

## PROGRAM GRANT: PRE-APPLICATION CHECKLIST

Before beginning the Regular Form application for a Program 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.

### SUPPORTING DOCUMENTATION

Applicants must attach a scanned copy of the required supporting documentation to the online application. The application does not provide an option to email/mail the documents after the application is submitted. To simplify the application process, applicants are strongly encouraged to save all documents in one folder, with file names that reflect each document type, before starting the application.

If any of the required supporting documentation is not attached to the online application, the application may be considered incomplete and impact the final decision.

Where supporting documents are mandatory, it is indicated by an \* in the checklist below.

### TEXT BOXES

Some details must be entered directly into the application in text boxes. All text field questions can be answered by typing directly in the field or copying/pasting from a Word document. The information required and maximum character limits are provided in the checklist below, so applicants can prepare their responses in advance. To prevent technical issues, applicants are discouraged from copying and pasting from PDF documents.

### ADDITIONAL NOTES

- The online application is best suited for the following web browsers: Google Chrome and Microsoft Edge. **Applicants using the Safari browser on Mac devices may not be able to complete the submission.** If you are experiencing technical difficulties on Safari, please save your progress and return to the form from another browser.
- While you are working on the form, you can save your progress by clicking the blue diskette icon in the top righthand corner of the screen. Upon saving, you can exit the application and log back in later. In "My Forms" you will see a list of your drafts, choose the most recent draft to continue editing.
- Do not click the "Submit" button at the end of the application form unless the application is complete. Once an application is submitted, the form can no longer be updated.
- Once submitted, you will see a Confirmation screen with the confirmation ID number, which indicates that your application has been successfully submitted. This screen also allows you to print a PDF copy of the entire submission by clicking the blue printer icon in the top righthand corner of your screen. **Please save/print this document, for your organization's records.**
- 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"/>	<p>Any outstanding or overdue Gaming Account Summary Reports (if applicable).</p> <ul style="list-style-type: none"> <li>• Reports should be submitted by email to the branch, or they may be attached to the application.</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>• L&amp;G Number. This number can be found on a previous notification letter.</li> <li>• Full, legal name (if applicable).</li> <li>• Mailing address associated with the organization.</li> <li>• Fiscal year end date.</li> <li>• For returning applicants that have changed their fiscal year end date: *               <ul style="list-style-type: none"> <li>○ Minutes from the meeting in which the motion was passed.</li> <li>○ A letter from the CRA confirming the change.</li> <li>○ Audited financial statements with a fiscal period ending with the new date.</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Rationale (max 500 characters) <b>if</b> the organization limits access to its programs, services or facilities for any individuals or identifiable group.</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"/>	<ul style="list-style-type: none"> <li>• Total number of voting members (organization members with voting rights).</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Total number of board members (individuals on the board of directors).</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Rationale (max 500 characters) <b>if</b> one or more of the follow statements are false:               <ul style="list-style-type: none"> <li>○ At least 2/3 reside in BC.</li> <li>○ At least 2/3 were elected (not appointed).</li> <li>○ None hold a permanent position.</li> <li>○ No board member receives remuneration.</li> <li>○ At least 2/3 do not represent for-profit interests.</li> <li>○ There are no restrictions on who may hold a board position.</li> <li>○ The board does not have any real or perceived conflicts of interest.</li> </ul> </li> </ul>

<input type="checkbox"/>	<p>Board of directors list, including the following information for each member:*</p> <ul style="list-style-type: none"> <li>• Name.</li> <li>• Position on the board.</li> <li>• Postal code.</li> </ul>
<input type="checkbox"/>	<p><b><u>For organizations that have been operating longer than 1 year:</u></b></p> <ul style="list-style-type: none"> <li>• Date of the last election of the board.</li> </ul>
<p><b>Organization Financial Information:</b></p>	
<input type="checkbox"/>	<p><b><u>For organizations that have been operating longer than 1 year</u></b> - Complete financial statements, including:</p> <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> <li>• All accompanying notes to the financial statements. *</li> <li>• Organization budget for the current fiscal year. *</li> </ul> <p><b><u>For organizations operating less than 12 months</u></b> – complete financial information, including:</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>

