Short Community Gaming Grant Online Application Tutorial

This document provides instructions and tips on the completion of the short Community Gaming Grant (CGG) online application. Before you start, review this document along with the pre-application checklist for the short application This will provide you with an understanding of what information is required to complete the application.

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1. Before you start your online application

Before starting a Community Gaming Grant application, familiarize yourself with important, related information, including: eligibility criteria; grant amounts and conditions; application periods and timelines; and more. We also recommend that you prepare for your application by reviewing the pre-application checklist for the short application.

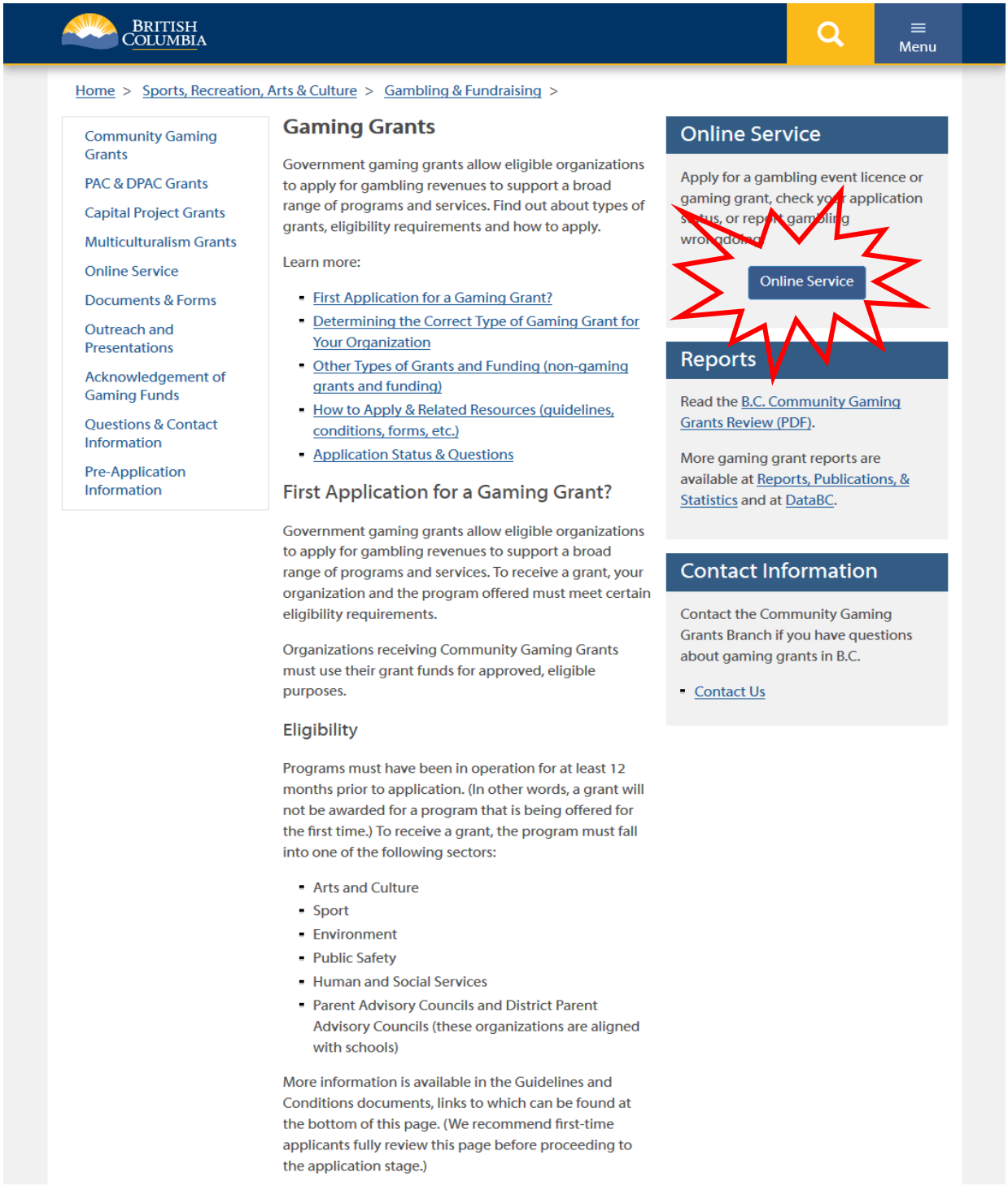
The information and resources mentioned above are available on the Community Gaming Grants page (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants) on the Community Gaming Grants website.

Additional notes about completing your online application:

