

## **PARENT ADVISORY COUNCIL COMMUNITY GAMING GRANTS – FREQUENTLY ASKED QUESTIONS**

This document provides information for Parent Advisory Councils (PACs) associated with schools in B.C. that wish to apply for, or have already received, Community Gaming Grants. This information document is provided for your convenience; it does not replace or take priority over the published program Guidelines or the Conditions for a PAC/DPAC Grant 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?**

Any Parent Advisory Council (PAC) or equivalent group (such as 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. The PAC or equivalent group must be an autonomous group whose membership consists of parents or guardians of students attending the school. Grant funds must remain under the control and management of the PAC or equivalent group. Schools, school boards, independent school authorities and First Nations school boards are not eligible for the grant.

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

Yes. The parent support group must be separate from management of the school, independent school authority, or First Nation. 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 PAC Community Gaming Grant?**

As PAC grant amounts are based on the student enrollment at the start of the previous school year, PACs at new schools are not eligible to receive a PAC grant until the school has been open for at least 12 months.

The branch only funds each student once; students enrolling at the new school will already be included in the enrollment numbers for their former school(s). Per section 12 of the Conditions for a PAC/DPAC Grant, when a school is closed or downsized significantly, the PAC may compensate for the reassignment of students by disbursing funds from its gaming account to the new PAC. PACs are expected to cooperate with other PACs where substantial adjustments have been made.

#### **4. To receive a grant does our PAC have to apply every year?**

Yes. PAC grants are annual. The application period is from April 1 to June 30 each year. Grants are issued by September 30. Only online applications are accepted. Please see frequently asked question #5 for information about how to apply.

#### **5. How do we apply?**

To get started with your online application, follow the “how to apply” steps for PAC and DPAC grants at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>.

If you are a returning applicant:

If your PAC has received a grant or gaming event licence in the past, you can search for your organization using your PAC's licensing and grants (L&G) file number instead of by your PAC's name. The L&G file number is located in the top right-hand corner of the most recent letter you received from the branch. If you can't find your L&G file number, please contact the branch through the “Contact Us” page of our website (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/contact-us>).

If you are a new applicant:

If your PAC is new or has never submitted a grant or licence application to the branch, do a quick name search from the “Organization Search” page to confirm your organization is not in our system. After doing this, look for the “New Applicant” button and click it to add your organization details.

#### **6. Our PAC missed the application deadline. Will our late submission be considered?**

While your PAC may submit a late application, it would be unfair if the branch made exceptions for specific organizations. Therefore, your application will be processed once all other applications received on time have been processed and paid. There is no guarantee you will receive a grant and it is unlikely you will hear from us until after the posted ‘final notification’ date.

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

As you complete the online application you can print a copy page by page on your own printer. At the top right of every online application page is a “Printer Version” button that allows you to print that page. Be sure to print each page before clicking the “Next” button at the bottom of the page.

There will be a confirmation page at the end of the application process which confirms that the branch has received your application. The confirmation page also shows your application identification (ID) number; record this number so you can refer to it if you need to discuss your application with the branch.

At minimum, we recommend that you print the confirmation page and retain it in your records.

You can monitor the progress of your application via the online application status tool at: <https://www.gaming.gov.bc.ca/gaming/report/WebReports.do>. On that page, select “Community Gaming Grants” and enter your application number. Your application should appear within one or two business days of your having filed it online.

## 8. How is the PAC grant amount determined?

Each year the Province determines the amount of the grant. It is a per-student amount based on prior year enrolment. Enrolment figures are provided by the Ministry of Education.

Currently, PAC grants are a minimum of \$20 per student.

## 9. How can a PAC spend its gaming funds?

PAC funding is intended to benefit students by enhancing their extra-curricular opportunities. Grant funds may be used to pay for goods and services used by students for, or primarily for, extra-curricular activities. Grant funds may not be used to pay for goods or services used primarily by teachers to deliver curriculum or by students to complete curriculum requirements.

Materials that are not required in the teaching or completion of curriculum but which assist in doing so, such as tablets, smart boards and other “enhanced educational” items, are not eligible for PAC funding.

**Eligible** uses of gaming funds to support student extra-curricular activities include the following:

- Student publications: newsletters, yearbooks;
- Student competitions: writing, debating, chess, music;
- Student computers: software, hardware, accessories;
- Student societies: drama club, student society;
- Student ceremonies: graduation, dry grad;
- Student conferences or educational field trips within B.C.;
- Uniforms and equipment for extracurricular activities;
- Sports or playground equipment;
- Awards and trophies;
- Scholarships and bursaries for post-secondary education (paid directly to the students);
- Capital acquisitions directly benefiting students, such as playground equipment;

- Student conferences, presentations or out of school field trips within BC;
- Emergency, safety or earthquake related supplies or equipment;
- Student transportation and travel within B.C.;
- With prior branch approval, student transportation and travel outside B.C., where the student group:
  - 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; or
  - Is entered in a recognized competition in which there is a formal evaluation or adjudication process.

