



# 2019 Capital Projects Sector Guide

## Community Gaming Grants



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*Arts Umbrella received funding for two new busses through a Capital Projects grant. Over 400 children and youth will benefit each year through increased accessibility to arts education programs across the Lower Mainland of Vancouver.*



# 1. Program Overview

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## 1.1 Purpose

The Community Gaming Grants program distributes \$140 million of commercial gambling revenues to not-for-profit community organizations throughout the province. The Government of British Columbia allocates a portion of this funding to capital projects, undertaken by not-for-profit agencies, that have a total cost between \$20,000 and \$1,250,000. The objective of the Capital Projects sector is to enable not-for-profit organizations to complete capital projects that provide significant benefit to communities.

The Capital Projects sector is designed to support community-identified needs and priorities. Its' focus is on people – their needs, their development, and their involvement with the community. The Capital Project Grants sector supports inclusive projects that provide widespread benefit to a diverse range of community members.

## 1.2 Eligible Projects

To be considered for funding, a capital project must fit into one of the following categories. Applicants should apply under the category that best matches their project:

1. **Facilities:** the construction of new facilities and renovation or maintenance of existing facilities;
2. **Community Infrastructure:** the development of public amenities that improve B.C. residents' quality of life; and
3. **Acquisitions:** the purchase of fixed capital assets for long-term ownership and use by the organization (e.g. vehicles and equipment).

If all work on, or purchase of, the proposed capital project is scheduled to be completed before the notification of grant awards (October 31, 2019), the project is not eligible.

## 1.3 Application Assessment Process

The application assessment process will be competitive. All applications will be ranked and compared in the adjudication process. Grant applications that meet all of the mandatory eligibility criteria (see Section 2) will be evaluated using the assessment criteria (see Section 4). Additional consideration will be given to the allocation of grant funding across the six Community Gaming Grant sectors, the geographic distribution of grants throughout the province, project size and the inclusion of Indigenous not-for-profit organizations

## 1.4 Amount of Grant

Eligible not-for-profit organizations may be approved for up to 50% of the total cost of a project, to a maximum of \$250,000. Tangible in-kind contributions, such as donated equipment and materials, will be considered as matching funds. Land and intangible in-kind support, such as volunteer time, donated labour or services will not be accepted as matching funds.

## 2. *Mandatory Eligibility*

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### 2.1 *Organization Eligibility*

#### 2.1.1 *Eligible Organizations*

To be considered for funding, an applicant (including PACs) must:

- Be a not-for-profit organization (including designated community service co-operatives);
- Operate primarily for community benefit;
- Deliver or facilitate programs that fall within one of the following six sectors: Arts and Culture; Sport; Environment; Public Safety; Human and Social Services; and Parent Advisory Council or District Parent Advisory Councils;
- Provide programs that benefit the community and not solely its members' interest;
- Deliver or facilitate programs established and maintained by its volunteers;
- Have a voluntary and broadly based membership involved in the management and control of the organization and its programs;
- Have a voting membership that is more than double the number of board members;
- Have board members who are democratically chosen by its voting membership;
- Have a board with at least two-thirds of its members residing in B.C.; and
- Have a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as board members.

Organizations do not have to be federally or provincially incorporated; however, organizations that are provincially incorporated or registered as extra-provincial societies must be in good standing with the B.C. Registrar of Companies, and organizations that are federally incorporated must be in good standing with Industry Canada.

#### 2.1.2 *Ineligible Organizations*

An organization is ineligible for a Capital Project Grant if it:

- Is for-profit;
- Is a member-funded society;
- Is a co-operative (with the exception of designated community service co-operatives);
- Is a community contribution company<sup>1</sup> (C3) or other social enterprise whose sole purpose is to generate profit to fund the organization;
- Is an ancillary group sustaining a for-profit business;
- Is a political party, political action group or lobby group;

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<sup>1</sup> 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

- Is a federal, provincial, regional, municipal, First Nation or other local government;
- 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 provincially or municipally-operated facility, such as a library, museum, gallery or recreation centre;
- Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia; or
- Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

## 2.2 *Project Eligibility*

### 2.2.1 *Eligible Project Categories*

To be considered eligible for funding, a project must fall within one of the applicable capital project categories. Applicants should apply under the specific project category that is best suited for their project. For examples of eligible projects, please see Section 2.2.2.