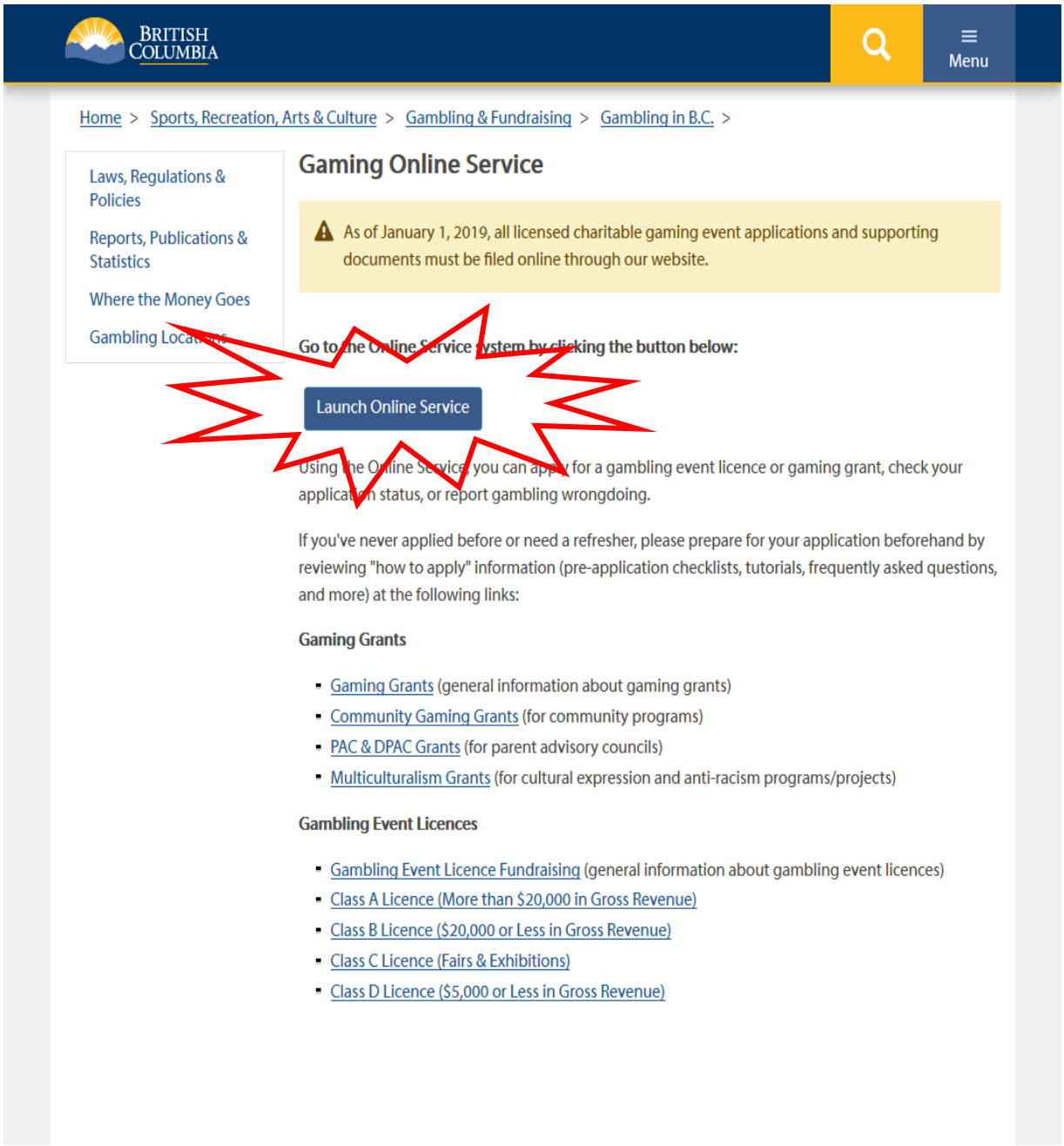
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time by reviewing the pre-application checklist (see link above).
- Please be aware that you may run into issues if you take longer than one hour to complete your application.
- Do not click your web browser back button or refresh button while completing your application.
- Make sure that any supporting documents you attach are in one of the following formats:.doc, .docx, .xls, .xlsx, .pdf, or .jpg.
    - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

2. Visit the Gaming Grants website and click the "Online Service" button

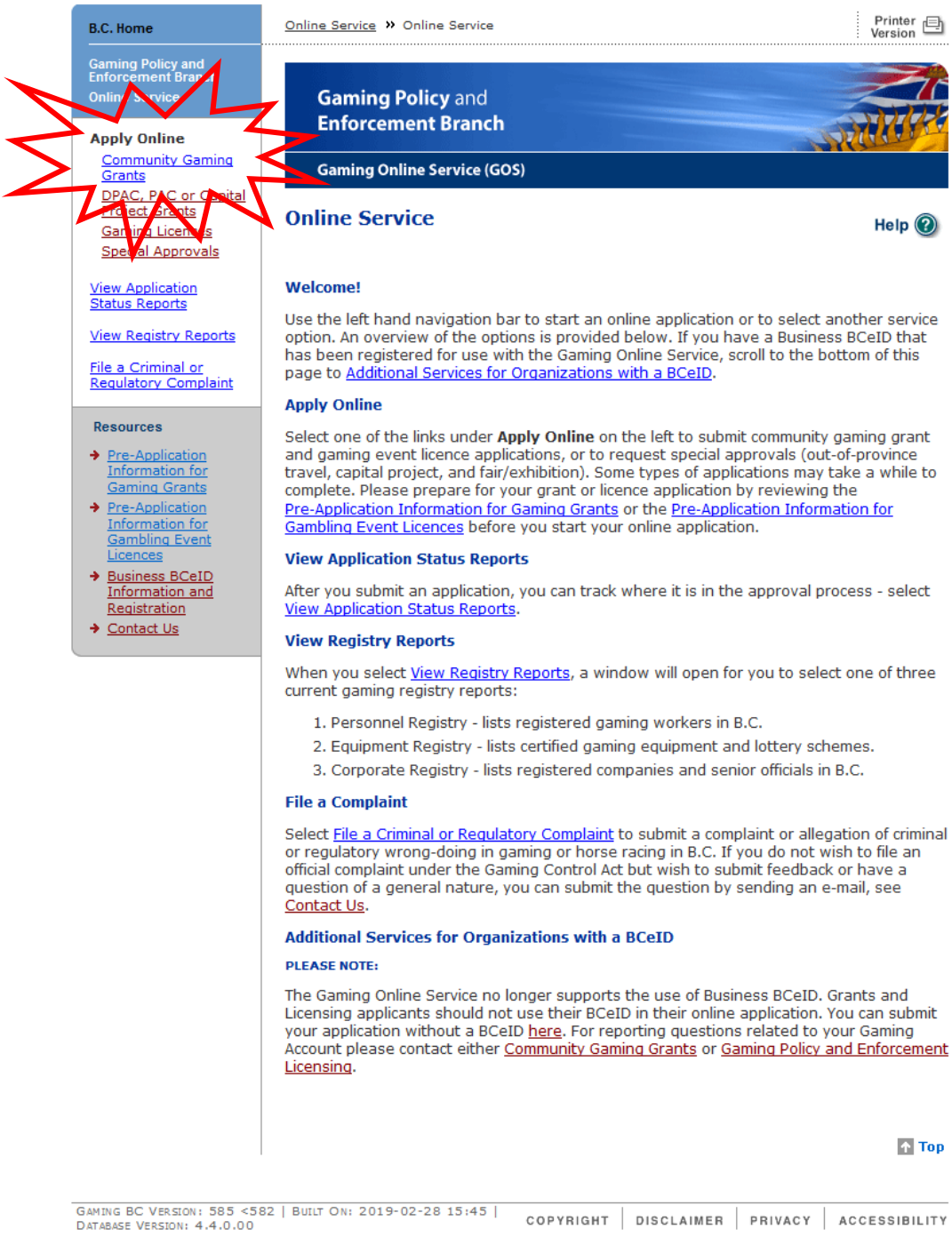
You can start a Community Gaming Grant application by visiting the Branch website at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants. To start your application, click the "Online Service" button, as shown below.



