BRITISH COLUMBIA

Community Gaming Grants

2026 PAC & DPAC Grant Guidelines

Community Gaming Grants acknowledges with deep respect that our work takes place across the territories of First Nations throughout British Columbia. We recognize that these lands have been cared for by First Nations since time immemorial, and we are committed to learning from and with the communities whose territories we are privileged to work on.

Our main office is located on the territories of the lək̓ʷəŋən Peoples, now known as the Songhees and Esquimalt Nations. We raise our hands to their ancestors, Elders, knowledge keepers, and future generations.

As a provincial grant program, we are actively working to build meaningful, reciprocal relationships with Indigenous-led organizations. We understand that acknowledging territory is only one step in a broader journey of truth, accountability, and reconciliation. We are committed to reflecting on our responsibilities, examining the privileges we hold, and taking action to support Indigenous' communities.

Community Gaming Grants: PAC & DPAC Grant Guidelines

Effective April 2026

Copyright © 2026, Province of British Columbia.
All rights reserved.
This material is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia.

Preface: What's New in the 2026 PAC & DPAC Guidelines

This document outlines the relevant Community Gaming Grant Guidelines which apply specifically to Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) applicants.

Each year, the Community Gaming Grants Branch reviews the PAC & DPAC Guidelines and makes necessary updates to the intake.

All applicants are strongly encouraged to review the PAC & DPAC Guidelines in their entirety to ensure they understand all eligibility and application criteria.

THERE HAVE BEEN NO CHANGES MADE TO THE PAC & DPAC GUIDELINES FOR 2026

Contents

Preface: What's New in the 2026 PAC & DPAC Guidelines **1**

1. Program Overview **4**

2. Available Funding **5**

2.1 Funding Levels **5**

2.2 Application Intake Period **5**

3. Eligibility **6**

3.1 PAC/DPAC Eligibility Criteria **6**

3.2 Other Eligibility Criteria **6**

4. Use of Funds **8**

4.1 Use of Funds for Parent Advisory Councils (PACs) **8**

4.2 Use of Funds for District Parent Advisory Councils (DPACs) **11**

4.3 Out-of-Province Travel **12**

5. Applying for a PAC/DPAC Grant **13**

5.1 Useful Resources **13**

5.2 Notification of Decision **14**

5.3 Reconsideration of a Decision **14**

6. Disbursement of Funds and Reporting Requirements **15**

6.1 Gaming Account **15**

6.2 Timeframe to Disburse Grant Funds **15**

6.3 Transferring Funds to the General or Operating Account **16**

6.4 Gaming Account Summary Report **17**

6.5 Gaming Account Cheques and Electronic Funds Transfers **17**

7. Role of the Community Gaming Grant Recipient **18**

7.1 Accountability **18**

7.2 Gaming Records **18**

7.3 Audit **18**

7.4 Roles of the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch **18**

8. Contact Information **19**

2026 PAC & DPAC Guidelines

1. Program Overview

Community Gaming Grants distributes funds from commercial gambling revenues to not-for-profit organizations through three different funding streams: Program Grants, PAC & DPAC Grants, and Capital Project Grants. These grants ensure citizens from all regions of the province have access to programs and services that improve their quality of life, support local needs and build inclusive, vibrant communities.

PACs & DPAC Grants support the enhancement of extracurricular opportunities for all K-12 students in British Columbia, regardless of background or identity characteristics. PACs/DPACs seeking funding for major capital projects may also apply to the separate Capital Project Grant funding stream.

2. Available Funding

2.1 Funding Levels

PAC

Funding amounts for PAC grants are set at a rate of $20 per student. Schools with fewer than 100 students will be provided with a base rate of $2,000. The total grant amount is based on full-time student enrollment at the start of the previous school year. Enrollment numbers are provided by the Ministry of Education.

DPAC

The funding amount for DPAC grants is set at $2,500 per year.

2.2 Application Intake Period

PAC and DPAC applications must be submitted between April 1 and June 30 each year. Applicants will be notified of the application results by September 30. Due to increased demand, it is highly unlikely that late applications will be considered. Applications submitted on time are prioritized and late applications are subject to the overall availability of funding at Government's fiscal year-end (March 31).