#### **Facilities Projects:**

- The project is undertaken by an eligible organization primarily for community benefit;
- Upon completion, the project – or the facility within which the project is located – is accessible to the public;
- The project is for the construction of new facilities, renewal, expansion or material enhancement of existing facilities or property development;
- The project is located on:
  - Land that is owned by an eligible organization;
  - Land that is leased to an eligible organization on a long-term basis; or
  - Public land.

Please refer to Section 6.1 for the supporting documentation required.

#### **Community Infrastructure Projects:**

- The project is undertaken by an eligible organization primarily for community benefit;
- Upon completion, the project – or the facility within which the project is located – is accessible to the public and is inclusive of the greater community;
- The project is for the installation of public amenities that improve B.C. residents' quality of life;

- The project is located on:
  - Land that is owned by an eligible organization;
  - Land that is leased to an eligible organization on a long-term basis; or
  - Public land.

Please refer to Section 6.1 for the supporting documentation required.

**Acquisitions:**

- The acquisition is made by an eligible organization primarily for community benefit;
- The project is for the purchase of privately owned fixed capital assets for long-term use; and
- The capital acquisition must fully belong to the eligible organization.

### 2.2.2 *Examples of Eligible Projects*

Examples of eligible projects in each category may include, but are not necessarily limited to, the following types of capital projects:

**Facilities Projects:** the construction of new facilities, renovation or maintenance of existing facilities and property development. Examples include:

- Construction of a new permanent built structure (e.g. office, centre, daycare facility, theatre, food bank storage, sports facility);
- Renovations that restore, refurbish, upgrade, retrofit or otherwise improve the general conditions of an existing facility to extend its useful life (e.g. roofs, flooring, air circulation, seismic resilience, foundation repair, kitchens, bathrooms, elevators, gutters, accessibility retrofits, hall expansions, asbestos abatement); and
- Property development projects (e.g. fences, courtyard, irrigation systems for sports fields, parking lots, floodlights).

**Community Infrastructure Projects:** the development of public amenities that improve B.C. residents' quality of life. Examples include:

- Outdoor structures (e.g. docks, playgrounds, outdoor pools, sport rinks, industrial sheds, courts, artificial turf, boardwalks, trestles);
- Parks (e.g. water parks, skate/bike parks, fitness and recreation spaces); and
- Natural areas (e.g. hiking and walking trails, green spaces, wetlands, community gardens, habitat restoration).
- PLEASE NOTE: 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.

**Acquisitions:** the purchase of fixed capital assets for long-term ownership and use.

Examples include:

- Vehicles, boats, vehicle part replacements/modifications (e.g. bus, van, delivery truck, fire truck);
- Machinery and equipment (e.g. safety equipment, sports equipment, commercial kitchen equipment, stage and lighting equipment, sound equipment, instruments);
- Technological resources (e.g. computer systems, IT system, security system); and
- Property and/or buildings.

## 2.3 *Financial Eligibility*

### 2.3.1 *Eligible Financial Status*

At the time of application, organizations must meet specific financial criteria in order to be considered for a grant:

- The applicant must have a separate gaming bank account (“Gaming Account”) that is held in British Columbia. The gaming bank account must be held in British Columbia and have cheques that have the organization’s full name and the words “Gaming Account” printed on them;
- The applicant’s matching funds contribution must equal or exceed the level of capital project funding requested. If an applicant organization has been holding designated restricted funds for the capital project, it is expected that the restricted fund be used in full towards the matching fund requirement. Tangible in-kind contributions, such as donated equipment and materials, will be considered as matching funds. Intangible in-kind support, such as volunteer time, donated labour, services or land, will not be accepted. Please refer to Section 6.1 for the supporting documentation required to demonstrate matching funds. And;
- Past recipients of Community Gaming Grants must be up to date and in good standing with their Gaming Account Summary Reports.<sup>2</sup>

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2 Gaming Account Summary Reports are a financial reporting instrument used by the Community Gaming Grants Branch.