3. Click the "Launch Online Service" button

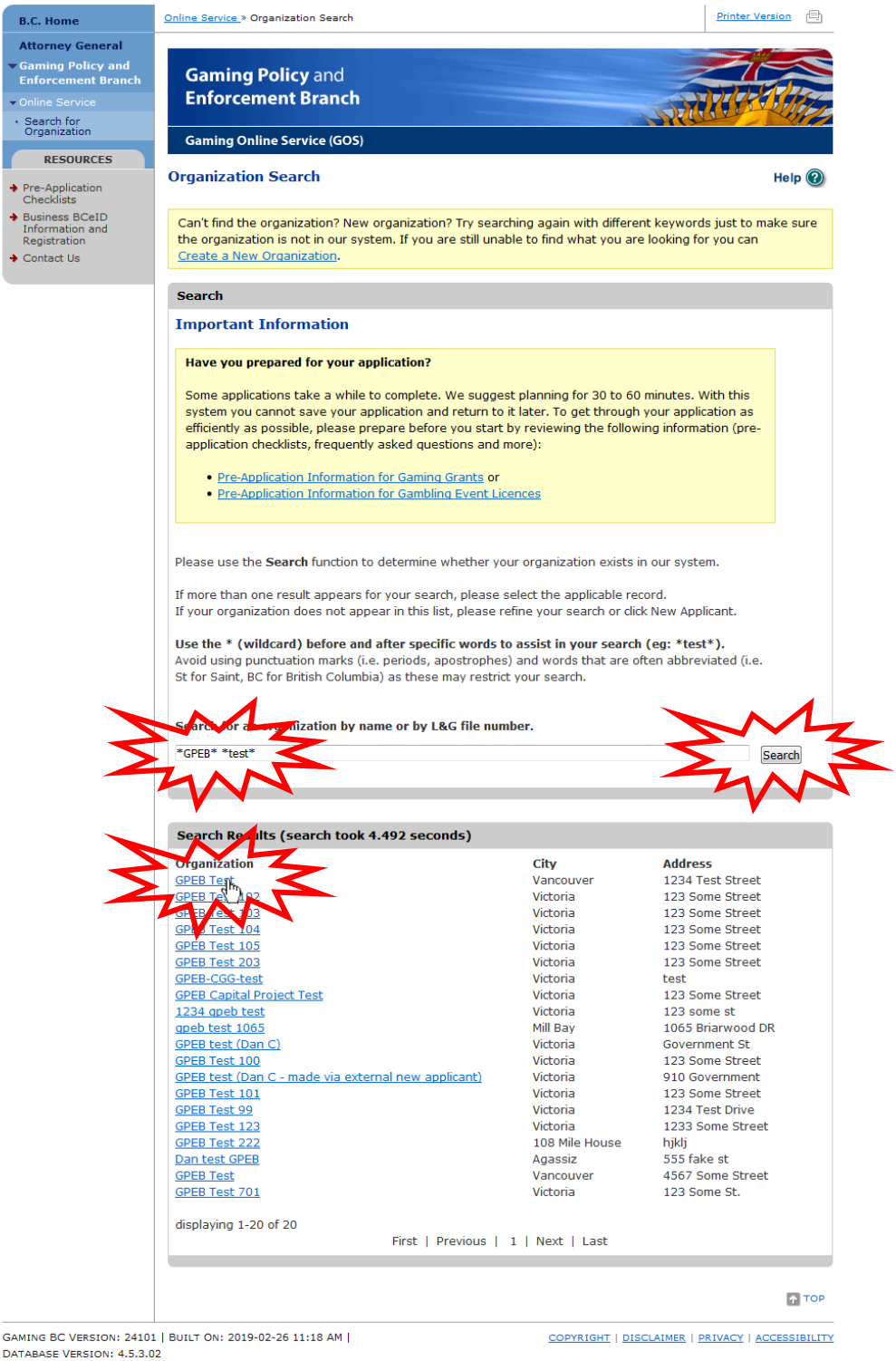


4. Click “Community Gaming Grants” on the Online Service web page



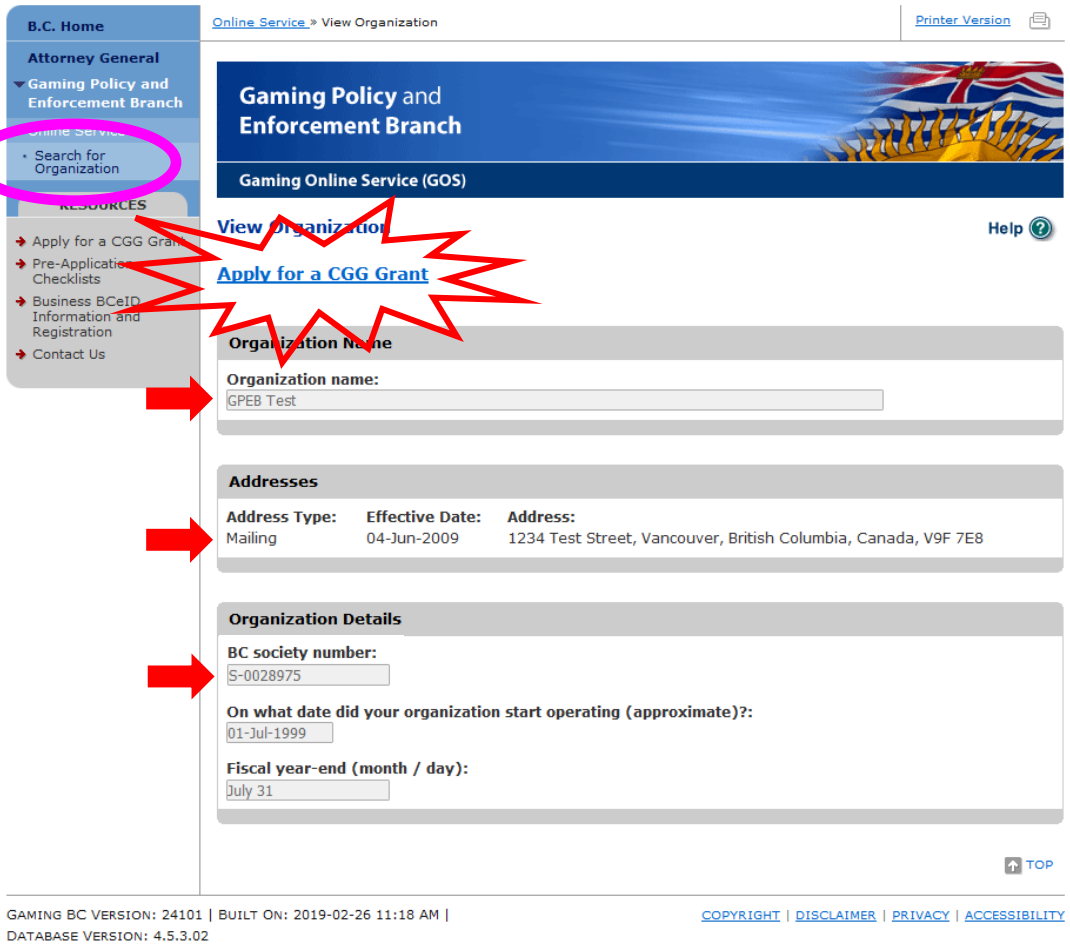
5. Search for and select your organization

Search for your organization by entering the organization's L&G file number. If you do not know your L&G file number, please make every effort to find your organization's name in our system, to avoid creating a duplicate. The best way to search is to use an asterisk (*) before and after each word you want to include in your search. For example, type "*GPEB* *test*" in the search box. See the text above the search box for more tips (see image below).