**Ineligible** uses of PAC gaming funds include the following (from section 8 of the Conditions for a PAC/DPAC Grant, found at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>):

- Curricular activities or purposes (e.g. tablets and smart boards used in class);
- Disbursements outside of the province unless approved in advance in writing by the branch;
- Out-of-province travel, unless approved in advance by the branch;
- Out-of-province or out-of-country aid;
- Past debt, loan or interest payments;
- Sustaining or endowment funds;
- Extra lighting, curtains, props, etc. for in-school theatre/drama classes;
- Replacing the gymnasium floor;
- Digital news reader boards;
- Goods and services that benefit the parents (e.g. workshop for parents)
- British Columbia Confederation of Parent Advisory Councils membership fees;
- Teachers on call (to attend field trips to assist with supervision)
- Staff luncheons; and/or
- Professional development of staff.

## 10. Can a PAC give grant funds to the school or school district?

No. Per section 10 of the Conditions for a PAC/DPAC Grant, PACs are not permitted to make advances or donations of gaming funds to a school or school district. However, the PAC may reimburse the school, school district, school group, or an individual for eligible disbursements as long as supporting documentation is retained in the PAC's gaming records. It is preferred that the PAC pays suppliers of goods and services directly whenever possible because this creates the shortest paper trail.

### **11. Our PAC provides scholarships and bursaries for students attending post-secondary education. Should we make the cheque payable to the student or the educational institution?**

Scholarships are only eligible when they are provided to a current student of the school who is graduating in the current year. Make the cheque payable to the student. Grant funds must be disbursed within British Columbia directly to the eligible beneficiary, not to a third party. The requirement that cheques be issued directly to the student provides the branch with assurance that the scholarship or bursary program is a PAC program and that the PAC has established selection criteria and procedures for awarding the scholarships or bursaries.

### **12. How do we request approval for out-of-province travel?**

You can request approval by emailing the Community Gaming Grants Branch at [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca). The email should include the reason for out-of-province travel, the proposed dates of the travel, the number of people travelling, the destination and the estimated cost.

Be sure to provide all the requested information at least four weeks before the proposed travel start date so the Community Gaming Grants Branch will have sufficient time to review the request.

### **12. How quickly do we have to spend our gaming funds?**

It depends on the source of the gaming funds. Per section 11(b) of the Conditions for a PAC/DPAC Grant, PACs and parent support groups may accumulate PAC Community Gaming Grant funds for up to three years (i.e. 36 months) without prior approval from the branch. Other PAC gaming funds, such as those earned through licensed gaming or received from service clubs, must be disbursed within 12 months of receipt.

### **13. What are the reporting requirements of the Community Gaming Grants?**

All PAC organizations that receive Community Gaming Grants must submit a Gaming Account Summary Report to the Community Gaming Grants branch annually within 90 days after the PAC's fiscal year end. The report must not be submitted prior to the PAC's fiscal year end. Blank copies of the report form can be downloaded online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf>.

### **14. Our school is closing, what should we do with our gaming funds?**

Per section 12 of the Conditions for a PAC/DPAC Grant, when a school is closed or downsized significantly, the PAC has two options. It may, acting on its sole discretion, compensate for the

reassignment of students by disbursing funds from its gaming account to another eligible PAC. Gaming Account Summary Reports are required until all gaming funds have been distributed and the gaming account is closed. Alternatively, the PAC may return the funds to the Province by making a gaming account cheque payable to the Minister of Finance and mailing it to:

Community Gaming Grants Branch  
PO Box 9892 Stn Prov Govt  
Victoria, BC V8W 9T6

## **15. Where can we get more information about PAC grants?**

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

## **16. Contact Information**

**Mail:**

Community Gaming Grants Branch  
Ministry of Municipal Affairs and Housing  
PO Box 9892 Stn Prov Govt  
Victoria, BC V8W 9T6

**Location:**

Community Gaming Grants Branch  
Ministry of Municipal Affairs and Housing  
6th Floor, 800 Johnson Street  
Victoria, BC V8W 1N3

**Web:** <https://gov.bc.ca/gaminggrants>**E-mail:**[CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)**Phone:** 250-356-1081

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