

## Multiculturalism Grant – Pre-Application Checklist (2017/18)

Before starting your online application, 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 delays in processing by the Community Gaming Grants Branch.

### APPLICATION PROCESSING TIME:

Applications must be submitted between October November 14, 2017 to January 8, 2018 (see <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/multiculturalism-grants>). All applicants will be sent notifications indicating the results of their application by the final notification date for the sector they applied under (see previous link). If your organization has submitted an application but has not received notification by the final notification date, contact the Multiculturlaism Branch by email ([multiculturalism@gov.bc.ca](mailto:multiculturalism@gov.bc.ca)) and include “multiculturalism grants” in the subject line.

### NOTES:

<input checked="" type="checkbox"/>	Required Information	Multiculturalism Grant – Pre-Application Checklist
<input type="checkbox"/>	Organization information: <ul style="list-style-type: none"> <li>• Full, legal name (if applicable);</li> <li>• Mailing address associated with the organization; and</li> <li>• Program/service or purpose of the organization.</li> </ul>	
<input type="checkbox"/>	Constitution and bylaws and mission statement (This applies to organizations that are new to the branch and to organizations that have changed since their most recent application.)	
<input type="checkbox"/>	Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers.	
<input type="checkbox"/>	Total number of eligible voting members.	
<input type="checkbox"/>	Most recent annual general meeting minutes, including the election of the board and the number of eligible voting members who attended the meeting.	
<input type="checkbox"/>	Complete financial statements for your organization: <ul style="list-style-type: none"> <li>• Balance sheet from the previous fiscal year and</li> <li>• Revenue and expense statements from the previous fiscal year.</li> </ul>	
<input type="checkbox"/>	Voided cheque from your organization’s bank account (required of organizations that are new to the branch and those that have made changes since their most recent application). The voided cheque must be pre-printed by a financial institution and must include your organization’s full legal name. If the applicant organization has a gaming account it will be used.	

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<input checked="" type="checkbox"/>	<b>Required Information</b>	<b>Multiculturalism Grant – Pre-Application Checklist</b>
<input type="checkbox"/>	For each program, revenue and expense statements for the previous fiscal year.	
<input type="checkbox"/>	For each program, budgets for the current fiscal year.	
<input type="checkbox"/>	For each program, budgets for the next fiscal year.	
<input type="checkbox"/>	For each program: <ul style="list-style-type: none"> <li>• How grant funds will be utilized;</li> <li>• The activities and delivery of the program (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability and community support); and</li> <li>• The number of people who will participate in, or benefit from, the program.</li> </ul>	
<input type="checkbox"/>	Board positions, names, home addresses, e-mail addresses and phone numbers of 2 members of the organization associated with the application: <ul style="list-style-type: none"> <li>• Two must be named as Officers Responsible for the Application;</li> <li>• One must be named as the Submitter (an Officer Responsible may also assume this role); and</li> <li>• One must be named as the Contact Person (an Officer Responsible may also assume this role).</li> </ul> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours. The submitter and contact can be the same.</p>	