

PARENT ADVISORY COUNCIL (PAC) & DISTRICT PARENT ADVISORY COUNCIL (DPAC) GRANTS – FREQUENTLY ASKED QUESTIONS

Updated March 2021

This document provides information for Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs) in B.C. that wish to apply for, or have already received, a Community Gaming Grant PAC/DPAC grant. This document is provided for informational purposes only and does not replace or take precedence over the published PAC & DPAC Guidelines & Conditions, available on the Community Gaming Grants Branch website: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>.

1. Who can apply for a PAC Community Gaming Grant?
2. Can a parent group at an independent or First Nation school apply for a PAC Grant?
3. Our school is being built and will open soon. Is our PAC eligible for a grant?
4. To receive a grant does our PAC/DPAC have to apply every year?
5. How do we apply?
6. We missed the application deadline. Will our late application be considered?
7. How can we get a copy of our online application?
8. How are grant amounts determined?
9. How can a PAC spend its grant funding?
10. How can a DPAC spend its grant funding?
11. Can a PAC or DPAC give grant funds to a school or school district?
12. Can we use our PAC grant funds to provide scholarships or bursaries to students?
13. Can we request approval for out-of-province travel?
14. How quickly do we have to spend our grant funds?
15. What are the reporting requirements for PAC/DPAC grant recipients?
16. What should the PAC do if the school it represents is closing or downsizing?
17. Where can we get more information about PAC grants?
18. Contact Information

1. Who can apply for a PAC Community Gaming Grant?

- Any Parent Advisory Council (PAC) or equivalent group (e.g. a parent support group) at a public school, group 1 or 2 independent school, or First Nation band school within B.C. is eligible to apply for a PAC grant.
- To be eligible for a grant, the PAC or equivalent group must be separate from the management and operation of the school, and its membership must consist of parents or guardians of students attending the school(s) the PAC represents.
- Additional eligibility criteria are outlined in Guideline 3.2 of the PAC & DPAC Guidelines & Conditions.
- Educational institutions, schools and school authorities are not eligible for a PAC/DPAC grant.

2. Can a parent group at an independent or First Nation school apply for a PAC Grant?

- Yes. The parent support group must be separate from management and operation of the school, independent school authority, or First Nation.
- Please see Guideline 3.2 of the PAC & DPAC Guidelines & Conditions for additional eligibility criteria.
- Independent school authorities/societies are not eligible to apply for the PAC grant.

3. Our school is being built and will open soon. Is our PAC eligible for a grant?

- No. Guideline 3.2 of the PAC & DPAC Guidelines & Conditions states, in part, that a PAC is ineligible for a grant if it is a PAC at a new school that cannot demonstrate that it has delivered the program within British Columbia for at least 12 months.
- Once the PAC has existed for at least 12 months, it may be eligible for a grant.
- PAC grants fund each student only once. Grant amounts are based on the full-time student enrollment at the start of the previous school year. As such, students enrolling at a new school will be included in the enrollment number for their former school(s) for the first year of the new school's operation.
- In some cases, a new school will receive a significant number of students from a school that is closing or substantially downsizing. The previous school's PAC is encouraged to disburse funds from its Gaming Account to the newly formed PAC, proportionate to the reassignment of students.
 - Please note: the newly formed PAC must have a Gaming Account in order to receive these funds and must comply with the Conditions for a PAC/DPAC.

4. To receive a grant does our PAC/DPAC have to apply every year?

- Yes. PAC and DPAC grants must be submitted between April 1 and June 30 each year. Applicants will be notified of the application results by September 30.

5. How do we apply?

- Applicants must apply online. To get started with your online application, follow the steps outlined in the “How to Apply” section of the PAC and DPAC Grants webpage, located at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>.
- Other application resources, including a PAC/DPAC Pre-application Checklist and a step-by-step application tutorial, are also available on our website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources>.

6. We missed the application deadline. Will our late application be considered?

- While PAC/DPAC applicants may submit an application late, it is important to note that late applications may not be funded and are unlikely to receive notification of application results until after the posted “final notification” date.
- Late applications will be processed once all other applications received on time have been processed and paid.

7. How can we get a copy of our online application?

- Applicants that wish to have a copy of their online application may choose to print each page of the application, as they submit it.
- There is a “Printer Version” button at the top right of each page in the online application. Clicking this button prepares the screen in a printer-ready format, for printing on your home printer. Print each page before clicking the “Next” button at the bottom of the page.
- At the end of the online application, there is a confirmation page which provides an identification (ID) number for the submitted application. The Branch recommends that applicants print the confirmation page and retain it in their records. At a minimum, it is recommended that applicants record and retain the application ID number.
- Applicants can monitor the status of their application via the online Application Status Report page at: <https://www.gaming.gov.bc.ca/gaming/report/WebReports.do>. Select “Community Gaming Grants” and enter the application ID number to view your application status.
 - Please note: It may take one or two business days for new applications to appear on the Application Status Report page.

8. How are grant amounts determined?

- The total grant received by a PAC is based on the full-time student enrollment at the beginning of the previous school year, for the school(s) represented by the PAC. Enrollment numbers are provided by the Ministry of Education.
- Funding amounts for PAC grants are currently set at a rate of \$20 per student.
- The funding amount for a DPAC grant is currently set at \$2,500 per year, per DPAC.

