COMMUNITY GAMING GRANTS – FREQUENTLY ASKED QUESTION
Updated May 2019

Definitions

The following are the most common questions about how the Branch defines specific terminology used in the program guidelines.

1. What is meant by “community benefit”?
   
   a. How community benefit is demonstrated will vary based on the sector the application falls in. The program guidelines provide the most comprehensive information available regarding the differences between the sectors and further information regarding organizational and program eligibility. However, at a basic level, the following examples are some of the ways organizations can most easily demonstrate community benefit:

   i. **Arts and Culture**: the level of public access to the program or service that is being delivered by the organization (e.g. public events, free public performances, access to trying out artistic activities, reduced ticket prices for youth and seniors).

   ii. **Sport**: how the programs provide access for people to engage in organized, competitive physical activity in the community (e.g. how program activities are directed to athletes at all levels, resulting in broad community benefit, rather than specialized services targeted to high performance athletes). Applicants in the sport sector are required to provide the number of registered participants in each program.

   iii. **Environment**: how the program is helping to protect the environment, conserve or revitalize local ecosystems, reduce greenhouse gas emissions, educate the community on the environment or agriculture, or support the welfare of domestic animals and/or wildlife.

   iv. **Human and Social Services**: how the program helps improve the quality of life in a community or group, supports children, families and/or seniors, provides public access to community services, supports gender equality or marginalized people, or benefits Indigenous communities.

   v. **Public Safety**: How the program contributes to the safety of a community by assisting in emergency preparedness, providing education on public safety issues, enhancing public safety through volunteer engagement in emergency services, using restorative justice, or creating safe outdoor spaces.

   b. It is understood that there are many ways to define a “community”. For the purposes of the Community Gaming Grants program, the term “community” is intended to refer to the general population in any given area.
c. Community benefit should be explained in the program description section of the application. Section 4.1 of the program Guidelines details the information that should be highlighted to describe the community benefit of a program.

2. What is meant by an “immediate direct service” to the community?
   a. Community Gaming Grants are intended to fund only programs and services that are delivered directly to the community by an organization. Grant Analysts will look for a direct line of service between the organization and the client (i.e. the public).
   b. The reason programming must be directly delivered is that it enables the Community Gaming Grants Branch to accurately assess the community benefit and to determine that funding will be directly allocated for eligible activities. Ensuring that programming is eligible is important because it enables the Branch to confirm that all public funding is awarded in accordance with the standards as outlined in the Gaming Control Act and regulations.

In circumstances where the programs/services provided are primarily to support other not-for-profit organizations, they are likely to be considered to be providing an “indirect” community benefit. In these situations, the beneficiary organization, its programming and its financial position has not been assessed against the eligibility requirements for a Community Gaming Grant. Consequently, there is a significant risk that grant funding could be supporting ineligible organizations, ineligible programs and/or directed where there is less financial need.

3. What is meant by “financial assistance to individuals”?
   a. Financial assistance is considered to be:
      i. Monetary support provided directly to individuals in the form of cash, gift certificates\(^1\), gift cards\(^2\) or other such vouchers that function in the same way as cash; and/or
      ii. Purchases and/or payments – including reimbursements – for goods and/or services made on behalf of individuals.

4. How is it determined if an organization is regional or provincial?
   a. An organization must provide the Branch with an explanation of why they believe they should be considered to be a regional or provincial organization. The Branch will assess these requests on a case-by-case basis, taking into consideration things such as the number of people accessing services; the geographic reach of the program/services; the number of other service providers within the geographic range

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\(^1\) Certificates with a clearly stated monetary value that entitle recipients to purchase goods and/or services in the issuer's establishment.

\(^2\) Cards that have a clearly ascertainable monetary value that entitle recipients to purchase goods and/or services in the issuer’s establishment.
of the organization; whether comparable organizations would recognize the organization as the “regional” or “provincial” lead or service provider; and any other measures relevant to the program delivery.

b. It is important to note that although the maximum level of funding for organizations at the local, regional and provincial level differs, Grant Analysts always assess applications on the basis of the size and scope of the programming presented in the application. An organization is not considered to be eligible for the maximum level of funding simply based on whether they are recognized as a regional or provincial organization.

c. See Appendix I of the program guidelines for more information.

5. What is meant by “program expansion”?

a. To be eligible for funding, organizations are required to have delivered the program/service for which they are applying for a minimum of 12 months. This is to ensure that the program has the support of the community and the organization has the capacity to deliver the program in the longer term. Therefore, requests for funding to “grow” and “expand” existing programs are not eligible to be funded through Community Gaming Grants. However, if an organization successfully starts a new program or expands an existing program in order to meet demand and is able to demonstrate that they successfully delivered it for the previous 12 months, the Branch will consider requests for funding for the programming being delivered.

b. If an existing eligible program undergoes slight or modest changes but fundamentally remains the same this would not be considered expansion.

c. Analysts use the financial information detailing the actual operational costs associated with the program in the previous year when assessing the request for funding.