The PAC or DPAC that is in place during the application intake period is responsible for submitting the online application and must pass along all relevant gaming information and records to the PAC/DPAC that succeeds them. PACs/ DPACs requesting access to past information and records from the branch will need to demonstrate they have executive support to do so.

3. Eligibility

3.1 PAC/DPAC Eligibility Criteria

PACs or equivalent groups (e.g. parent support groups) at public schools, group 1 or 2 independent schools and First Nation band schools within B.C. are eligible to receive a grant. These grants apply only to students in grades K-12.

The PAC or equivalent group must be independent from the management and operation of the school, and its membership must consist of parents or guardians of students attending the school.

All PACs/DPACs must demonstrate eligibility by supplying the required information as listed under the Pre-application Checklist.

3.2 Other Eligibility Criteria

PACs and DPACs must also meet all of the following general Community Gaming Grant organization eligibility criteria:

- Operate as a not-for-profit.
- Has a membership that is inclusive and reasonably open to any parents or guardians of students attending the school. Members are involved in the management and control of the organization and participate in democratic voting processes as part of decision making for the organization.
- Not-for-profit PAC or DPAC organizations are not required to be provincially or federally incorporated. However, provincially incorporated not-for-profit PAC or DPAC organizations must be in good standing with B.C. Registries and Online Services.

- Provide extracurricular programming that is accessible and inclusive for all students, regardless of sexual orientation, gender identity, and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; education; income; or, geography.
- Has a minimum of two-thirds executive members democratically elected by its voting membership.
  - Executive positions are periodically contested by election and are open to the organization's entire membership.
  - Restrictions on who is able to hold executive positions and executive appointments are permitted only in instances where there is a defensible rationale (e.g. to ensure representation of an underrepresented group or organization or to fulfill a bona fide operational requirement).
- The executive has at least two-thirds of its members residing in B.C.
- Has an executive whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as executive members.

A PAC or DPAC is ineligible for a grant if it:

- Is an educational institution, school or school authority.
- Is a PAC at a new school that cannot demonstrate that it has delivered the program within British Columbia for at least 12 months.
- Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

4. Use of Funds

4.1 Use of Funds for Parent Advisory Councils (PACs)

ELIGIBLE USES

PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who currently attend the school(s) represented by the PAC. Purchases should primarily be intended to support extracurricular activities. Funding cannot be used for curriculum-based activities or items and should not be used to cover costs for things that the school is responsible for covering. This is to ensure funds are used for extracurricular activities and PACs are not supplementing what would normally be the responsibility of the school to provide.

PACs should not be making purchases for the school/school district and should retain management and control over any assets purchased using PAC grant funds. Instances where the ownership of eligible assets are transferred over to the school or school district for storage, maintenance, operation, or liability insurance purposes is acceptable, but should be agreed to in writing. PACs should be working together with their school and/or school district to implement projects. PACs should seek any necessary permissions or permits required from their school, school district and/or city prior to making purchases for any projects that require installation, or which take place on school grounds. Installation fees should be paid by the school/school district and/or city.

PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines. Eligible uses of grant funds may include, but are not limited to, the following:

- Field trips within B.C.
- Presentations or performances (e.g. music, theatre, science).
- PAC school spirit and family engagement events (e.g. school carnivals, movie nights, school dances, other social activities).
  - ***Please note:*** Grant funds may not be used for any fundraising activities at PAC events (see *prohibited uses* below).
- Entertainment or leisure activities for non-instructional times (e.g. graphic novels/comics, magazines, extracurricular fiction and non-fiction books, board games, colouring books).
- Beautification for common spaces, such as hallways, library, multi-purpose room, etc. (e.g. art, posters, "sensory paths," holiday decorations).
- Student publications (e.g. newsletters, yearbooks).
- Student competitions (e.g. writing, debating, chess, music).
- Student computers for extracurricular activities/clubs (e.g. software, hardware, accessories for photography club, robotics club, yearbook club).
- Student clubs or societies (e.g. drama club, chess club).
- Student ceremonies (e.g. graduation, dry grad).
- Team or club uniforms (e.g. jerseys, t-shirts) and/or equipment for extracurricular activities.
- Equipment for extracurricular sports.
- Items that directly benefit students (e.g. playground equipment or enhancements, projector for PAC events).
- Sports day costs (e.g. snacks, equipment rental, award ribbons).
- Student recognition (e.g. certificates, trophies, ribbons, graduation memorabilia, school hoodies).
- Student conferences within B.C.
- British Columbia Confederation of Parent Advisory Councils (BCCPAC) annual membership fees.
- Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference, up to branch limits.[1]
- Emergency, safety or earthquake related supplies or equipment that is not ordinarily the responsibility of the school/school district.
- With prior branch approval, student transportation and travel outside B.C. (see *Section 4.3*).