## 3. Application Process

### 3.1 Application Intake Period

Applications for the Capital Projects sector will be received from June 1 to July 31, 2019 with notification by October 31, 2019.

### 3.2 How to Apply

The application form can be found online at: <https://www.gaming.gov.bc.ca/gaming/Home.do>.

For projects that are collaborations between multiple organizations, a single organization must be designated as the lead. Only the lead organization is eligible to submit a Capital Project Grant application for the project. The other organization(s) must be indicated as partners within the application.

First-time applicants to the Gaming Online Service are required to call in to the Community Gaming Grants Branch at 1 800 663-7867 or 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.

#### 3.2.1 Online Application Resources

##### *Application Tutorial*

This document provides a step-by-step preview of what you will see during your online application. It includes application instructions as well as tips and suggestions for completing your application. [https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/capital\\_project\\_grants\\_-\\_application\\_tutorial.pdf](https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/capital_project_grants_-_application_tutorial.pdf)

##### *Frequently Asked Questions:*

This document includes commonly asked questions about using the Gaming Online Service website to apply for a Capital Projects Grant and understanding the Sector Guide: [https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/capital\\_project\\_grants\\_-\\_frequently\\_asked\\_questions.pdf](https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/capital_project_grants_-_frequently_asked_questions.pdf)

##### *Example Documents:*

These documents are examples of financial documents that you will be asked to provide during your online application.

- Organization Balance Sheet (PDF) - <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-org-balance-sheet.pdf>
- Organization Revenue and Expense Statement (PDF) - <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-org-revenue-and-expenses.pdf>
- Organization Budget (PDF) - <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-org-budget.pdf>



### 3.3 *Application Limit*

- Each organization is permitted to submit one application for a Capital Project Grant and one application for a Community Gaming Grant per year.
- Capital Project Grants will be one-time funding only. Successful applicants may not apply for the same project more than once. Unsuccessful applicants may apply in future funding intakes for the same project.

## 4. *Assessment*

### 4.1 *How Applications are Assessed*

Each application that meets all of the mandatory eligibility criteria (see Section 2) will be evaluated using the assessment criteria (see Section 4.2). Grants will not be awarded until all applications are received and reviewed. An application does not guarantee any level of funding. Incomplete and/or late applications will not be considered.

### 4.2 *Assessment Criteria*

Eligible projects in each of the three categories will be evaluated according to the extent to which they meet the pre-determined assessment criteria. Priority will be given to those projects that best meet the criteria. Consideration will also be given to the distribution of grant funding across the six Community Gaming Grant sectors, the geographic distribution of grants across the province, project size and the inclusion of Indigenous not-for-profit organizations.

The project assessment criteria are provided in the table below. For additional information on the supplementary documentation required with each application, please see Section 6.1.

#### **Section 1: Alignment with Sector Objectives (25%)**

##### **Strategic alignment with Capital Projects sector purpose**

- How the project will benefit the community by addressing a community-identified need or priority and will enhance the wellbeing of individuals in the community.
- How the project and its associated programming will be open and accessible to people of all ages, abilities, sexual orientation, gender identify and expression (LGBTQ2S+), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions, except in instances where the exclusion of some group is required for another group to be effectively serviced.