6. What is meant by “a provincially authorized post-secondary institution”?

a. Provincially authorized post-secondary institutions are places of higher learning that are officially recognized and approved by the Province of British Columbia. They include public, private, technical, vocational and theological institutions and Aboriginal-controlled post-secondary institutions. These institutions can grant:

i. Degrees;

ii. Diplomas;

iii. Certificates; and/or

iv. Other qualifications.
b. The list of provincially authorized post-secondary institutions in British Columbia is available online at: https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution

c. An “equivalent” post-secondary institution must be recognized by the appropriate government authority in the relevant jurisdiction outside of B.C.

7. What is meant by board members who are “unrelated”?
   a. Unrelated means not in the same immediate family, which includes:
      i. The spouse, common-law spouse, children, parents, guardians, siblings, grandchildren or grandparents; and
      ii. Any person who lives with the board member as a member of the board member’s family.

8. What counts as a service or program delivered “on contract”?  
   a. Programs contracted by other agencies, government or otherwise, as a result of either a competitive bidding process or a direct award are considered to be delivered on contract or under a funding agreement.
   
   b. If an organization is contracted by another entity to provide a program or service, it is not eligible for a community gaming grant to supplement the program or service as they are delivering the program on a fee-for-service basis. Organizations that deliver services under contract may apply for grants for other programming that is not funded in this manner.
   
   c. Where an organization employs a person or agency on a contract basis to deliver their program in the community, it would be considered to be an operational cost associated with the direct delivery of the program and, if the program and organization were eligible for a community gaming grant, the grant could be used to cover costs associated with the contract.
   
   d. It is very important that organizations fully describe the nature of their funding arrangements with other funders. This enables the Grant Analysts to understand the nature of funding for the programs that are being considered for gaming funding. If you are not sure how to describe a funding source, please contact the Branch to discuss your specific circumstances.

9. What is meant by “grant recipients are expected to manage conflicts of interest, whether real, potential or perceived, as set out in Section 56 of the Societies Act”?  
   a. Conflicts of interest are situations in which an individual is involved, or seen to be involved, in multiple interests, financial or otherwise, one of which could possibly influence the conduct of their official duties as a Board member of the organization.
b. Section 56 of the *Societies Act* provides direction to board members of provincially incorporated societies in British Columbia about managing conflicts of interest. The Community Gaming Grants Branch expects all grant recipients, including organizations that are not provincially incorporated, to follow the direction provided in section 56 of the *Societies Act* and to manage all conflicts of interest whether real, potential or perceived.

10. **What is the difference between eligible special events and non-eligible events?**
   a. To be eligible for funding, a community fair, festival or cultural celebration must occur on (at least) an annual basis, must be broadly accessible and must be a part of the ongoing programming of an organization.
   b. One-time events, fundraising events (e.g. galas) and sport event hosting are not eligible for Community Gaming Grants.

**Financial Assessment**

*These are the most common questions relating to the assessment of financial information provided in the Community Gaming Grants application.*

11. **What is considered “surplus” and how is it calculated?**
   a. To be eligible for a grant, an organization’s financial surplus at the end of its most recently completed fiscal year cannot exceed 50 per cent. The surplus percentage is calculated based on the organization’s financial statement provided as part of the organization’s application.

   The formula used to calculate an organization’s surplus percentage is:

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   \frac{\text{Current cash assets and investments of the organization,}}{\text{minus (-) gaming funds,}} \\
   \frac{\text{minus (-) current liabilities (including deferred revenues),}}{\text{minus (-) internally restricted funds,}} \\
   \frac{\text{minus (-) externally restricted funds,}}{\text{divided (/) by the actual operating expenses of the previous fiscal year,}} \\
   \frac{\text{multiplied (x) by 100.}}{\text{}}
   \]

   The reason for using this calculation in assessing eligibility for grants is to ensure the funding is awarded to organizations that need it the most.

12. **What is “deferred revenue” and how is it calculated?**
   a. Deferred revenue is money that is provided to an organization for specific goods or services that have not yet been delivered. For the purpose of calculating the surplus percentage, deferred revenue is considered to be a current liability.
b. If an organization has deferred revenue on hand that is designated for a specific purpose, please ensure that it is identified in the financial statements provided, along with an explanation of what the funds are deferred for.

c. Community Gaming Grants are not considered deferred revenue as the Community Gaming Grants Branch considers the funds available to be spent by an organization the date they are received and are required to be spent within 12 months of receipt.