Review your organization information and click ”Apply for a CGG Grant.”
Ensure that the organization information is accurate. If you have selected the wrong organization, navigate back to the search screen (click “Search for Organization” in the left-hand navigation bar).

If there are any changes or updates that need to be made to your organization’s information, these changes can be noted in the “Organization Information Changes” section of the grant application (see Step 7 of this tutorial).



6. Choose "Short Application" or "Regular Application"

If your organization is given the option to use the short Community Gaming Grant application, you will see the screen pictured below, which gives the choice of "Short Application" or "Regular Application".

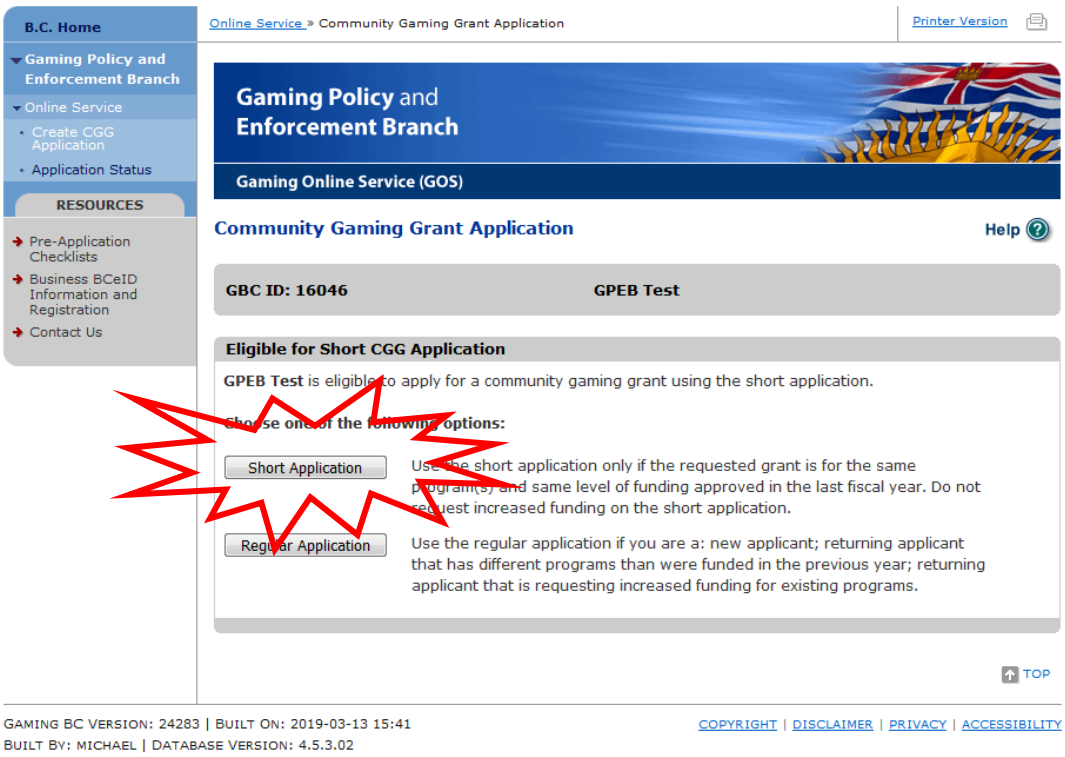
Please read the information beside each option (Short Application or Regular Application) carefully; having the option to submit a short application does not necessarily make it the best choice for your organization.

An organization may submit the short form Community Gaming Grant application if:

- Two (2) regular Community Gaming Grant applications, or one short and one regular application, were approved in the previous two (2) years;
- Neither of the two (2) previous year's grants were received as a result of a reconsideration; and
- This year's request is for the same program(s) and the same level of funding approved in the last fiscal year.

For more information about short applications, see the Community Gaming Grant information at: https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guide-cgg.pdf.