## **Section 2: Project Feasibility (25%)**

<b>Project planning</b>	<ul style="list-style-type: none"><li>• Detailed project timeline indicating project can be accomplished within 36 months, project start date, key milestones and date of completion.</li><li>• Identification and ranking of potential risks and identification of proposed mitigation strategies.</li><li>• All required approvals and permits have been identified and a plan is in place to ensure they are obtained.</li></ul>
<b>Operational viability of the project</b>	<ul style="list-style-type: none"><li>• The applicant exhibits a plan for the long-term operation of the project, including an asset management plan to manage and maintain the facility and/or property into the future.</li></ul>

## **Section 3: Financial Considerations (45%)**

<b>Financial need</b>	<ul style="list-style-type: none"><li>• If the applicant has restricted funds available and designated for the capital project, the designated funds must be fully allocated to the project.</li><li>• The applicant has indicated the requested amount required to complete the project.</li></ul>
<b>Financial feasibility of project</b>	<ul style="list-style-type: none"><li>• Presentation of project budget, including budget assumptions, contingencies and projections.</li><li>• Price quotations have been recently obtained.</li><li>• Use of grant funds will be for eligible expenses.</li><li>• Project readiness, including the security of financial resources to carry out the project.</li></ul>

## **Section 4: Special Project Features (5%)**

<b>Environmental efficiency</b>	<ul style="list-style-type: none"><li>• The project includes climate action or energy-efficient features that will reduce the organization's greenhouse gas emissions, lower the organization's long-term operational expenses, such as heating/ cooling costs, etc. and/or improve the use of the organization's human and/or technological resources (e.g. reduced resource consumption).</li></ul>
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Final determination of approved projects is the responsibility of the Community Gaming Grants Manager. All decisions are final, and organizations do not have the opportunity to request a reconsideration of the decision regarding an application for a Capital Project Grant.

## 5. *Using Capital Project Grant Funding*

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### 5.1 *Appropriate Use of Funds*

Capital Project Grants must be used within British Columbia to cover costs considered to be direct and necessary for the successful implementation of an approved project. These costs must be consistent with and comparable to those identified in the approved grant application. No substantial changes can be made to the approved project without the written consent of the Community Gaming Grants Branch.

Eligible costs include, but are not limited to:

- Project-related fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the capital project;
- The costs of project materials;
- The costs required to transport or ship acquisitions such as equipment;
- The costs of licenses, permits and insurance required for the approved project;
- The costs of an environmental impact assessment, where applicable; and
- Any other direct and necessary costs incurred in the implementation of an approved project.

The grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. Project must start within 12 months of receipt of funding.

Grant funds may be transferred – by cheque or electronically – from the Gaming Account to the General Account (i.e. the organization's day-to-day operating bank account) for the reimbursement of eligible project expenses. Transfers from the Gaming Account to the General/Operating Account are required to reconcile dollar for dollar to the applicable General Account program expenses and must have supporting documentation (i.e. invoices/receipts). A clear and defined audit trail is required for the use of all Gaming Account funds.

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.

Grant funds cannot be used for purposes not approved by the Community Gaming Grants Branch and may not be redistributed amongst the grant recipient's other expenses or transferred between projects. Funds must be returned to the Minister of Finance if not completely used for the approved capital project.

## 5.2 *Prohibited Use of Funds*

Capital Project Grants cannot be used for:

- Contributions to annual fundraising drives or capital campaigns;
- Costs incurred for cancelled projects;
- Financing charges and interest payments on loans;
- Leasing or rental of equipment not directly related to the capital project;
- Costs associated with ongoing operating expenses;
- Costs associated with routine facility/property maintenance;
- Decommissioning or recycling of a previous project/asset;
- Costs associated with programming; or
- Any goods and services that are received as donations.