13. What are considered “internally restricted funds”?  
   a. Internally restricted funds are monies that have been set aside by an organization for a specific purpose, usually capital acquisitions or land and building costs. To be considered as internally restricted, organizations must indicate the purpose of the restriction in their financial statements and must also provide the minutes from the AGM or Board meeting that confirm the restriction as signed off by the Board.

   b. Typically, the Branch will consider internally restricted funds as unrestricted if they are not used within three or five years, depending on the type of the restriction. This can be extended through conversation with the Branch regarding the specific needs of your organization.

14. What is considered to be “government” funding?  
   a. Government funding is money that is provided directly to an organization from the Federal or Provincial Government or a Federal/Provincial Agency (e.g. Health Authorities and School Districts). Government money that is provided through a third party will not be considered to be government funding for the purpose of assessing Community Gaming Grant applications.

   b. When assessing eligibility for funding based on the percentage of government funding, Grant Analysts are looking for the percentage of government funding that is specifically attributed to the program on the application. As many organizations receive government funding for programming that is not part of their community gaming grant application, it is very important that funding sources specific to the programs in the application are clearly identified.

   c. Funding provided by Municipalities and Regional Districts is not considered to be “government” funding for the purpose of this calculation.

   d. If you are unsure whether funding from a specific source would be considered government funding or not, please contact the Branch.
15. **What is considered to be “core” funding?**
   a. Core funding is considered to be funding that is essential to the ability of the organization to remain operational (essentially, to keep the doors open). Community Gaming Grants are not intended to be an organization’s core funding as they are not guaranteed from year to year and the amount awarded may vary. It is expected that organizations would be able to continue to operate in the absence of a year of funding or at a reduced level of funding.

16. **Am I able to allocate some of the “core” expenses to my programs?**
   a. Yes. If some of the organization’s “core” operational expenses are related to the direct delivery of the program they can be prorated as program expenses.
   b. At a program level, Community Gaming Grants may be used for general operational costs that are essential to the delivery of an eligible program. This could include things such as rent, employee wages, utilities, food and uniforms. For example, in the instance that a staff member spends 40% of their time working on the delivery of an approved program and 60% of their time on other work, 40% of their wages could be prorated to the program.

17. **How is the level of funding determined?**
   a. Grant Analysts assess applications based on the size and scope of the programming presented in the application. The program description explaining the scope of the program and any supporting statistics, the actual expenditure against the program in the previous fiscal year, the program budgets for the upcoming year and the overall financial situation of the organization are all important factors in assessing the level of funding.
   b. It is important to note that an organization is not considered to be eligible for the maximum level of funding simply based on whether they are recognized as a local, regional or provincial organization.

18. **What is considered “replacement of reduced or eliminated funding”?**
   a. Community Gaming Grants are not intended to replace funding that is discontinued from other regular funding sources. This is because the program is intended to support the articulated needs of communities as opposed to supplementing other programs.
   b. If an organization has financial statements, program budgets and/or program actuals that show the end of a funding source and are projecting to use Community Gaming Grant funds to replace the money in the year the funding was discontinued, the use of funds is likely to be questioned.
c. If organizations received one-time funding from a different source for a specific program, the nature of that funding should be articulated in the financial statements to reflect that it was not previously a recurring source of funding.

19. How do I properly complete my Gaming Account Summary Report?
   a. A tutorial for completing the Gaming Account Summary Report is available on our website for reference.
   b. There is a completed Gaming Account Summary Report sample available on our website for reference.
   c. If your organization reimburses the general account for eligible expenses you are required to provide a summary of the specific expenses reimbursed. The reimbursement must be dollar for dollar to the expenses reimbursed. The summary should include the same level of detail regarding the expenses as you would provide if you paid the expense directly from the gaming account. This includes, the date of the expense, “disbursed to”, purpose and amount.

General

These are some of the most common questions that relate to the Community Gaming Grants application process.