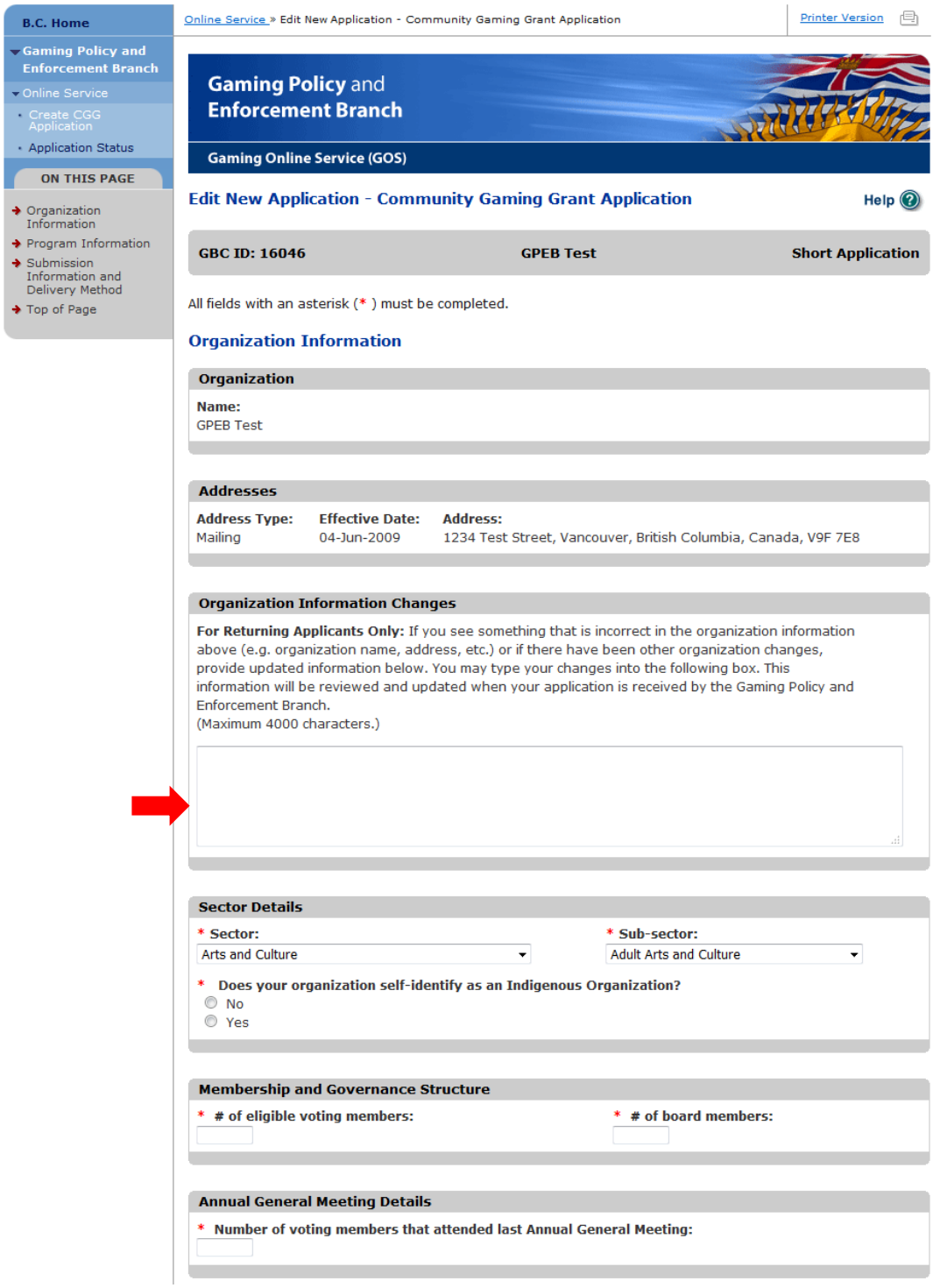
The remainder of this tutorial provides information for "short" applications only. To see the regular application tutorial, please see the following link: https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-application-tutorial-regular.pdf.



7. Provide information about your organization

This part of the application requests information about your organization. Please include any organization information changes (i.e. address changes, changes to fiscal year end, etc.) in the "Organization Information Changes" section.

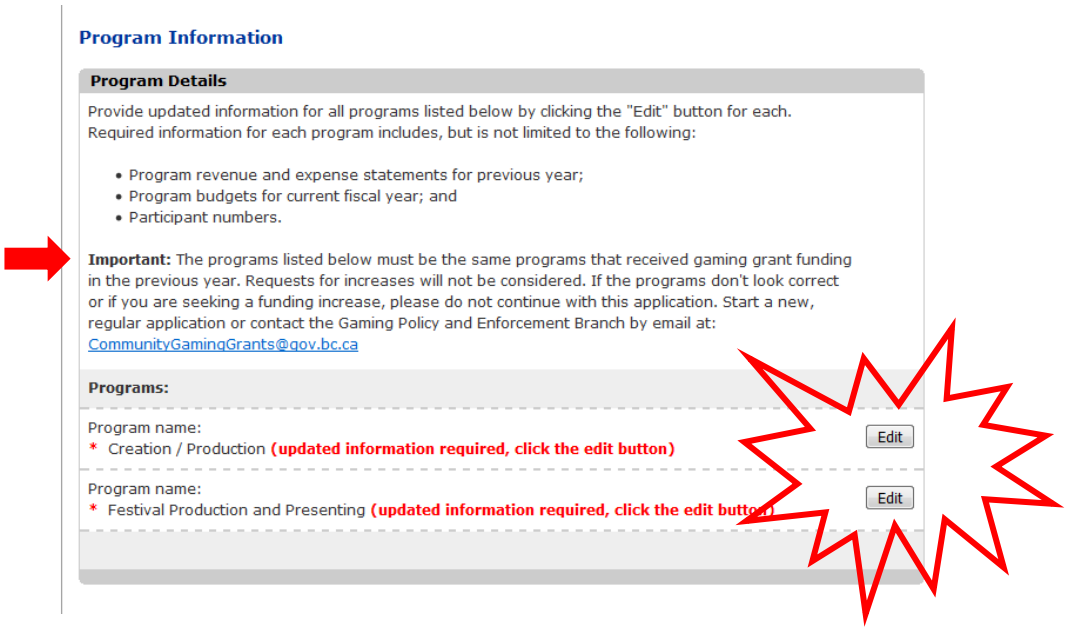
Ensure that all required sections (marked with an asterisk) are completed.