<b>Gaming Account Information:</b>																
<input type="checkbox"/>	<p>Completed Direct Deposit Application form (FIN 312) for the organization's Gaming Account designated solely for Gaming funds.*</p> <ul style="list-style-type: none"> <li>The Direct deposit form must be accompanied by a cheque or direct deposit/authorization form if not stamped by the financial institution. Part 3 must be completed as demonstrated below, to ensure only payments from the Community Gaming Grants Branch will be paid to the account.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="3">PART 3 – PROGRAM IDENTIFICATION</th> </tr> </thead> <tbody> <tr> <td colspan="3">Check (✓) which payments you want direct deposited to the account specified above.</td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> ALL PROVINCE OF BC PAYMENTS      <input checked="" type="checkbox"/> ONLY PAYMENTS FROM (enter details below):                 </td> </tr> <tr> <td style="font-size: small;">MINISTRY ISSUING THE PAYMENT</td> <td style="font-size: small;">FILE NUMBER</td> <td style="font-size: small;">PROGRAM DESCRIPTION</td> </tr> <tr> <td style="color: blue;">Tourism, Arts, Culture and Sport</td> <td></td> <td style="color: blue;">Community Gaming Grants</td> </tr> </tbody> </table> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Returning applicants that received a payment between April 1, 2024 and March 31, 2025 (and did not make changes to their Gaming Account) are exempt from providing the Direct Deposit form.</li> <li>Organizations that are new to the Branch must open their Gaming Account 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>	PART 3 – PROGRAM IDENTIFICATION			Check (✓) which payments you want direct deposited to the account specified above.			<input type="checkbox"/> ALL PROVINCE OF BC PAYMENTS <input checked="" type="checkbox"/> ONLY PAYMENTS FROM (enter details below):			MINISTRY ISSUING THE PAYMENT	FILE NUMBER	PROGRAM DESCRIPTION	Tourism, Arts, Culture and Sport		Community Gaming Grants
PART 3 – PROGRAM IDENTIFICATION																
Check (✓) which payments you want direct deposited to the account specified above.																
<input type="checkbox"/> ALL PROVINCE OF BC PAYMENTS <input checked="" type="checkbox"/> ONLY PAYMENTS FROM (enter details below):																
MINISTRY ISSUING THE PAYMENT	FILE NUMBER	PROGRAM DESCRIPTION														
Tourism, Arts, Culture and Sport		Community Gaming Grants														
<b>Program Overview:</b>																
<input type="checkbox"/>	<p><b>For each program for which grant funding is requested:</b></p> <ul style="list-style-type: none"> <li>The name of the program</li> <li>How long the organization has delivered the program.</li> <li>The amount of grant funding requested for the program.</li> <li>Which sub-sector best describes the program purpose, activities or goals (see Appendix IV for a complete list of program sub-sectors).</li> </ul>															
<input type="checkbox"/>	<p><b>For applications requesting total funding over \$125,000:</b></p> <ul style="list-style-type: none"> <li>A business case to demonstrate how program delivery is at a regional/provincial level (if the organization has previously been funded at the maximum grant amount for the local level).*</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>See Appendix 1 for more information.</li> </ul>															

<input type="checkbox"/>	<p><b>For each program for which grant funding is requested, a description must be entered into the application. Details must be for the previous 12 months:</b></p> <ul style="list-style-type: none"> <li>• The activities and/or services of the program (max 5000 characters). Specifically <ul style="list-style-type: none"> <li>○ What activities and services were delivered.</li> <li>○ Who benefitted from the program; how many people benefitted/participated.</li> <li>○ When and how often activities took place.</li> <li>○ Where program activities were delivered</li> <li>○ How and by whom the program was delivered.</li> <li>○ How long the program has been operating.</li> <li>○ How the program is ongoing.</li> </ul> </li> <li>• The benefits and accessibility of the program (max 5000 characters). Specifically: <ul style="list-style-type: none"> <li>○ Why the program is needed in the community.</li> <li>○ How has the program demonstrated accessibility &amp; inclusivity?</li> <li>○ How is community support for the program demonstrated?</li> <li>○ How was the program made available and communicated to community members?</li> </ul> </li> <li>• Supporting documentation (optional). Examples include letters of support, funding or donor confirmations, statistics, quotes for minor capital projects or capital acquisitions, etc.</li> </ul> <p><b><u>For programs delivered less than 12 months at the time of application, additional details are required:</u></b></p> <ul style="list-style-type: none"> <li>• Program viability (max 5000 characters). Specifically: <ul style="list-style-type: none"> <li>○ The plan for future delivery.</li> <li>○ Demonstration the program will continue operating on an ongoing basis.</li> </ul> </li> </ul> <p>Please see the Program Grant Guidelines, Section 4.4, for more information and for the details needed for individual sectors.</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <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 the Program Grant Guidelines, Section 4.4, for details.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p>License or registration to operate (if applicable).</p> <ul style="list-style-type: none"> <li>• A copy of the current, valid day care/childcare licence (if applicable). *</li> <li>• For Mental Health or Substance Use residences, evidence that the facility is registered under the Community Care and Assisted Living Act; licensed as a residential care facility with a B.C. health authority; or equivalent (if applicable). *</li> </ul>