## 5.3 *Reporting*

To ensure Capital Project Grants are used for eligible project expenses, all successful applicants must submit a Gaming Account Summary Report and a Capital Project Grant Supplemental to the Branch within 90 days of the fiscal year end. The Gaming Account Summary Report must provide clear and complete detailed program expense reporting. As per section 18.g of the Conditions for a Community Gaming Grant, two current, unrelated board members must authorize electronic transfers and/or automated debit transactions in writing and the authorization document must specify the specific purpose and maximum dollar amount permitted. Grant recipients must also submit a Completion Report when their project is finished. Please see *Section 8 – Project Completion*, for details.



## 6. Required Documentation

### 6.1 Application Instructions

Grant Analysts use the requested documents to carefully assess each capital project grant application. The following is the information the Branch is looking for in each section of the application.

Applicants must upload required supporting documentation in .pdf, .jpg, .doc(x), or .xls(x) format at the time of online application. Please do not take and submit photographs of documents; proper scanning is required to upload documentation to the online application system.

Before beginning the application form, please make sure you have the following information from your files at hand.

#### **Required Information**

##### **Organization Registration**

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 online 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.

##### **Organization information**

- Full, legal name (if applicable);
- Mailing address associated with the organization; and
- Program/service or purpose of the organization.

##### **Sector Details**

Capital Project Grants support a wide range of programming delivered and/or facilitated by not-for-profit organizations across British Columbia. The applicant should apply under the sector that is the closest fit to the organization's purpose(s) as outlined in its Constitution:

- Arts and Culture;
- Sport;
- Public Safety;
- Environment;
- Human and Social Services; or
- Parent Advisory Councils.

**NOTE:** Applicants also have the option to self-identify as an Indigenous not-for-profit organization.

##### **Constitution and Bylaws**

The applicant must attach a copy of the organization's most recent Constitution and Bylaws.

##### **Board of Directors**

The applicant must attach a Board of Directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers.

**Required Information**

**Membership and Governance Structure**

Total number of members who are eligible to vote at the annual general meeting (AGM).

**Annual General Meeting Details**

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.

**Organization Financial Statements and Budgets**

The applicant must demonstrate its financial capacity to proceed with the project by providing complete financial statements and budgets:

- Revenue and expense statements from the most recently completed fiscal year at the time of the application;
  - The most formal presentation of financial statements available at the time of application is required, including 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 also required. Internally prepared financial statements are acceptable if the formal presentation is not available at the time of application.
- A balance sheet from the most recently completed fiscal year at the time of the application;
- A budget for the current fiscal year;
  - The budget must show anticipated revenues and expenses for all of the organization's activities and show anticipated expenditures related to the requested capital project, if any.
- The Gaming Account Summary Report for the previous fiscal year (if it has not been submitted already).

**NOTE:** 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.

**Gaming Account**

The applicant must demonstrate that it has a separate "Gaming Account," specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds. The gaming bank account must be held in British Columbia and have cheques that have the organization's full name and the words "Gaming Account" printed on them.

Acceptable supporting documents include:

- A scanned void cheque that has the organization's full name and the words "Gaming Account" printed on it. All account information must be visible; or
- A cheque order form, signed and stamped by the bank, that has the organization's full name, the words "Gaming Account" printed on it, and complete account information.

**NOTE:** Organizations new to the Branch must open their gaming account before 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 transferred without issue.

## **Required Information**

### **Project Category**

Applicants should apply under the specific project category that is best suited for their capital project:

- 1. Facilities** (construction, renovation or maintenance of facilities)
- 2. Community Infrastructure** (public amenities such as docks, parks, playgrounds, etc.)
- 3. Acquisitions** (fixed capital assets for long-term use, including vehicles and equipment)

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### **Project Description**

The applicant should include a description of the capital project for which it seeks funding. The project description helps the Branch understand the overall rationale and goals for the project, the location of the project and the specifics of what the project will entail.

**NOTE:** Project descriptions should be clear and concise. Applicants may use the text box or attach a document (1-2 pages in length maximum).

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### **Community Benefit**

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. The Community Benefit section of the application requires details about the numbers of people that are likely to benefit, and how they will benefit, from the project and associated programming. Include evidence of community support for your project and describe the needs or gaps the project will address.