20. Will the new Societies Act impact my ability to apply for a Community Gaming Grant?
   a. No. However, under the new Societies Act, organizations will have the opportunity to identify as a “member-funded” society. Organizations that select this option will not be eligible for Community Gaming Grants moving forward. In order to meet the organization eligibility requirements set out in section 3.1 of the Community Gaming Grants Program Guidelines, applicants must provide programs that benefit the community and not solely their members’ interests. Member-funded societies are permanently ineligible for a Community Gaming Grant.
   b. For more information of the changes to the Societies Act please visit BC Registries and Online Services’ website (https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/technology-innovation-and-citizens-services/bc-registries-online-services).
21. Will Search and Rescue Associations be ineligible for Community Gaming Grants if they received a portion of the provincial funding awarded through the BC Search and Rescue Association to support Search and Rescue in 2017/18 or 2018/19?

   a. No. It is understood that the funding provided to the BC Search and Rescue Association by Emergency Management BC will be distributed to various Search and Rescue organizations throughout B.C. This funding will not be included in calculations related to the percentage of government funding. Organizations should make efforts to highlight this funding in financial statements for ease of reference in their next application. All other eligibility requirements will remain in effect.

22. What can an organization do if the reasons for a funding decision are not clear or it believes there has been an error made with the decision?

   a. Organizations are always welcome to contact the Branch to discuss the information provided in their funding decision letters.

   b. If an organization believes an error has been made in assessing their application they may request reconsideration within 30 days of the receipt of their funding decision. Reconsiderations can be requested by emailing the Branch.

23. If two or more organizations are delivering a program or service in collaboration, how should they structure their application for a Community Gaming Grant for that program?

   a. It is preferred that organizations working in collaboration on a program/service select the primary service provider and have one application for funding. However, organizations may apply for funding for the same program if they are able to clearly articulate which components they are explicitly responsible for. Organizations working on a collaborative program are encouraged to contact the Branch to discuss the best mechanism to apply for funding.

24. If programming crosses over multiple sectors, when should I apply?

   a. The sector allocation is typically based on the purpose of the organization, as per the organization’s Constitution or Memorandum of Association. However, if an organization with a broad purpose applies for only one type of programming (e.g. a community dance program) they will be allocated to the sector that relates to the program (i.e. the Arts and Culture sector). If you are unsure which sector to apply under, please contact the Branch for advice.
25. **What is the difference between the regular application and a short form application?**
   
a.  The short form application is intended for use by organizations that have previously been funded and are submitting an application the following year that is for the exact same programs at the exact same level of funding.

b.  The short form requires slightly less information than the regular application process.

c.  The required documents for each type of application are listed on the Community Gaming Grants website (https://gov.bc.ca/gaminggrants).

26. **How and when should organizations use the short form application?**
   
a.  Some organizations that are re-applying for a Community Gaming Grant may be eligible to use the short form application if they meet the following requirements:

   i.  Two regular Community Gaming Grant applications, or one short and one regular application, were approved in the previous two years;

   ii.  Neither of the two previous year’s grants were received as a result of a reconsideration; and

   iii.  This year’s request is for the same program(s) and same level of funding approved in the last fiscal year (not necessarily what was requested in the last fiscal year).

   Organizations may only use the short form application for a maximum of two years in a row.

b.  Organizations that submitted a request for reconsideration or were denied within the last two years must use the regular application for two consecutive years. Likewise, organizations that did not apply for a grant in the previous year or the year before must use the regular application for two consecutive years. An organization cannot use the short form if it is changing the level of funding, changing the programs or adding a new program to its application.

c.  The Branch reserves the right to advise organizations that they are ineligible to use the short application. For example, if there are concerns with your application, the Grant Analyst may request that you use the regular form the following year for further clarification.

d.  Please note that ground search and rescue, marine search and rescue, amateur radio and volunteer fire organizations applying in the Public Safety sector are **not** eligible to submit a short form at any time.

e.  See Section 6.2 of the Community Gaming Grants Program Guidelines for further assistance with determining which application form to use.
27. How can I receive increased funding for my program(s)?
   a. To request increased funding, applicants must submit a Regular Community Gaming Grant application. The amount of funding requested for each program should be entered in the “Edit CGG Program Details” section of the online application, and should reflect the increased level of funding that is being requested.
   b. To support a request for increased funding, the program description should provide a rationale for the requested increase, with details and/or statistics that illustrate the program’s growth and increased financial need (e.g. increased program supply costs and/or wages; increased number of program sessions and/or participants; waitlists to participate in program; etc.).
   c. Grant Analysts will review the program description and rationale for increased funding, as well as the program actual revenues and expenses for the previous fiscal year to determine if an increase is warranted and, if so, the amount of the increase. It is important to remember that an application does not guarantee any level of funding, and the requested amount may not be approved. Further, the amount approved may vary from year to year.

28. How can I ask for up to $20,000 towards a minor capital project in my application?
   a. Requests for minor capital projects with a total cost of $20,000 or less that are essential to support the delivery of an eligible program can be included in your Community Gaming Grant application. The minor capital project should not be applied for as a separate program.
   b. The request for the minor capital project must be built into the application for the specific program the funding is being requested for. The program description provided in the application must outline the amount requested, why the project is required, how it relates to the delivery of the program and any long-term planning or savings the organization has done for the project.
   c. Requests for minor capital project funding must be supported with third party cost quotes or estimates. A minimum of one quote is required; however, two or more are preferred.