**Program Financial Information:**

The information required in this section will depend on the following:

- Whether the program is equal to or a distinct portion of the organization's overall operations.
- How long the program has been delivered.
- The total amount requested in the application (for all programs)

Please read the descriptions carefully to determine which documents are required for your organization's funding request.

 **For "program equals organization" (the application is requesting funding for one program that is equal to the organization's overall operations):**

- **If** the program benefited from in-kind contributions, for which the organization is seeking consideration, an in-kind summary document must be submitted (detailing the type, value, and source of in-kind support for the previous fiscal year).\*

 **For each program that is a distinct portion of the organization's overall operations, AND:**
**Has been delivered more than 12 months at the time of application:**

- A program revenue and expense statement (program actuals) for the previous fiscal year\*
  - If the total funding request, for the entire application, is \$10,000 or less the option to provide "simplified program financials" will be available. This means that the minimum required details for revenues and expenses may be entered directly into the application, instead of attaching a document.
- 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).\*
- A program budget for the current year.\*
  - If the total funding request for the entire application is \$10,000 or less, the current year budget is optional.

**Has been delivered for less than 12 months, at the time of application:**

- A program revenue and expense statement (program actuals) for the year to date.\*
- 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).\*
- A program budget for the current year.\*
- A program budget for the next fiscal year.\*

	<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Separate financial information for the program level is required.</li> <li>• Ensure all sources of federal and/or provincial government funding are clearly identified, including contract or grant monies.</li> <li>• An example in-kind summary is available on our website.</li> </ul> <p>Please see Program Guidelines Section 4.3 for more details.</p>
<b>Additional Program Information</b>	
<input type="checkbox"/>	<p><b>For each program for which grant funding is requested:</b></p> <ul style="list-style-type: none"> <li>• An itemized listing of how grant funds will be used (e.g. rent, utilities, wages, supplies, etc.). (Max 1000 characters) <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).</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>For each program for which grant funding is requested</b>, select all statements that are true:</p> <ul style="list-style-type: none"> <li>• The program benefits BIPOC people as a main purpose.</li> <li>• The program benefits children &amp; youth as a main purpose.</li> <li>• The program benefits persons with disabilities as a main purpose.</li> <li>• The program benefits seniors as a main purpose.</li> <li>• The program supports poverty reduction, as a main purpose.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• This information is used for reporting purposes and will not be used as part of the assessment</li> </ul>
<b>Submission and Contact Information</b>	
<input type="checkbox"/>	<p>Additional Supporting documents, the applicant wishes to be considered (optional)</p> <p>For example: response to the last notification letter from the Community Gaming Grants Branch, if information was requested by the Branch in that letter.</p>
<input type="checkbox"/>	<p>Two to four contact persons responsible for the application, including:</p> <ul style="list-style-type: none"> <li>• Two board members serving as “Officers Responsible” for the application.</li> <li>• One application “Submitter.”</li> <li>• One application “Contact” who must be accessible during regular office hours.</li> </ul> <p>For each person responsible, the following information is requested:</p> <ul style="list-style-type: none"> <li>• Name, board position, phone number, and email address (required)</li> <li>• Address (optional)</li> </ul>

	<b>NOTE:</b> <ul style="list-style-type: none"><li>• 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.</li></ul>
<input type="checkbox"/>	Two “Notification Method” email addresses, to which application results will be emailed, including: <ul style="list-style-type: none"><li>• The email for the President of the Board (or equivalent).</li><li>• An alternative email address for the organization.</li></ul>

\* It is preferred that applicants provide supporting documentation in .pdf, .jpg, .doc(x), or .xls(x) format.