Please include information such as the following as evidence of community support for your project:

- Discuss what the broader problem or need is in the community that this project and its associated programming will address (e.g. aging facility is unsafe and no other service of its type is available within a 45-minute drive; there is a current gap in service that the proposed equipment purchase would enable).
- Describe the number and population(s) of people who will directly benefit from the project and its associated programming in a year (e.g. 'over 150 newcomers and refugees in the Cowichan Valley;' '50 Indigenous youth ages 13-17;' 'all community members interested in salmon restoration;' '100 socially isolated adults over the age of 65 in the Vanderhoof area').
- If applicable, include details, numbers, or statistics to substantiate the community benefit (e.g. share findings from a recent community consultation study, provide waitlist numbers demonstrating that existing facility has more users than it can accommodate).
- Where possible, quantify the impact this project would have on the community if complete (e.g. approximate number of individual visits to facility annually, kilometres of trails maintained).

## **Required Information**

The assessment of a project's community benefit may also include sector specific criteria. For example:

- **Arts and 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.
- **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 your organization has taken to remove any barriers to participation.
- **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.
- **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.
- **Human and 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.
- **Parent Advisory Councils:** Describe how the project will support K-12 students' extracurricular activities and opportunities and/or broad access by the community.

**NOTE:** Community benefit descriptions should be clear and concise. Applicants may use the text box or attach a document (1-3 pages in length maximum).

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## **Public Inclusiveness**

To support equity, diversity and inclusion, the program supports applications from organizations whose programs and facilities are open and accessible to people of all ages, abilities, sexual orientation, gender identify and expression (LGBTQ2S+), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions, except in instances where the exclusion of some group is required for another group to be effectively serviced. 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.

The Branch is committed to British Columbia's Gender-based Analysis Plus (GBA+) policy. For more information, please visit: <https://cfc-swc.gc.ca/gba-acis/index-en.html> and <https://www2.gov.bc.ca/gov/content/gender-equity>

Describe how the project and its associated programming is accessible to and inclusive of the greater community. Projects should demonstrate broad public access by a diverse range of community members and provide special consideration for reducing barriers to participation for persons with disabilities, where applicable.

**NOTE:** Public Inclusiveness descriptions should be clear and concise. Applicants may use the text box or attach a document (1-2 pages in length maximum).

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**Required Information**

**Project Timeline**

The applicant should demonstrate that a well-considered plan is in place that shows how the project will successfully begin within 12 months of the receipt of gaming funds and will be fully complete within 36 months of the receipt of gaming funds, as per the Capital Project Grant Conditions.

The project timeline may include:

- Project start and completion dates;
- Dependencies or relationships between project tasks (i.e. external factors that affect your timeline); and
- Dates for major milestones.

**NOTE:** This field is mandatory for all applicants. While the project timeline for an acquisition project will likely be brief, it must still demonstrate that a well-considered plan is in place. Stating 'not applicable' in the application is not sufficient.

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**Project Risk Management**

The applicant should provide a risk management plan for the proposed project in table format. A well-considered risk management plan may include:

- Possible risks that may be encountered during the realization of the project;
- Potential effects of the identified risks;
- Likelihood and severity of the risks (high, medium or low);
- Strategies for the mitigation of the risk; and
- How the risks to the project will be managed and/or mitigated.

**NOTE:** This field is mandatory for all applicants. While the risk management plan for an acquisition project will likely be brief, it must still demonstrate that a well-considered plan is in place. Stating 'not applicable' in the application is not sufficient.

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**Appropriate Approvals**

List all approvals and permits required for the project and identify those which have been obtained to date. If any approvals or permits are outstanding at the time of application, the applicant should describe the organization's plan to ensure that they are acquired.

Examples of approvals and permits may include, but are not limited to:

- Legislative or regulatory requirements and enactments;
- Land use and zoning bylaws;
- Environmental impact assessments; and
- Trade permits.