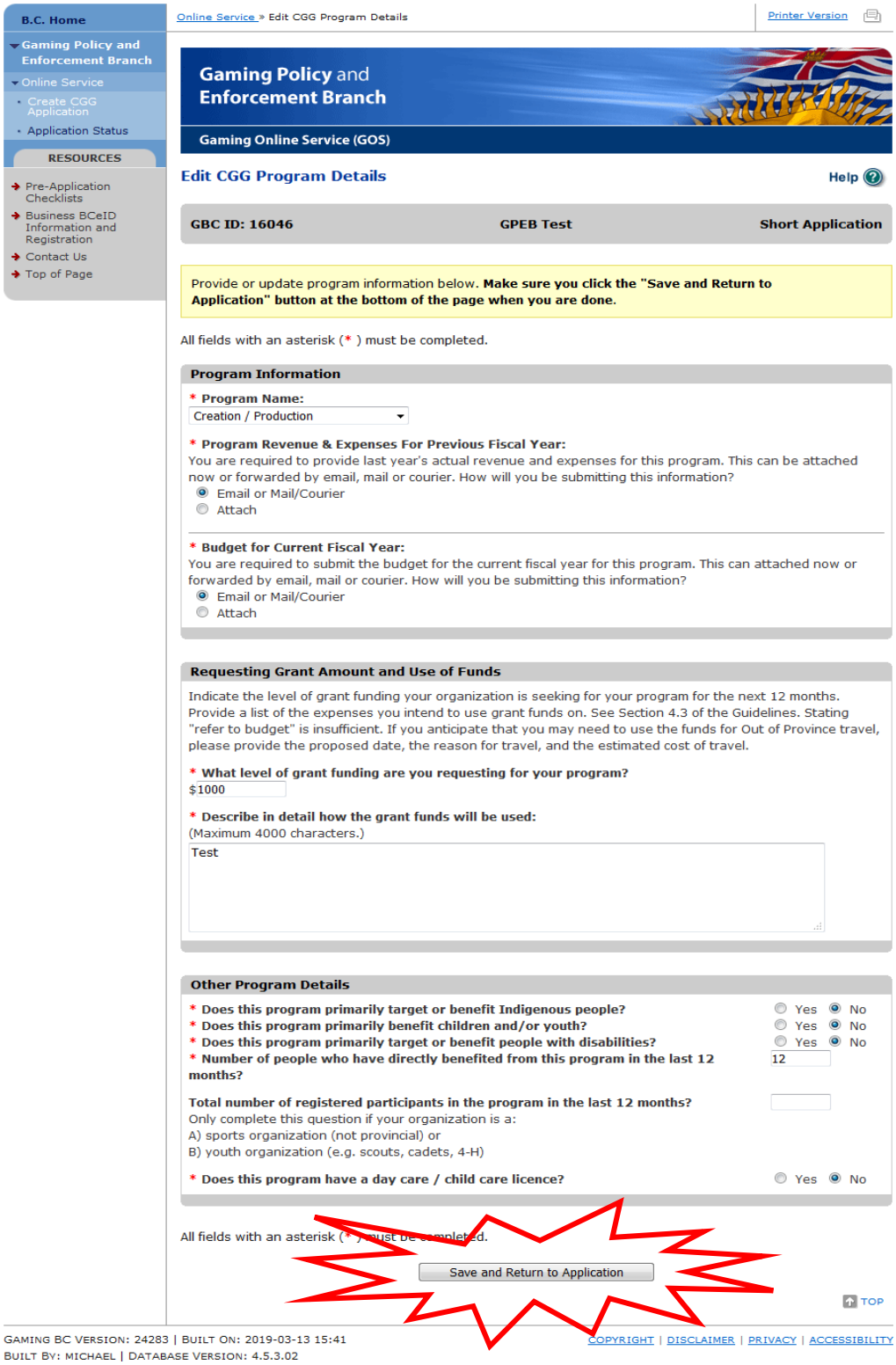
8. Provide updated information about your organization's programs

This part of the application asks you to provide updated information about your organization's programs. When submitting a short application, you cannot add new programs. Please read the important note above the list of programs.

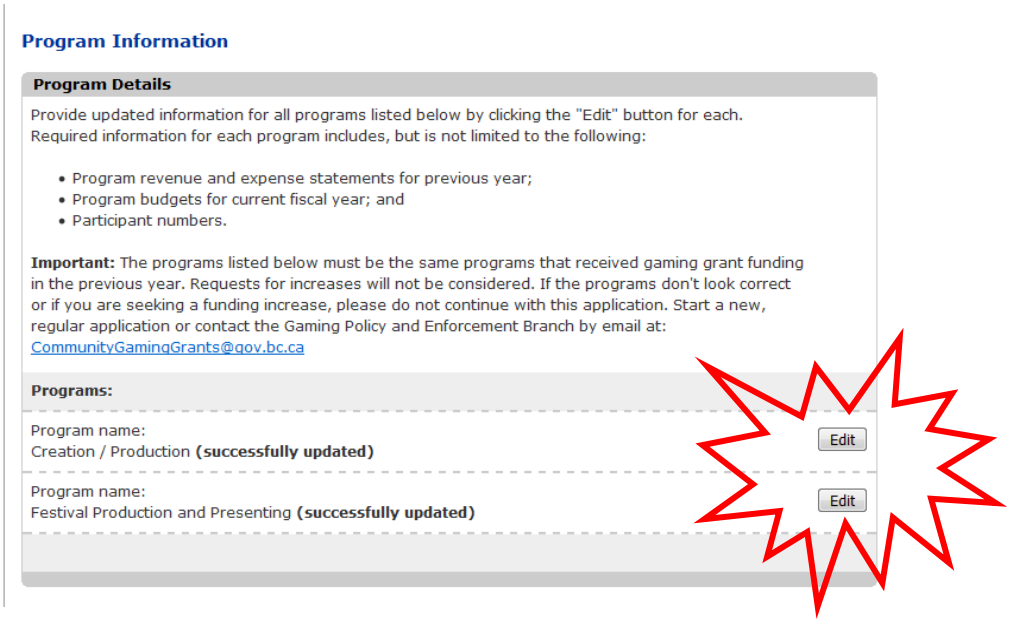
Click the "Edit" button for each listed program; this will direct you to the "Edit CGG Program Details" page where you can add updated program information.



On the “Edit CGG Program Details” page, update your program information. Ensure that all required sections (marked with an asterisk) are completed, then click the “Save and Return to Application” button to return to the grant application page. Repeat these steps for each program listed on the grant application page.



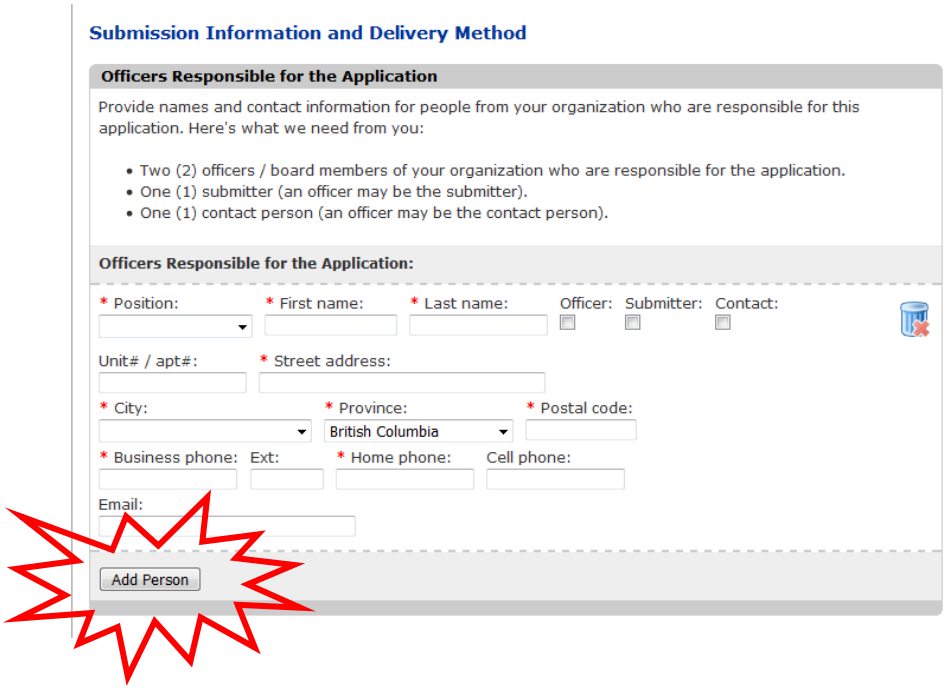
Once your programs are updated, you can edit them, if needed, by clicking the “Edit” button on the grant application page.