9. How can a PAC spend its grant funding?

- PAC grant funding is intended to benefit all students by enhancing the **extracurricular** opportunities of students who attend the school(s) represented by the PAC. Generally, grant funds may be used to pay for goods and services that will be used by students for extracurricular activities.
- 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 BC K-12 curriculum requirements. For this reason, materials that are not required for delivering or completing curriculum, but that assist in doing so, are not an eligible use of PAC funding (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, etc.).
- Guideline 4.1 of the PAC & DPAC Guidelines & Conditions provides a list of examples of eligible uses of PAC grant funds, as well as prohibited uses.

10. How can a DPAC spend its grant funding?

- DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community.
- Guideline 4.2 of the PAC & DPAC Guidelines & Conditions provides a list of examples of eligible uses of DPAC grant funds, as well as prohibited uses.

11. Can a PAC or DPAC give grant funds to a school or school district?

- Guideline 6.2 of the PAC & DPAC Guidelines & Conditions states, in part, that the grant funds provided to PACs and DPACs must remain under the management and control of the PAC/DPAC that received them.
 - Please note: The ownership of eligible assets purchased by a PAC with grant funds may be transferred to a school or school district if doing so is required for storage, maintenance, operation or liability insurance purposes.
- Guideline 6.2 also states, in part, that PACs and DPACs must not transfer any gaming funds to schools or school districts, unless it is to reimburse the school or school district 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.

12. Can we use our PAC grant funds to provide scholarships or bursaries to students?

- In some circumstances, a scholarship or bursary may be considered an eligible use of grant funds if the following criteria are met:
 - The scholarship/ bursary program is offered by the PAC, whose board/ executive committee determines the selection criteria and procedure.
 - The scholarship/ bursary is paid directly to a student who attends a school represented by the PAC. Cheques **must** be payable to the student, not to an educational institution.
 - Please note: PACs representing elementary and middle schools may not use grant funds to provide scholarships/bursaries to former students.

- The grant funds are used for post-secondary education only, at a provincially authorized post-secondary institution or equivalent.
 - A 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>.
- Guideline 4.4 of the PAC & DPAC Guidelines & Conditions provides additional information about scholarships and bursaries for PACs and DPACs

13. Can we request approval for out-of-province travel?

- Under exceptional circumstances, PAC/DPAC grant recipients may request pre-approval to use a portion of grant funds towards out-of-province travel costs. Guideline 4.3 of the PAC & DPAC Guidelines & Conditions provides specific information regarding the circumstances under which out-of-province travel may be approved.
- Requests must be submitted to the Branch prior to the date of travel, using the Request for Out-of-Province Travel Approval form, available online at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>.
- From the Gaming Online Service webpage, follow these steps to navigate to the Request for Out-of-Province Travel Approval form:
 - Click “Launch Online Service” button.
 - Click “Special Approvals” (left hand side of the page).
 - Search for your organization using the organization name or L&G file #. Click the “Select” button beside your organization name.
 - Review the organization information to ensure you have selected the correct organization. Once you have verified all information, click the “Next” button at the bottom right side of the page.
 - If you have selected the wrong organization profile, click the “Back” button at the bottom left side of the page, to return to the organization search screen.
 - Select “Licence” and click the “Next” button.
 - Select “Special Approvals” and click the “Next” button.
 - Select “Special approval request to use gaming funds for out-of-province travel” and click the “Next” button.
 - Follow the remaining prompts to submit the Request for Out-of-Province Travel Approval form.

14. How quickly do we have to spend our grant funds?

- PACs must disburse grant funds within 36 months of the date that the grant funds were received by the PAC.
- DPACs must disburse grant funds within 12 months of the date that the grant funds were received by the DPAC.

- Guideline 6.2 of the PAC & DPAC Guidelines & Conditions provides additional important information regarding the timeframe to disburse grant funds. All PAC/DPAC grant recipients are strongly encouraged to read this information.

15. What are the reporting requirements for PAC/DPAC grant recipients?

- All PAC/DPAC grant recipients must submit a Gaming Account Summary Report to the Community Gaming Grants Branch within 90 days of the PAC/DPAC's fiscal year end. The report must not be submitted prior to the PAC/DPAC's fiscal year end.
- 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>.
- Guideline 6.4 of the PAC & DPAC Guidelines & Conditions provides additional important information regarding the Gaming Account Summary Report. All PAC/DPAC grant recipients are strongly encouraged to read this information.

16. What should the PAC do if the school it represents is closing or downsizing?

- When a school closes or substantially downsizes student enrollment, that school's PAC is encouraged to disburse funds from its Gaming Account to another eligible PAC, proportionate to the reassignment of students.
- In the case of a new school, the previous school's PAC is encouraged to disburse funds from its Gaming Account to the newly formed PAC, proportionate to the reassignment of students.
 - Please note: The newly formed PAC must have a Gaming Account in order to receive this funding and must comply with the Conditions for a PAC/DPAC Grant.
- If the PAC is unable to disburse grant funds to another eligible PAC, the remaining grant funds must be returned to the Minister of Finance. In these circumstances, PACs must contact the Branch at CommunityGamingGrants@gov.bc.ca for further instruction.

17. Where can we get more information about PAC grants?

- Visit the PAC and DPAC Grants page on the Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>.

18. Contact Information

Web: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>

Email: CommunityGamingGrants@gov.bc.ca

Phone: 250-356-1081

Toll-free: 1-800-663-7867