**NOTE:** This field is mandatory for all applicants. If no approvals or permits are required for the project, the applicant should provide an explanation explaining why. Stating 'not applicable' in the application is not sufficient. Applicants may use the text box or attach a document (1-2 pages in length maximum).

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**Required Information**

**Ongoing Operational Viability of the Project**

The applicant should demonstrate that a long-term plan is in place for the operation, management and maintenance of the project, by providing an asset management plan.

An asset management plan may include items such as:

- A budget showing costs associated with the maintenance and operation of the project;
- A maintenance schedule;
- The identification of any staff resources required;
- A multi-year plan for the project's future operation.

**NOTE:** Costs associated with ongoing operating expenses are not eligible project expenses. Applicants may use the text box or attach a document (1-2 pages in length maximum).

**Project Cost**

Provide the total estimated cost of the capital project.

**NOTE:** To be eligible for this grant the total estimated costs of the project must be between \$20,000 and \$1,250,000.

**Project Budget**

Submit a budget for the proposed capital project. Please include all accompanying notes to the budget and clearly identify assumptions, projections and contingencies. The applicant should demonstrate that all financial considerations related to the requested project have been identified by providing a project budget that clearly indicates the availability of funds for the project.

Instructions for the project budget:

- The budget should show all anticipated revenues and all anticipated expenses to realize the requested capital project. If the project requires more than one year to complete, all budgets required to realize the project must be submitted.
- Ensure that all matching funds are included in revenue.
- Ensure that any assumptions, projections or contingencies necessary for the realization of the project are indicated.
- The amount requested for the Capital Project Grant must be included in the project revenues.
- If the budgeted revenues and expenses show an anticipated deficit, an explanation should be provided indicating how that deficit will be managed.
- If the applicant has restricted funds, provide minutes of the board meeting approving the restriction of funds for the specific project and the amount.
- If project funds are not formally restricted, provide an explanation of what funds shown in the financial statements will be used towards the project.

**Cost Estimates**

Provide one or more recent cost quotes from third party providers that support costs shown in the Project Budget. Preference will be given to applicants that attach at least two quotes from third party providers in British Columbia that are accurate at the time of application. If a sole source provider is the only option, please explain why.

**Required Information**

**Requested Grant Amount**

The amount of funding requested for the project.

**NOTE:** The total requested amount cannot exceed \$250,000. Priority will be given where the requested amount represents a significant contribution towards the total project cost.

**Use of Grant Funds**

List the specific items to be purchased with Capital Project Grant funds and the amounts. The total of the specific items to be purchased must equal the amount of the request. The items should be purchased through British Columbia suppliers. If the items cannot be purchased through British Columbia suppliers an explanation must be provided.

**Matching Funds**

The applicant must demonstrate that matching funds equal to or exceeding the requested amount on the application will be available upon award of a Capital Project grant. Matching funds must be specified in the Project Budget and the amounts supported by attached documents. Further, the applicant must demonstrate that, upon award of a Capital Project Grant, sufficient funds are available to complete the project within 36 months.

- If the organization's matching funds are internally or externally restricted:
  - Attach financial statements (e.g. balance sheet, internally prepared financials or bank statements) that clearly indicate the availability of funds for the project; and
  - Attach minutes of the board meeting approving the restriction of funds for the specific project and the amount.
- If the organization's matching funds are not formally restricted (e.g. cash on hand):
  - Attach an explanation of what funds shown in the financial statements (e.g. balance sheet, internally prepared financials or bank statements) will be used towards the proposed capital project.
- If the matching funds are to be provided by other agents, the applicant must demonstrate the surety of these funds for the specific project. Attached documents may include:
  - Signed and dated funding agreements;
  - Signed and dated promissory letters;
  - Signed and dated loan agreements; and/or
  - Signed and dated irrevocable letter of credit.
- If the matching funds include donated materials or equipment, attached documents may include:
  - Signed and dated promissory letters indicating what will be donated and the fair market value of the donation; and/or
  - Dated invoices showing what will be donated and the fair market value of the donation.

