

## COMMUNITY GAMING GRANT: REGULAR FORM PRE-APPLICATION CHECKLIST

Before beginning the Regular Form application for a Community Gaming Grant, please review the pre-application checklist below to ensure that you have all required information and documentation available, to refer to or to upload to the application. This preparation will make applying faster and easier.

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.

### 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 at [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca) 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 documents 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 to locate the file on your computer. Once you have located the correct file, click “Add” to attach it to the appropriate section of 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>.

<b>Gaming Account Summary Reports:</b>	
<input type="checkbox"/>	Any outstanding or overdue Gaming Account Summary Reports (if applicable). <ul style="list-style-type: none"> <li>• Reports should be submitted by email to the Branch.</li> <li>• Please see Program Guidelines Section 7.4 for details.</li> </ul>
<b>Organization Information:</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Full, legal name (if applicable).</li> <li>• Mailing address associated with the organization.</li> <li>• Fiscal year end date.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Constitution and bylaws or equivalent documents.*               <ul style="list-style-type: none"> <li>○ Registered societies must provide copies certified by B.C. Registries and Online Services (this applies to organizations that are new to the Branch or have not applied for three or more years).</li> </ul> </li> <li>• Constitution or bylaw alterations (or equivalent) not previously submitted to the Branch (if applicable). *               <ul style="list-style-type: none"> <li>○ Registered societies must provide copies certified by B.C. Registries and Online Services.</li> </ul> </li> </ul>
<input type="checkbox"/>	Board of directors list, including the following information for each member:* <ul style="list-style-type: none"> <li>• name</li> <li>• position on the board</li> <li>• home address</li> <li>• email address</li> <li>• phone number</li> </ul>
<input type="checkbox"/>	Total number of eligible voting members.
<input type="checkbox"/>	Date of the last Annual General Meeting (AGM).
<input type="checkbox"/>	Number of voting members that attended the last AGM.
<input type="checkbox"/>	Minutes from the last Annual General Meeting, providing evidence that a democratic election of the board occurred. * <ul style="list-style-type: none"> <li>• If elections were not held at the AGM, please attach the minutes from the meeting at which the Board of Directors was elected.</li> </ul>
<input type="checkbox"/>	Complete financial statements for the organization: <ul style="list-style-type: none"> <li>• Balance sheet for the previous fiscal year. *</li> <li>• Revenue and expense statement for the previous fiscal year. *</li> </ul>

	<ul style="list-style-type: none"> <li>• All accompanying notes to the financial statements. *</li> <li>• Organization budget for the current fiscal year. *</li> </ul> <p>For organizations operating less than 12 months:</p> <ul style="list-style-type: none"> <li>• A revenue and expense statement (actuals) for the year-to-date. *</li> <li>• A statement of financial position or any relevant documentation on the organization's assets and liabilities for the year-to-date. *</li> <li>• An organization budget for the current fiscal year. *</li> <li>• An organization budget for the next fiscal year. *</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• If the organization's Financial Statements are completed by an accountant, these are required.</li> <li>• 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.</li> </ul>
<p><b>Gaming Account Information:</b></p>	
<input type="checkbox"/>	<p>Void cheque for the organization's Gaming Account (required for applicants that are new to the Branch and those that have made changes to their Gaming Account since their most recent application). *</p> <ul style="list-style-type: none"> <li>• The voided cheque must be pre-printed by a financial institution and must have the organization's full name and the words "Gaming Account" printed on it.</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Direct Deposit/Authorization forms cannot be accepted.</li> <li>• Organizations that are new to the Branch must open their Gaming Account and obtain cheques before applying.</li> <li>• Some financial institutions de-activate accounts when there is no activity for a certain period of time. Please contact your financial institution to ensure the organization's Gaming Account is active.</li> </ul>
<p><b>Program Information:</b></p>	
<input type="checkbox"/>	<p><b>For each program for which grant funding is requested:</b></p> <ul style="list-style-type: none"> <li>• A program revenue and expense statement (program actuals) for the previous fiscal year. *             <ul style="list-style-type: none"> <li>○ Clearly identify all sources of federal and/or provincial government funding, including contract or grant monies.</li> <li>○ Please see Program Guidelines Section 4.3 for details.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• 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).*</li> <li>○ An example summary is available on our website.</li> <li>○ Please see Program Guidelines Section 4.3 for details.</li> </ul>
<input type="checkbox"/>	<p><b>For each program for which grant funding is requested:</b></p> <ul style="list-style-type: none"> <li>• Program budget for the current fiscal year. *</li> <li>○ Clearly identify all sources of federal and/or provincial government funding, including contract or grant monies.</li> </ul>
<input type="checkbox"/>	<p><b>For each program delivered for less than 12 months at the time of application:</b></p> <p>Required documents include:</p> <ul style="list-style-type: none"> <li>• A program revenue and expense statement (program actuals) for the year-to-date*.</li> <li>• A program budget for the current fiscal year*.</li> <li>• A program budget for the next fiscal year*. <ul style="list-style-type: none"> <li>○ Budgets must indicate which revenue sources are confirmed or proposed and clearly identify each source of provincial and/or federal government funding, including contract and/or grant monies.</li> </ul> </li> <li>• Supporting documentation (letters of support, funding or donor confirmations, etc.) (Optional).</li> <li>• Please see Program Guidelines Section 4.3 and 4.4 for details.</li> </ul>
<input type="checkbox"/>	<p><b>For each program for which grant funding is requested:</b></p> <ul style="list-style-type: none"> <li>• Program description that outlines the activities and delivery of the program. <ul style="list-style-type: none"> <li>○ Please see Program Guidelines Section 4.4 for details.</li> <li>○ If/how the program was impacted by the COVID-19 pandemic and provide the current balance of the gaming account as of the date of application.</li> </ul> </li> </ul>