1 PAC Grant funds may cover the reimbursement of attendance fees or travel costs to the BCCPAC conference up to a maximum of:
  a. $1,000 maximum for travel originating more than 400km from conference location
  b. $500 maximum for travel originating less than 400 km from conference location

PROHIBITED USES

Grant funds may not be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete British Columbia K-12 curriculum requirements. This includes materials that are not required for delivering or completing curriculum but that assist in doing so (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, laptops).

Ineligible uses of PAC grant funds include, but are not limited to:

- Curricular activities or purposes (e.g. instructional materials, textbooks).
- Items used primarily in the classroom to assist in the delivery or completion of curriculum (e.g. tablets, smart boards, special equipment for elective courses, such as lighting or props for drama class).
- Fundraising (e.g. activities such as concessions, the sale of goods or services with the intent of generating revenue).
- Out-of-province travel, unless approved in advance by the branch (see *Section 4.3*).
- Scholarships and bursaries for post-secondary education.
- Out-of-province or out-of-country aid.
- Out-of-province field trips.
- Replacing or repairing school facilities that are the responsibility of the school or school district (e.g., structural repairs, replacing the gymnasium floor, bathroom renovations, water refill stations, outdoor maintenance, landscaping).
- Purchasing items that are the responsibility of the school or school district (e.g. audio-visual equipment, digital news reader boards, curriculum-related books for the library, outdoor classrooms, personal protective equipment).
- Goods and services that benefit the parents (e.g. parent education, parent workshops).
- Administrative and/or operational costs incurred to support the PAC program e.g. office supplies and equipment, accounting or insurance fees).
- Costs related to paid staff, teachers on call, education assistants (e.g. luncheons, wages, travel, training/professional development).
- Monetary prizes or gift cards.
- Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- Sustaining or endowment funds.
- Mortgage payments.
- Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- Financial assistance, monetary support, donations, or items/services purchased on behalf of other organizations or individuals.

4.2 Use of Funds for District Parent Advisory Councils (DPACs)

ELIGIBLE USES

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in schools and effective communication between schools, parents, students and the community.

Eligible uses of DPAC grant funds may include:

- Informational and promotional materials for parents.
- Administrative costs (e.g. meeting room rental, printing costs, presenter/ guest speaker fees).
- British Columbia Confederation of Parent Advisory Councils (BCCPAC) annual membership fees for the DPAC only.
- Travel for regular DPAC meetings.
- Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference, up to branch limits.[2]

PROHIBITED USES

Ineligible uses of DPAC grant funds include, but are not limited to:

- Payment of annual membership fees (e.g. BCCPAC) for member PAC groups.
- Costs related to paid staff, teachers on call, education assistants (e.g. luncheons, wages, travel, training/ professional development.)
- Fundraising (e.g. activities such as concessions and sale of goods with the intent to generate revenue).
- Out-of-province travel or expenditures without prior approval (see *Section 4.3*).
- Out-of-province or out-of-country aid.
- Monetary prizes or gift cards.
- Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- Mortgage payments.
- Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- Sustaining or endowment funds.
- Donations to other organizations or individuals.
- Scholarships and bursaries for post-secondary education.

2 DPAC Grant funds may cover the reimbursement of attendance fees or travel costs to the BCCPAC conference up to a maximum of:
a. $1,000 maximum for travel originating more than 400km from conference location
b. $500 maximum for travel originating less than 400 km from conference location

4.3 Out-of-Province Travel

Under exceptional circumstances, grant applicants may request pre-approval to use a portion of grant funds towards out-of-province travel costs. Requests for pre-approval must be submitted to the branch prior to the date of travel.

Out-of-province travel may be approved if the student group attending:

- Is representing its school as a result of merit achieved through organized competition.
- Is competing in a sport that involves cross-border travel.
- Has been selected because of its level of creative achievement or success.
- Is entered in a recognized competition in which there is a formal evaluation or adjudication process.

Note: Out-of-province field trips are not an eligible use of PAC funds.