**NOTE:** Preference will be given to applicants with matching funds that are "confirmed" (i.e. secured and available for immediate use upon the award of a Capital Project Grant) 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 of License to Occupy (for Facilities and Infrastructure projects only)**

The applicant must demonstrate that the project has the authority to proceed.

- If the land or facility is owned by the applicant:
  - The applicant must provide a certificate of title that indicates the name of the applicant and the legal description of the land or facility. Alternatively, the most recent BC Property Assessment for the land or facility that includes the name of the applicant is also acceptable.
- If the project is located on land that is leased to the organization:
  - The applicant must provide a recent document of permission for the project to proceed from the owner of the land or facility. The document of permission must be dated and signed by the owner and reference the specific project and the specific property described in the application.
  - A signed copy of the lease is required. The term of the lease must demonstrate that the applicant is in control of the land or facility for a minimum of 10 years from the date of the application.
  - 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 that demonstrates a firm commitment to renew the lease for an additional term. The lease and the 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 the application.
- If the project is located on public land:
  - Provide a document that authoritatively demonstrates that the applicant has the authority to proceed and will be in management and control of the resulting asset for a minimum of 10 years from the date of the application.
  - Letters of support are not sufficient. The document must demonstrate that a final and irrevocable approval to proceed with the specific project has been granted to the applicant from the controlling body (e.g. minutes of council meeting showing motion and approval, letter dated and signed by the authority for the land or facility that references the specific project and the specific property described in the application).

**NOTE:** If the applicant's project is located on land it does not have proper authority to use, then it is not eligible for a Capital Project Grant.

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**Environmental Efficiency**

The applicant should describe how any climate action or energy-efficient features have been built into the project to reduce the organization's greenhouse gas emissions, lower the organization's long-term operational costs and/or improve the use of the organization's human and/or technological resources (e.g. reduced resource consumption).

**NOTE:** Applicants may use the text box or attach a document (1-2 pages in length maximum).

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### **Required Information**

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.

## 7. **Conditions for Capital Project Grants**

The recipient of a Capital Project Grant must comply with the Conditions for a Community Gaming Grant, with the exception of Conditions 7 through 11 pertaining to the Use of Grant Funds. The Conditions can be found online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf>. The recipient of a Capital Project Grant must adhere to Section 5 of this Capital Projects sector guide regarding the use of grant funds.

## 8. **Project Completion**

Upon completion of the funded project, the Capital Project Grant recipient must notify the Community Gaming Grants Branch in writing at: [communitygaminggrants@gov.bc.ca](mailto:communitygaminggrants@gov.bc.ca). Please include with this email a short post-completion report, to include: a description of the completed project and how it is benefitting your community, a breakdown of *total* project expenses and a minimum of three photos. The Branch may request that these materials be used to publicize the benefits of the Capital Project Grants Sector.

## 9. **Acknowledgment of Funds**

Grant recipients must acknowledge the financial assistance provided by the Province of British Columbia in all promotional materials, both in print and online and including any signage or plaques. Please review the logo-use guidelines at the following link and complete the application for third-party use of the logo. Note that designed mock-ups of the logo's intended use is also required for approval: [http://www.corporate.gov.bc.ca/print-ads/Govt\\_of\\_BC\\_Logos/BCID.html](http://www.corporate.gov.bc.ca/print-ads/Govt_of_BC_Logos/BCID.html)

## 10. *Contact Information*

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Ministry of Municipal Affairs and Housing Community Gaming Grants Branch

Telephone: 1 800 663-7867 or 250 356-1081

E-mail: [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

[www.gov.bc.ca/gaminggrants](http://www.gov.bc.ca/gaminggrants)

