

**CONDITIONS FOR A COMMUNITY GAMING GRANT
EFFECTIVE FEBRUARY 2018**

The recipient of a Community Gaming Grant must comply with the following conditions:

General Requirements

1. The grant recipient shall at all times fully comply with all provisions of the *Gaming Control Act*, all regulations and rules under the *Gaming Control Act*, all policies published by the Community Gaming Grants Branch, and all directives issued by the community gaming grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. The grant recipient shall notify the General Manager, Gaming Policy and Enforcement Branch (GPEB), without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the *Gaming Control Act* or Gaming Control Regulations, or that may affect the integrity of gaming.
4. All of the information contained in and submitted with the grant recipient's application for a Community Gaming Grant must be true and correct.
5. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

Funding Acknowledgement

6. The grant recipient must acknowledge the financial assistance of the Province of British Columbia in program materials (including any signage used for funded capital projects) by displaying the following written acknowledgement:

"We acknowledge the financial support of the Province of British Columbia."

Use of Grant Funds

7. Grant funds may only be used within BC to cover eligible costs essential to the delivery of an approved program, including, but not limited to:
 - a. operational costs directly attributable to the delivery of the program, such as wages of existing paid position(s), utilities, facility rental, supplies, etc.;
 - b. rental or purchase of equipment essential for the delivery of the program; or in-province travel essential to the direct delivery of the program; and
 - c. training of volunteers, including travel or other costs related to volunteers attending conferences
8. Grant funds cannot be used for the following ineligible costs:
 - a. costs not related to the direct delivery of approved programs;
 - b. travel that is social, recreational or invitational in nature;
 - c. travel or other costs related to administrative-type meetings, such as annual general meetings, board meetings staff/board retreats, etc.;
 - d. out-of-province travel or expenditures, unless pre-approved in writing by the Branch.
 - e. out-of-province or out-of-country aid;
 - f. past debt, loan or interest payments;
 - g. sustaining or endowment funds;
 - h. professional development of staff;

- i. fundraising, including, for example, such activities as concessions and sale of goods with the intent to generate revenue;
 - j. monetary prizes; and
 - k. subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted.
9. Grant funds cannot be used for purposes not approved by the Branch but may be redistributed amongst the grant recipient's approved programs. Any redistribution of funds must be documented in the financial information accompanying future applications for grant funding.
10. The grant funds must be fully disbursed within 12 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch, and can be applied to eligible disbursements incurred any time during the organization's fiscal year in which they were received. Grant funds to PACs may be accumulated for up to three years without prior approval from the Branch.
11. If an approved program is cancelled before the grant funds are fully disbursed, all remaining funds must be used toward another approved program or returned to the Minister of Finance.

Service Clubs – Community Donations Programs

12. Service clubs must donate the grant funds to other community organizations and programs, including approved capital projects, meeting eligibility criteria outlined in the program Guidelines.
13. Donations must directly benefit communities or community members, including individuals or families where relief is of a short-term nature or a one-time payment intended to relieve an exceptional or unusual condition or circumstance.
14. Service clubs may not use grant funds for their own programs unless the Branch has provided written approval for the program since August 19, 2002, when the *Gaming Control Act* was proclaimed.
15. Service clubs cannot receive grant funds from another service club and cannot donate grant funds to:
 - a. Another service club; or
 - b. Agencies and/or programs outside of British Columbia.
16. Service clubs are responsible for monitoring the use of grant funds by the donation recipient and are required to immediately report to the Branch any suspected or known instance where grants funds are not used for eligible purposes consistent with Conditions 1 through 11.

Financial Control Requirements

17. Gaming funds include any funds generated through gaming, including licensed gaming events, Community Gaming Grants, gaming fund donations as well as any GST/HST rebates, interest and revenues from the sale of assets purchased with gaming funds.
18. The grant recipient must:
 - a. Maintain a Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from service clubs;
 - b. Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them;
 - c. Maintain Gaming Account records that clearly show the amount and purpose of each transaction;

- d. As part of the gaming records, secure and retain all account and transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed;
 - e. Keep a record of all volunteered hours, material and equipment donations that comprise all or part of the local funding requirement, and retain the information as part of the gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed;
 - f. Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials, at least one of whom must be an officer of the organization unless a formal exception has been approved by the Executive Director, Community Gaming Grants Branch. These signing officials cannot be related. Cheques issued against the Gaming Account must not be pre-signed; and
 - g. Use electronic transfers and/or automated debits from the Gaming Account only where two current board members have authorized the transactions in writing; these board members cannot be related by either blood or marriage. The authorization document must specify the specific purpose and maximum dollar amount permitted for electronic transfers and/or automated debits, and must be included with the Gaming Account records. General purposes such as "wages" are not sufficiently detailed.
19. Cash transactions from the Gaming Account are not permitted (i.e. cheques cannot be paid out to "cash").

Audit and Financial Reporting Requirements

20. The grant recipient must file a Gaming Account Summary Report, within 90 days after the end of the recipient's fiscal year.
21. From time to time, the grant recipient may be required to provide audited statements and other information the community gaming grants manager and/or general manager may request.
22. The grant recipient will be audited periodically, as required by the community gaming grants manager and/or general manager. Any report resulting from those audits may be disclosed publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

Suspension, Revocation and Repayment of Grant Funds

23. If, in the opinion of the community gaming grants manager and/or the general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the grant recipient may be required to repay all or a portion of the grant funds, and/or suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the *Gaming Control Act*.

Contact Information

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/gambling-in-bc/contact-us>