For information about how to submit a request, please visit: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources#Tutorials

5. Applying for a PAC/DPAC Grant

5.1 Useful Resources

The branch has prepared the following links and resources to assist in preparing for an application and to provide guidance for distributing and reporting on the use of funds:

ONLINE APPLICATION

- Grant applications must be completed online at: *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/cggapply*

PRE-APPLICATION CHECKLIST:

- Before beginning the online application process, please ensure that you have reviewed the PAC/DPAC pre-application checklist. The pre-application checklist is available online at: *https://www2.gov.bc.ca/assets/gov/sports- recreation-arts-and-culture/gambling/grants/chklist-pac-dpac.pdf*.

FREQUENTLY ASKED QUESTIONS:

- Use the PAC decision tree to determine if your purchase is eligible: *https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/decision-tree-pac.pdf*
- Questions related to the PAC & DPAC Grant Guidelines: *https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-faq-pac-dpac.pdf*

CONDITIONS FOR A COMMUNITY GAMING GRANT

- Conditions for a PAC/DPAC Grant outline the requirements of the grant recipient: *https://www2.gov.bc.ca/assets/gov/sports- recreation-arts-and-culture/gambling/grants/cond-pac.pdf*

REPORTING REQUIREMENTS

All grant recipients must submit an annual Gaming Account Summary Report to the branch, within 90 days of the organization's fiscal year end. The Gaming Account Summary Report provides details regarding activity in the Gaming Account during the organization's fiscal year.

- Gaming Account Summary Report Form: *https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf*
- Example Reimbursement Summary: *https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-gasr-reimbursement.pdf*
- Tutorial Gaming Account Summary Report: *https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-tutorial.pdf*
- Best practices on financial accountability and preventing fraud: *https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/financial_accountability_and_preventing_fraud_-_best_practices.pdf*

5.2 Notification of Decision

Applicants will receive notification of the online application portal, results of their application by email, to the addresses provided in the "Delivery Method" section of the application. Notification emails are usually sent by the final notification date of September 30. Due to increased demand, it is highly unlikely that late applications will be considered. Applications submitted on time are prioritized and late applications are subject to the overall availability of funding. Notification for late applications should not be expected prior to March 31.

5.3 Reconsideration of a Decision

An organization may request that the branch reconsider its decision regarding an application for a PAC or DPAC Grant. The intent of the reconsideration process is to determine whether any errors, omissions and/or misinterpretations were made in the assessment of the original application. As funding levels for PACs and DPACs are based on a set rate, grant amounts are not eligible as a reason for reconsideration.

Requests for reconsideration must be submitted to the branch, within 30 days of receiving the decision letter. For more information, please visit: *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/information-forms-resources*

Once the reconsideration request is received, the branch will conduct a thorough review to ensure that the published procedures, rules and conditions were applied fairly and correctly. A final decision will be made to vary or uphold the decision, within 90 days of receipt of the written request for reconsideration.

If an organization has questions or concerns about the content of their grant notification letter, but does not wish to appeal the decision, they may call or email the branch at any time. This includes clarifications regarding eligible use of funds. A formal reconsideration request is not required and response times to questions will be much faster than a formal review.

6. Disbursement of Funds and Reporting Requirements

6.1 Gaming Account

Each grant recipient must maintain a separate Gaming Account held in British Columbia, 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. Non-gaming funds must not be deposited into the Gaming Account.

Community Gaming Grants has transitioned to a new application platform in 2026. The Direct Deposit Application form (Fin 312) is the new method for providing Gaming Account details, for the purpose of depositing grant funds. Gaming Account information has been transferred to the new system for returning applicants, who received a grant between April 1, 2024, and March 31, 2026. All other applicants must attach a Direct Deposit Application form to their application. New applicants must open their Gaming Account, and complete this form, prior to applying.

6.2 Timeframe to Disburse Grant Funds

Grant funds provided to PACs and DPACs must remain under the management and control of the PAC/DPAC that received them. PACs and DPACs may not transfer any gaming funds to schools or school districts unless it is to reimburse the school or school district for a purchase made on behalf of, and at the request of, the PAC/DPAC. Funds may not be transferred to schools or school districts to support their activities or programs.

DISBURSEMENT OF PAC GRANT FUNDS

PACs must disburse grant funds within 24 months of the date the grant was received by the PAC.

