

COMMUNITY GAMING GRANT – PAC/DPAC PRE-APPLICATION CHECKLIST

Before beginning the PAC or DPAC online application process, 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 the application process faster and easier.

SUPPORTING DOCUMENTATION

In some circumstances, supporting documentation may be required. Applicants that are required to submit supporting documentation must attach scanned copies 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.

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 information and grant 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>

Gaming Account Summary Reports:							
<input type="checkbox"/>	<p>Any outstanding or overdue Gaming Account Summary Reports, if applicable.</p> <ul style="list-style-type: none"> Please see Section 6.4 of the PAC/DPAC Grant Guidelines for details. 						
Organization Information:							
<input type="checkbox"/>	<ul style="list-style-type: none"> L&G Number. This number can be found in a previous notification letter. Full, legal name (if applicable). Fiscal year end date For returning applicants that have changed their fiscal year end date: * <ul style="list-style-type: none"> Minutes from the meeting in which the motion was passed. A letter confirming the date, signed by two members of the executive committee 						
<input type="checkbox"/>	<p><u>For PACs</u> - Complete list of schools and/or annexes that the PAC represents.</p> <p>NOTES:</p> <ul style="list-style-type: none"> A parent organization may represent more than one school (e.g. a single parent organization may represent students at an elementary and a secondary school that are located near to one another). If you are unable to find or select your school(s) when completing the online application, please contact the branch. 						
<input type="checkbox"/>	<p><u>For new applicants (PACs/DPACs requesting their first grant):</u></p> <ul style="list-style-type: none"> Minutes from the last Annual General Meeting. * Constitution and bylaws or equivalent documents, including any alterations. * <p>NOTE:</p> <ul style="list-style-type: none"> Registered societies must provide copies certified by B.C. Registries and Online Services. 						
Gaming Account Information:							
<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"> 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. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>PART 3 – PROGRAM IDENTIFICATION</p> <p>Check (✓) which payments you want direct deposited to the account specified above.</p> <p> <input type="checkbox"/> ALL PROVINCE OF BC PAYMENTS <input checked="" type="checkbox"/> ONLY PAYMENTS FROM (enter details below): </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">MINISTRY ISSUING THE PAYMENT</th> <th style="width: 20%;">FILE NUMBER</th> <th style="width: 40%;">PROGRAM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>Tourism, Arts, Culture and Sport</td> <td></td> <td>Community Gaming Grants</td> </tr> </tbody> </table> </div>	MINISTRY ISSUING THE PAYMENT	FILE NUMBER	PROGRAM DESCRIPTION	Tourism, Arts, Culture and Sport		Community Gaming Grants
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	<p>NOTES:</p> <ul style="list-style-type: none"> • Returning applicants that received a payment since April 1, 2024 (and did not make changes to their Gaming Account) are exempt from providing the Direct Deposit form. • Organizations that are new to the branch must open their Gaming Account before applying. • 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.
Submission and Contact Information	
<input type="checkbox"/>	<p>Two to four persons responsible for the application:</p> <ul style="list-style-type: none"> • Two PAC/DPAC executive members serving as “Officers Responsible” for the application. • One application “Submitter.” • One application “Contact” who must be accessible during regular office hours. <p>For each person responsible, the following information is requested:</p> <ul style="list-style-type: none"> • Name, board position, primary phone number, and email address (required) • Secondary phone number (optional) <p>NOTE: PAC/DPAC executive committee 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 executive committee members.</p>
<input type="checkbox"/>	<p>Two “Delivery Method” email addresses, to which application results will be emailed.</p> <ul style="list-style-type: none"> • The email for the President of the Board (or equivalent). • An alternative email address for the organization.

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