the organization.
☐	Constitution and bylaws. ✱
☐	Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. ✱
☐	Total number of eligible voting members.
☐	Most recent AGM minutes, including the election of the board and the number of eligible voting members who attended the meeting. If elections are not held at the AGM, please attach the minutes from the meeting at which the board of directors was elected. ✱
☐	Complete financial statements for your organization: • Revenue and expense statements from the previous fiscal year; ✱ • Balance sheet from the previous fiscal year; ✱ • Current fiscal year's budget; ✱ • Next fiscal year's budget; ✱ • If financial statements are completed by an accountant, those are required; ✱ • All accompanying notes to the financial statements; ✱ • If the organization has internally restricted funds, accompanying minutes from the board meeting where the motion was passed to restrict the funds are required; and • The Gaming Account Summary Report for the previous fiscal year (if it has not been submitted already).

☑	**Required Information**
☐	Voided cheque from your gaming account. Direct deposit/payroll forms will not be accepted. The voided cheque must be pre-printed by a financial institution and must include your organization's full name and the words "Gaming Account" imprinted on it. ✶ **NOTE:** Organizations new to the Branch must open their gaming account <u>before</u> applying. Some banks de-activate accounts when there is no activity for a certain amount of time. Please contact your bank to ensure your gaming account status is active so, if approved, your grant funds can be electronically deposited without issue.

☐	Project Category: Applicants should apply under the category that best matches their project:
	    1. Facilities (construction, renovation or maintenance of facilities);
	    2. Community Infrastructure (public amenities such as docks and parks); or
	    3. Acquisitions (fixed capital assets for long-term use of the organization, including vehicles and equipment).

☐	Project Description: A brief description of your proposed capital project and the reason why you are pursuing it. ✶ **NOTE:** You may use the text box or attach a document. If you are attaching a document, it should be no more than 1-2 pages in length.
☐	Community Benefit: Describe how the project will benefit the community and how the project is responsive to the community's needs and issues. ✶ **NOTE:** You may use the text box or attach a document. If you attach a document, it should not exceed 1-2 pages in length.
☐	Public Inclusiveness: Describe how this project will be open and accessible to the greater community. ✶ **NOTE:** You may use the text box or attach a document. If you attach a document, it should not exceed 1-2 pages in length.

☐	Project Timeline: ✶
	
	Provide a detailed project timeline, including:
	    • Project start and completion dates;
	    • Dependencies (i.e. external factors that affect your timeline); and
	    • Dates for major milestones.
	
	NOTE: Capital Project Grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. The project must have started within 12 months of receipt of funding.

☑	**Required Information**
☐	Risk Management: Identify potential risks to the project and indicate how they will be managed. ✱
☐	Appropriate Approvals: List any approvals and permits required to complete work on the project (e.g. zoning bylaws, building permit, plumbing permit, demolition – deconstruction permit, environmental assessment) and the steps your organization plans to take to obtain them. If no permits or approvals are required, please use the text box to explain why this question is not applicable. ✱ **NOTE:** You may use the text box or attach a document. If you attach a document, it should not exceed 1-2 pages in length.
☐	Ongoing, Long-term Operational Viability: Describe your organization's long-term plan to operate, manage and maintain the project/asset/acquisition. ✱ **NOTE:** You may use the text box or attach a document. If you attach a document, it should not exceed 1-2 pages in length.
☐	Project Cost: Give the total estimated cost of the capital project.
☐	Project Budget: Provide the proposed budget for the project. Please include all accompanying notes to the budget and clearly identify assumptions, projections and contingencies. ✱
☐	Cost Estimates: Attach one or more recent estimates for project expenses. ✱ **NOTE:** Preference will be given to applicants who attach at least two cost quotes. If a sole source provider is the only option, please explain why.
☐	Requested Grant Amount: The amount of funding requested for the project. **NOTE:** The total requested amount cannot exceed $250,000. The requested amount must represent between 20-50 per cent of the total project budget. Priority may be given where the amount represents a significant contribution to the total project budget.
☐	Use of Grant Funds: Provide a list of expenses detailing how you intend to use the Capital Project Grant funds. ✱
☐	Matching Funds: Provide the funding type and description of each source of matching funds for the project. The Branch will verify this list with your organization's financial statements. **NOTE:** Preference will be given to applicants with matching funds that are "confirmed" (i.e. secured and available for immediate use) such as cash in hand or irrevocable letter of credit, over applicants with funds that are "unconfirmed" or in-kind, such as letters of guarantees or tangible in-kind support (e.g. donated materials and equipment). Intangible in-kind support such as volunteer time, donated labour and services will not be accepted towards the matching funds requirement.

☑	**Required Information**
☐	State of Title or License to Occupy: Provide the address for the project location. Indicate whether your project is located on: • Land that is owned by your organization; • Land that is leased to your organization on a long-term basis. Your organization must provide a copy of a signed unconditional fixed-term (10-year minimum) lease and provide a written declaration of intent to maintain the facility or community infrastructure project into the future. Your organization must also provide proof that the property owner permits your organization to complete the project on the leased property. Organizations with fewer than 10 years remaining on their lease must include a signed letter (tenant and landlord) indicating a commitment to renew the lease upon its expiration; or • Public land. Your organization must have the proper permissions from any and all proper public authorities; or • Not applicable (Acquisitions project). ✱ • **NOTE:** If your Facilities or Community Infrastructure project is located on land that does not fit one of these categories, then it is not eligible for a Capital Project Grant.
☐	Accessibility: Describe how special consideration has been given to provide appropriate access for persons with disabilities and the broader community, if applicable.
☐	Added Value: Describe any energy-efficient or cost-effective features included in this project that will lower the organization's long-term operational costs or improve the use of your organization's human and/or technological resources (e.g. reduced resource consumption).
☐	Board positions, names, home addresses, e-mail addresses and phone numbers of two to four members of the organization associated with the application: • Two must be named as Officers Responsible for the Application; • One must be named as the Submitter (an Officer Responsible may also assume this role); and • One must be named as the Contact Person (an Officer Responsible may also assume this role). • Enter only one email address in the delivery method. **NOTE:** The Contact Person must be accessible during regular office hours.