PAC Grant funds may be used for eligible expenses incurred:

- Anytime within the fiscal year during which the grant was received, and/or
- Anytime in the 24 months following the date the grant was received.

For Example:

ABC PAC has a fiscal year end date of June 30. They receive a $5,000 PAC grant on September 23, 2024.

- ABC PAC may use these grant funds to reimburse the General/Operating Account for eligible expenses incurred anytime between July 1, 2024 and June 30, 2026 (the fiscal year during which the grant was received).
  - » See *Section 6.3* for important information about using grant funds to reimburse the General/Operating Account.
  - » They may also use these grant funds to pay for eligible expenses incurred in the next two fiscal years, up until September 23, 2026 (24 months from the date the grant was received).
  - » The PAC must disburse $5,000 from the Gaming Account by September 23, 2026.

If a PAC cannot disburse its funds within the required timeline, it must request written approval to retain the funds for a longer period, by emailing the branch at: *CommunityGamingGrants@gov.bc.ca*. The written request must describe the reason(s) for the request, the amount to be retained, the proposed purpose(s) and the timeline for disbursement.

DISBURSEMENT OF DPAC GRANT FUNDS

DPACs must disburse grant funds within 12 months of the date the grant was received by the DPAC.

DPAC Grant funds may be used for eligible expenses incurred:

- Anytime within the fiscal year during which the grant was received, and/or
- Anytime in the 12 months following the date the grant was received.

For Example:

ABC DPAC has a fiscal year end date of June 30. They receive a $2,500 DPAC Grant on September 23, 2024.

- ABC DPAC may use these grant funds to reimburse the General/Operating Account for eligible expenses incurred anytime between July 1, 2024 and June 30, 2026 (the fiscal year during which the grant was received).
  - » See *Section 6.3* for important information about using grant funds to reimburse the General/ Operating Account.
- They may also use these grant funds to pay for eligible expenses incurred in the next fiscal year, up until September 23, 2026 (12 months from the date the grant was received).
- The DPAC must disburse $2,500 from the Gaming Account by September 23, 2026.

If a DPAC cannot disburse its funds within the required timeline, it must request written approval to retain the funds for a longer period, by emailing the branch at: *CommunityGamingGrants@gov.bc.ca*. The written request must describe the reason(s) for the request, the amount to be retained, the proposed purpose(s) and the timeline for disbursement.

6.3 Transferring Funds to the General or Operating Account

Grant funds may be transferred, by cheque or electronically, from the Gaming Account to the organization's General/Operating Account for the reimbursement of eligible expenses (see *Section 6.5* for additional information about cheque and electronic transfers).

All transfers/reimbursements from the Gaming Account to the General/ Operating Account must be made within the timeframes set out in *Section 6.2* and are required to meet all of the following conditions:

- The reimbursement is for an eligible expense.
- The transfer is not for prepayment of a future expense.
- The transfer/reimbursement must occur in the same fiscal year in which the expense was incurred.
- The reimbursement must be supported by invoices/receipts (to be retained with the Gaming Account records).

- The transfer/reimbursement must be reported on the Gaming Account Summary Report (see *Section 6.4*) for the fiscal year in which the transfer/ reimbursement occurred.
  - The Gaming Account Summary Report must include a summary of the reimbursed General/ Operating Account expenses (this summary may be submitted as an attachment to the report).
  - The reimbursement summary must provide disbursement details for each reimbursed expense, and it must reconcile dollar-for- dollar with the amount of grant funds transferred to the General/ Operating Account.
  - An example reimbursement summary is available on our website at: *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/reporting-requirements*

6.4 Gaming Account Summary Report

To ensure grants are being used appropriately and for approved purposes, all grant recipients must submit an annual Gaming Account Summary Report to the branch within 90 days of the organization's fiscal year end. The Gaming Account Summary Report provides details regarding activity in the Gaming Account during the organization's fiscal year. The report must include a list of all disbursements and/or reimbursements made from the Gaming Account and must include details about each disbursement/ reimbursed expense.

For each disbursement/reimbursement, the organization must include the following details:

- the date
- the cheque or reference number
- the payee
- the purpose of the payment
- the amount paid

A Gaming Account Summary Report is due to the branch for any fiscal year during which there was a balance in the Gaming Account, whether or not a grant was received in that fiscal year.