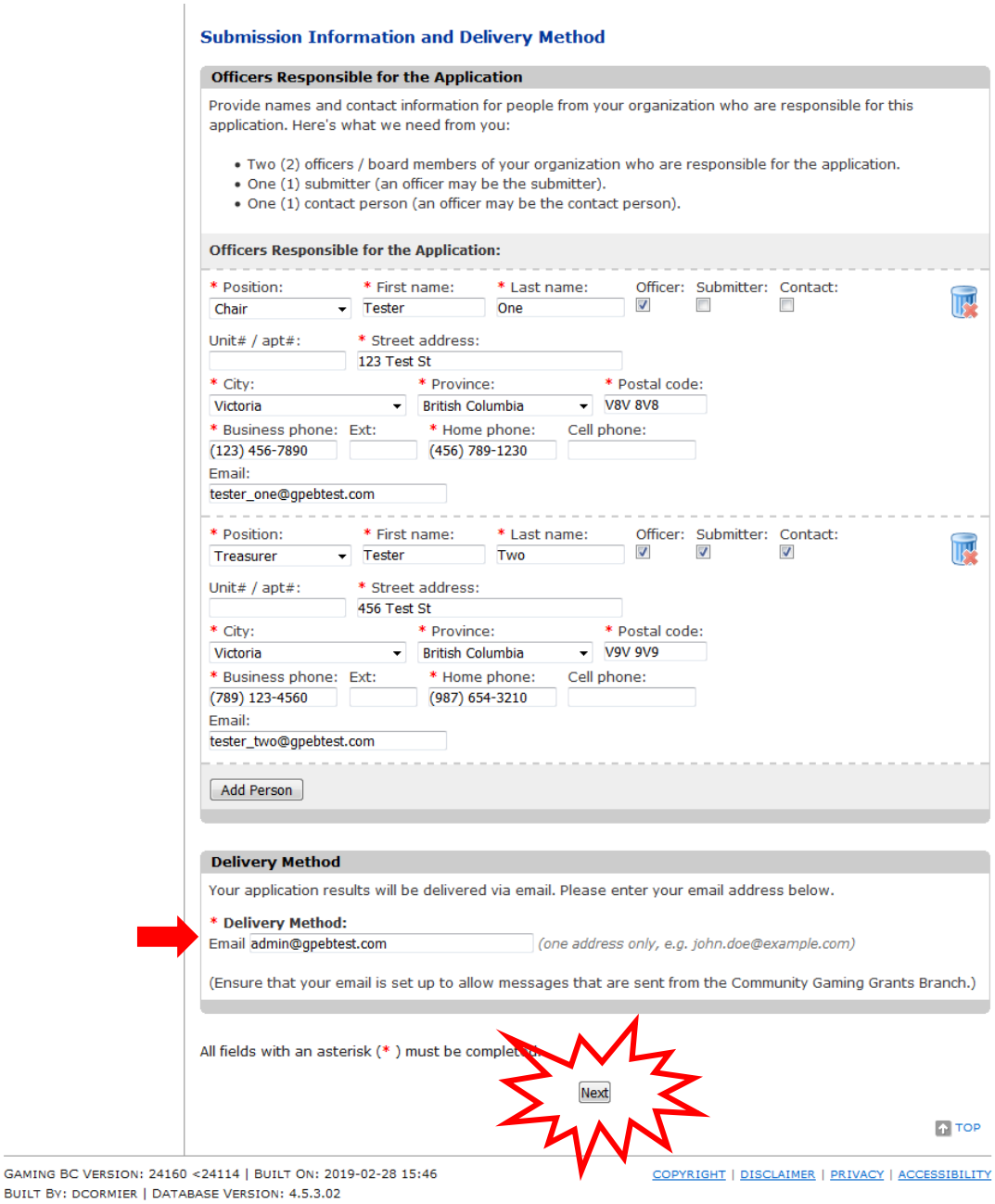
9. Provide information about the officers responsible for the application

After you have finished adding your program information, continue with the grant application by adding the officers responsible for the application.

Click the “Add Person” button for each officer responsible, submitter, or contact person you wish to include. You can remove a person by clicking the button that looks like a garbage can.

