

## COMMUNITY GAMING GRANT – PAC/DPAC PRE-APPLICATION CHECKLIST

Before starting to fill out the application form, please make sure you have the required information listed below available to refer to during the applications process. This will make applying faster and easier and avoid unnecessary delays in processing by the Community Gaming Grants Branch.

**APPLICATION PROCESSING TIME:** Applications may be submitted commencing April 1 and must be received no later than June 30. Applicants will be sent notifications indicating the results of their application by September 30. If your organization has submitted an application but has not received notification by September 30, contact the Community Gaming Grants branch (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>)

### NOTES:

- For all applications, do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless your 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. .
- To print an online application, complete and print each screen before clicking the “Next” button. Once you have completed the PAC/DPAC application it cannot be printed.
- Related information and documents as well as 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/questions-contact-info>

<input checked="" type="checkbox"/>	<b>Required Information</b>
<input type="checkbox"/>	PAC/DPAC information: <ul style="list-style-type: none"> <li>• Full, legal name (if applicable) and</li> <li>• mailing address for the PAC/DPAC.</li> </ul> If you have previously received a Grant, please use the licensing and grants (L&G) file number
<input type="checkbox"/>	Complete list of annexes/school(s) that your PAC represents. <p><b>NOTE:</b> A parent organization may represent more than one school. For example, one parent organization may choose to represent students at both an elementary school and a high school that are located near each other.</p> <p><b>NOTE:</b> If you are unable to find or select your school(s) when completing the online application, contact the branch <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info</a></p>
<input type="checkbox"/>	Voided cheque from your gaming 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 name and the words GAMING ACCOUNT. * Direct deposit/authorization forms will not be accepted.

<input checked="" type="checkbox"/>	<b>Required Information</b>
	<p><b>NOTE:</b> Organizations new to the branch must open their Gaming Account <u>before</u> 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.</p>
<input type="checkbox"/>	<p>A Gaming Account Summary Report must be provided for each year that gaming funds were held in the gaming account, up to and including the PAC/DPAC's last fiscal year; the report is due within 90 days following the fiscal year end. Repeat report submissions are not required. Please contact the Branch if you are unsure whether your last fiscal year's report was submitted to avoid duplication.</p>
<input type="checkbox"/>	<p>Board positions, names, addresses, e-mail addresses and phone numbers of two to four members of the parent organization associated with the application:</p> <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>Enter only one email address in the delivery method.</p> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours.</p>

\* All applicants must either provide a scanned copy of this information in PDF, JPG, DOC(X), or XLS(X) format or submit paper copies by mail.