<input type="checkbox"/>	<p><b>For each program for which grant funding is requested:</b></p> <ul style="list-style-type: none"> <li>• Which sub-sector best describes the program purpose, activities or goals (see Appendix VI for a complete list of program sub-sectors).</li> <li>• How long the organization has delivered the program.</li> <li>• The amount of grant funding requested for the program.</li> <li>• An itemized listing of how grant funds will be used (e.g. rent, utilities, wages, supplies, etc.).             <ul style="list-style-type: none"> <li>○ If grant funds are requested for a minor capital project, or a capital acquisition with a total value of \$5,000 or more, include professional quotes (as outlined in Section 6.3 and Section 6.4).</li> </ul> </li> <li>• The number of people who have directly benefited from the program in the past 12 months.</li> <li>• The total number of registered participants in the program in the past 12 months.             <ul style="list-style-type: none"> <li>○ This question is mandatory for sports organizations (except Provincial Sport Organizations) and youth organizations (e.g. Scouting groups, Cadet groups, etc.).</li> <li>○ Each participant may only be counted once, regardless of how many program activities they participate in.</li> <li>○ Please see Program Guidelines Section 4.4 for details.</li> </ul> </li> <li>• A copy of the current, valid day care/child care licence (if applicable). *</li> <li>• For Mental Health or Substance Use residences, evidence that the facility is registered under the <i>Community Care and Assisted Living Act</i>; licensed as a residential care facility with a B.C. health authority; or equivalent (if applicable). *</li> </ul>
<p><b>Certification:</b></p>	
<input type="checkbox"/>	<p>Two to four persons responsible for the application:</p> <ul style="list-style-type: none"> <li>• Two board members serving as “Officers Responsible” for the application.             <ul style="list-style-type: none"> <li>○ Board position, name, home address, email address and phone number for each officer responsible.</li> </ul> </li> <li>• One application “Submitter.”             <ul style="list-style-type: none"> <li>○ Position in organization, name, address, email address and phone number.</li> </ul> </li> <li>• One application “Contact” who must be accessible during regular office hours.             <ul style="list-style-type: none"> <li>○ Position in organization, name, address, email address and phone number.</li> </ul> </li> </ul> <p><b>NOTE:</b> 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.</p>
<input type="checkbox"/>	<p>Two “Notification Method” email addresses, to which application results will be emailed:</p>

	<ul style="list-style-type: none"> <li>• One preferred organization email notification address.</li> <li>• One email address for the President of the Board (or equivalent).</li> </ul>
<b>Additional Requested Information:</b>	
<input type="checkbox"/>	<p>Response to the last notification letter from the Community Gaming Grants Branch, if information was requested by the Branch in that letter.</p> <ul style="list-style-type: none"> <li>• This document may be uploaded to any section of the online application or may be submitted by email to the Branch.</li> </ul>

\* 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](mailto:CommunityGamingGrants@gov.bc.ca). Applicants have up to two weeks to submit supporting documents by email.