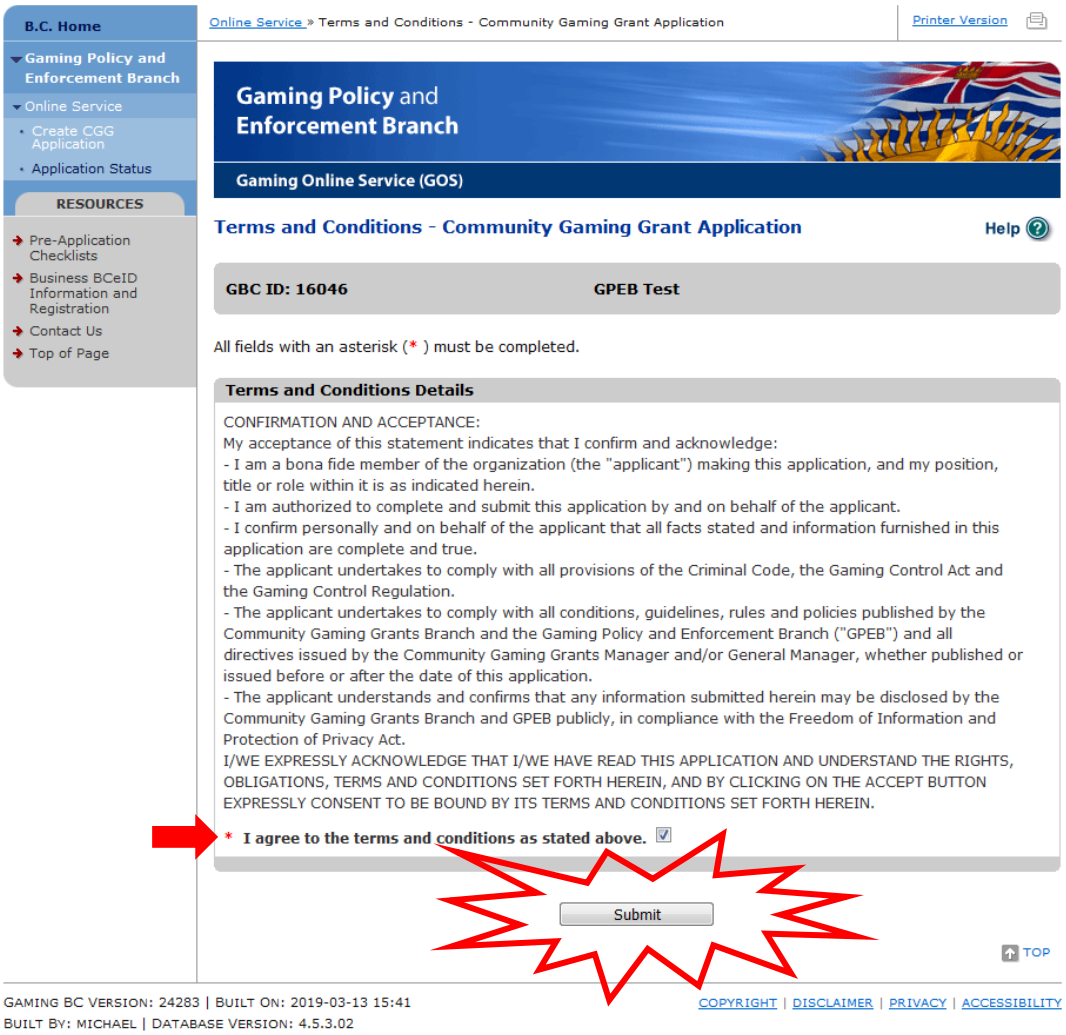


10. Enter the delivery method and click “Next"



11. Agree to the terms and conditions then click “Submit”

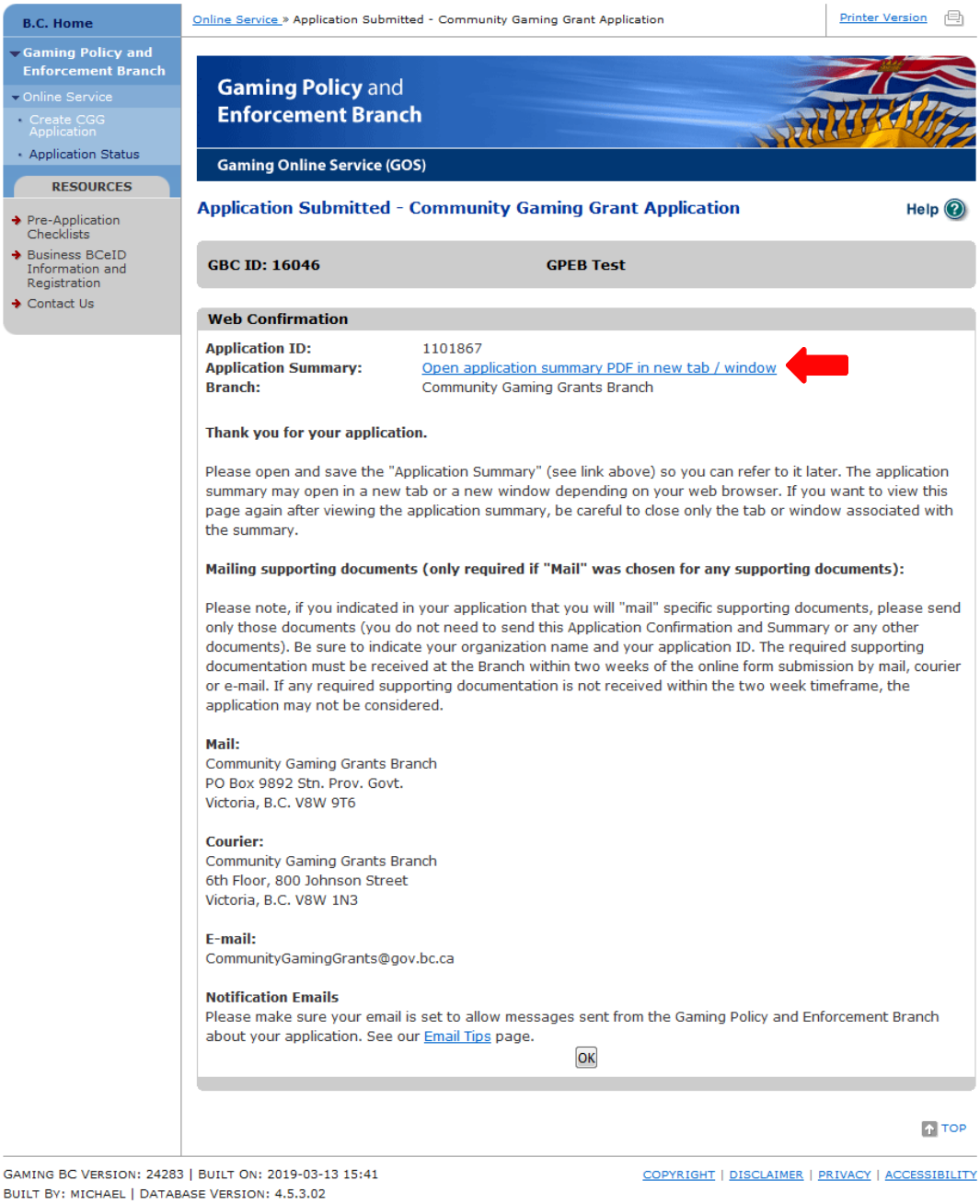
Review the terms and conditions then click the checkbox to indicate your agreement. Click the “Submit” button to submit your application.



12. Review application confirmation screen and PDF application summary

Congratulations! Your application was successfully submitted. Please make a note of your application number and save a copy of the application summary. *It is important to note* that once you click “OK” at the bottom of the screen, you will no longer be able to access the application summary PDF.

Please review the notes about mailing supporting documents. Send only the necessary documents along with a note that references your application number. Do not include your application summary or any other documents.



13. Contact Information

Mailing Address:
Community Gaming Grants Branch
Community and Legislative Services Division
PO Box 9892 Stn Prov Govt
Victoria, BC V8W 9T6

Physical Location (for courier deliveries or visiting in person)**:**
Community Gaming Grants Branch
Community and Legislative Services Division
6th Floor, 800 Johnson Street
Victoria, BC V8W 1N3

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

E-mail:
CommunityGamingGrants@gov.bc.ca

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