29. How do I ask for funding for a capital acquisition?
   a. Requests for capital acquisitions – if required for the direct delivery of the program – can be included in your Community Gaming Grant application. The capital acquisition should not be applied for as a separate program.
   b. The request for the capital acquisition must be built into the application for the specific program the funding is being requested for. The program description provided in the application must outline the amount requested, why the acquisition is
required, how it relates to the delivery of the program and any long-term planning or savings the organization has done for the acquisition.

c. Requests for capital acquisitions should include details and/or pictures of the proposed acquisition. For acquisitions over $5,000 in value, at least one third party quote or estimate with the application; however two or more are preferred.

Help!

These are the most common questions regarding how to obtain assistance to complete an application for a Community Gaming Grant.

30. How can organizations access training on how to complete an application for a Community Gaming Grant?

a. Information, tutorials and sample documents are available online (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms). In addition, staff from the Community Gaming Grants Branch are happy to provide community presentations. Please contact the Branch if you wish to arrange a presentation.

b. Additionally, organizations can contact their local Community Charitable Gaming Association (CCGA), the BC Association of Charitable Gaming (BCACG), or the BC Association of Aboriginal Friendship Centres (BCAAFC) for assistance in planning a community presentation and/or requesting a presentation from the Community Gaming Grants Branch.

31. I am experiencing technical difficulty when trying to submit my application in the Gaming Online Service, is there help available?

a. Frequently asked questions for the Gaming Online Service are available on our website.

b. If you are still experiencing technical difficulties after reviewing the frequently asked questions for the Gaming Online Service, please contact the Community Gaming Grants Branch.

c. If you are receiving an error message it can be helpful to take a screen shot of the error to provide to the Branch.

32. When will our organization receive our funding?

a. Each sector has its own intake period and corresponding final date that notifications will be sent to applicants which can be found on our website.
b. Applications are assessed in the order they are received. As more than half of all applications in each sector are received in the final two weeks of the sector intake period, the notification for these applications may be delayed until the published final notification date. To receive funding earlier, an organization may choose to submit an application earlier in the sector’s intake period.

c. You can check the status of your grant application online on the Grant Status Lookup website by entering your application number.

33. What is the purpose of the BCACG and CCGAs?

a. The British Columbia Association for Charitable Gaming (BCACG) represents charities and community groups, promoting access to gaming revenues that are licensed and regulated by the Province of British Columbia.

b. Community Charitable Gaming Associations (CCGAs) are volunteer governed not-for-profit societies that are regionally based. Their purpose is to assist community groups to submit strong Community Gaming Grant applications.

c. Both organizations offer valuable advice and assistance to not-for-profit organizations that are applying for Community Gaming Grants. In addition, both offer detailed workshops on how to apply for a Community Gaming Grant. Organizations can reach the BCACG and/or their local CCGA through the contact information provided on the BCACG’s website (http://bcacg.com/).

34. What support does the BCAAFC’s Aboriginal Capacity Support Program provide to Aboriginal not-for-profit organizations?

a. The BC Association of Aboriginal Friendship Centres (BCAFC) offers an Aboriginal Capacity Support Program to increase Aboriginal access to Community Gaming Grants. Through this program, the BCAAFC provides resources and outreach and support services to not-for-profit organizations applying for Community Gaming Grants. Organizations can reach the BCAAFC through the contact information provided on the BCACG’s website (https://www.bcaafc.com/index.php/member-services/gaming-grants).

35. How do we submit an extension, exception, permission or other request requiring a decision?

a. Any request from an organization regarding an extension on using grant funds, an exception, permission or another decision must be made in writing to CommunityGamingGrants@gov.bc.ca.

b. Approvals for these types of requests cannot be made over the phone. A decision regarding your request will be provided in writing.
Contact Information

**Mail:**
Community Gaming Grants Branch
Ministry of Municipal Affairs and Housing
PO Box 9892 Stn Prov Govt
Victoria, BC V8W 9T6

**Location:**
Community Gaming Grants Branch
Ministry of Municipal Affairs and Housing
6th Floor, 800 Johnson Street
Victoria, BC V8W 1N3

**Web:**  https://gov.bc.ca/gaminggrants

**E-mail:**
CommunityGamingGrants@gov.bc.ca

**Phone:** 250-356-1081
Or call toll-free 1-800-663-7867 and ask to be transferred to 356-1081.