

COMMUNITY GAMING GRANTS – FREQUENTLY ASKED QUESTIONS

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Section 1: 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 & Culture:** Indicate the level of public access to the program or service that is being delivered by the organization. Examples might be (but are not limited to); providing an opportunity for members of the public to see an exhibition for free or reduced cost, access to performances or access to try out artistic activities.
 - ii. **Sport:** Indicate how the program provides 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:** Indicate how the program is helping to protect the environment or the welfare of domestic animals and wildlife. Examples might be (but are not limited to); volunteer clean-up, conservation activity and helping injured or homeless animals.
 - iv. **Public Safety:** Indicate how the program/service contributes to the enhancement of public safety through volunteer engagement in emergency services such as search and rescue and emergency preparedness.
 - v. **Human & Social Services:** Indicate how the programs/services are contributing to improving the quality of life in the community or access to services and support. Examples might be (but are not limited to); providing community outreach and education or providing access to a variety of community services.
- 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.

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 certificates¹, gift cards² 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 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.

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.

- 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 minimizing conflicts of interest?

- 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. One way to reduce or eliminate real, potential or perceived conflicts of interest could be for Board members to avoid using community gaming grant funding for wages of Board members who also hold paid positions or for the payment of goods and services; this would not include token amounts (e.g. honorariums) or the reimbursement of expenses incurred on behalf of the not-for-profit.

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:

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

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.

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 the difference between “operational” and “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 a reduced level of funding.
- 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.

16. 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.

17. 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.

Technical

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

18. 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](http://www2.gov.bc.ca/gov/content/structure/ministries-organizations/ministries/technology-innovation-and-citizens-services/bc-registries-online-services)).

19. 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 2015/16 or 2016/17?

- 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 for fiscal year 2017/18. 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.

20. 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](#).

21. 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.

22. 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.

23. 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 (<http://gov.bc.ca/gaminggrants>).

24. 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.

25. 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 amount requested for the minor capital project should be clearly articulated in the program description as should the manner in which the project links to the delivery of the program.
- c. Minor capital projects can include capital acquisitions if required for the direct delivery of the program.

Help!

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

26. 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.

27. 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/>).

28. 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 (BCAAFC) 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>).