The Gaming Account Summary Report must be signed by two executive members, one of which must be the treasurer (or equivalent).

The Gaming Account Summary Report is available on the branch website at: *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/reporting-requirements*.

6.5 Gaming Account Cheques and Electronic Funds Transfers

As per Section 17.d and Section 17.e of the Conditions for a PAC/DPAC Grant, all grant recipients must ensure that cheques issued against the Gaming Account are signed by at least two, unrelated signing officials, at least one of whom must be an executive member of the organization. Cheques issued against the Gaming Account must not be pre-signed.

Electronic transfers and/or automated debit transactions must be authorized in writing by two current, unrelated executive members, and the authorization document must identify the specific purpose and maximum dollar amount permitted (general purposes such as "supplies" are not sufficiently detailed).

7. Role of the Community Gaming Grant Recipient

7.1 Accountability

Grant recipients must be accountable for the funds they receive and must comply with the Gaming Control Act, Gaming Control Regulation and conditions of the grant. All conditions must be satisfied before another application will be considered. The Conditions for a PAC/DPAC Grant are provided online at: *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/guidelines-conditions*.

7.2 Gaming Records

As per sections 17.b and 17.c of the Conditions for a PAC/DPAC Grant, all grant recipients must maintain Gaming Account records that clearly show the amount and purpose of each transaction.

Recipients must secure and retain all account/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. Records can be stored physically or digitally; appropriate safeguarding measures should be in place to protect gaming records.

In accordance with the Freedom of Information and Protection of Privacy Act, copies of gaming records provided to the Community Gaming Grants Branch will only be provided to persons authorized by the recipient organization (i.e. an executive member).

7.3 Audit

Audits may be conducted, as per the Gaming Control Act, to ensure that grant funds are used for eligible purposes in accordance with the standards, policies, conditions and guidelines.

An organization may occasionally be selected for an audit for a range of reasons, which include, but are not limited to:

- Specific selection criteria that are directly attributable to risk factors.
- The result of a complaint received from the public.
- Concerns regarding an organization's reporting and/or submitted applications.

7.4 Roles of the Community Gaming Grants Branch

Community Gaming Grants is governed by the terms outlined in the Gaming Control Act and the Gaming Control Regulation. The Ministry of Tourism, Arts, Culture and Sport has full statutory responsibility for the administration of the program. Community Gaming Grants develops program policies, processes all grant applications and determines which organizations will receive grants and in what amounts.

8. Contact Information

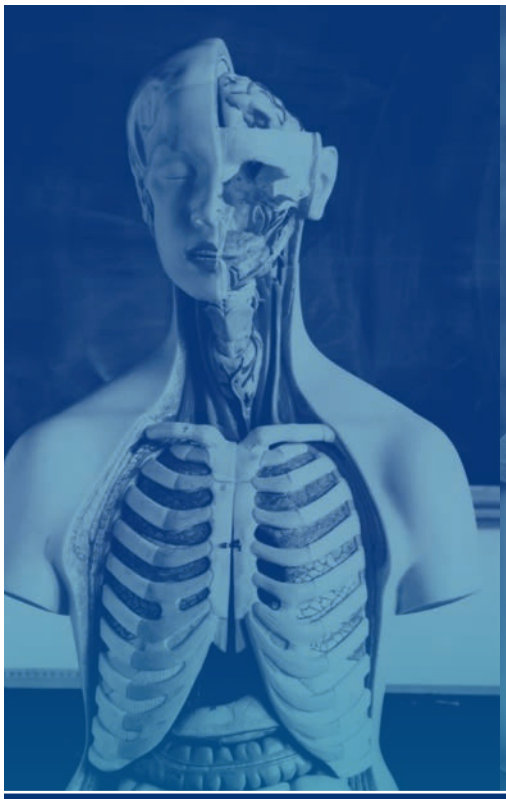
Mailing Address:
Community Gaming Grants Branch
PO Box 9892 Stn Prov Govt
Victoria, B.C. V8W 9T6

Physical Address (for courier deliveries or in-person visits):
Community Gaming Grants Branch
2nd Floor, 800 Johnson Street
Victoria, B.C. V8W 1N3

Telephone: 250-356-1081

Email: *CommunityGamingGrants@gov.bc.ca*

Website: *https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants*



BRITISH COLUMBIA