COMMUNITY GAMING GRANT: RENEWED FUNDING PRE-APPLICATION CHECKLIST

Before beginning the Renewed Funding application for a Community Gaming Grant, please review the pre-application checklist below. Please have all required information/ documentation available for you to refer to or to upload during the application process.

The online application must be completed and submitted in one sitting, as **the system will time out after approximately 60 minutes**. If the system times out, attempting to submit the application may result in an error, and the information entered into the online application may be lost.

RENEWED FUNDING APPLICATION ELIGIBILITY

Organizations that are re-applying for a Community Gaming Grant may be eligible to use the Renewed Funding application. To determine if your organization is eligible, please see the Program Guidelines section 5.2 for eligibility criteria.

SUPPORTING DOCUMENTATION

Applicants must attach a scanned copy of the required supporting documentation to the online application, in .pdf, .jpg, .doc(x), or .xls(x) format. If an applicant is unable to attach the supporting documentation at the time of application, it must be emailed to the Branch within two weeks of the application submission date.

If any of the required supporting documentation is not received within the two-week timeframe, the application may not be considered by the Branch.

Where supporting documentations are required, it is indicated by a ✱ in the checklist below.

ADDITIONAL NOTES

- Do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless the application is complete. Once the terms and conditions are accepted the application is submitted and takes time to load. **Please do not click “Next” more than once**.
- Once submitted, you will see a Web Confirmation screen with the application ID number, which indicates that your application has been successfully submitted. This screen also includes a link to a printable PDF copy of the Application Summary. **Please open and save/print this document, so that you can refer to it later**.
- To attach documents to the online application, click the “Browse” button in the appropriate section of the application, to locate the file on your computer. Once you have located 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 section of the application.
- Additional related information, online resources and 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.

Gaming Account Summary Reports:	
☐	Any outstanding or overdue Gaming Account Summary Reports, if applicable. • Reports should be submitted by email to the Branch. • Please see Program Guidelines Section 7.4 for details.
Organization Information:	
☐	Organization Information Changes (if applicable). For example: • organization name • mailing/physical address • fiscal year end date
Gaming Account Information:	
☐	Void cheque for the organization's Gaming Account (only required for applicants that have made changes to their Gaming Account since their most recent application). ✱ • Please see Program Guidelines Section 7.1 for Gaming Account cheque requirements. **NOTE:** The voided cheque may be uploaded to any section of the online application or may be submitted by email to the Branch.
Program Information:	
☐	**For each program for which grant funding is requested:** • If/how program was impacted by the COVID-19 pandemic and provide the current balance of the gaming account as of the date of application.

☐	**For each program for which the organization is requesting grant funds:**
	• A program revenue and expense statement (program actuals) for the previous fiscal year. ✱
	  ○ Federal and/or provincial government funding, including contract or grant monies, must be clearly identified.
	  ○ Please see Program Guidelines Section 4.3 for details.
	
	• If in-kind contributions are included in the program actuals, an in-kind summary document must also be submitted (detailing the type, value, and source of in-kind support for the previous fiscal year).
	  ○ An example summary is available on our website.
	  ○ Please see Program Guidelines Section 4.3 for details.

☐	**For each program for which the organization is requesting grant funds:**
	• Which sub-sector best describes the program purpose, activities or goals (see Appendix VI for a complete list of program sub-sectors).
	• The total number of registered participants in the program in the past 12 months.
	  ○ This question is mandatory for sports organizations (except Provincial Sport Organizations) and youth organizations (e.g. Scouting groups, Cadet groups, etc.).
	  ○ Each participant may only be counted once, regardless of how many program activities they participate in.
	  ○ Please see Program Guidelines Section 4.4 for details.

Certification:	

☐	Two to four persons responsible for the application:
	• Two board members serving as "Officers Responsible" for the application.
	  ○ Board position, name, home address, email address and phone number for each officer responsible.
	• One application "Submitter."
	  ○ Position in organization, name, address, email address and phone number.
	• One application "Contact" who must be accessible during regular office hours.
	  ○ Position in organization, name, address, email address and phone number.
	
	NOTE:
	Board members may act as the submitter and/or the contact in addition to their role as Officer Responsible. However, the contact person and submitter do not need to be board members.

☐	Two "Notification Method" email addresses, to which application results will be emailed. • One preferred organization email address notification. • One email address for the President of the Board (or equivalent).
Additional Information:	
☐	Response to the last notification letter from the Community Gaming Grants Branch, if information was requested by the Branch in that letter. • This document may be uploaded to any section of the online application or may be submitted by email to the Branch.

✱ Applicants must provide a copy of all required supporting documentation in .pdf, .jpg, .doc(x), or .xls(x) format, either by attaching to the online application or submitting by email to CommunityGamingGrants@gov.bc.ca. Applicants have up to two weeks to submit supporting documents by email.