

## Information Sheet: Service Clubs Checklist – Use of Grant Funds

This document provides information for service clubs wishing either to donate community gaming grant funds to eligible individuals/organizations or to use gaming grant funds to support the service club's own programs.

Service clubs must ensure that donation recipients, and the recipients' intended uses of grant funds, meet all eligibility criteria outlined in the Community Gaming Grants Program Guidelines and Conditions for a Community Gaming Grant (Conditions). These documents can be found of the Community Gaming Grants Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>

This document is an unofficial summary of sections 3.1, 3.5, 4.3, 4.5 and 7.1 to 7.4 of the program guidelines, and of items 7 to 19 of the Conditions. This supplementary document is provided for convenience and guidance; it is not intended to be a replacement for the official documents mentioned above.

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## 1. Donations to Eligible Organizations

Through the Community Donation Program your service club may donate grant funds to an organization as long as the recipient organization and its program(s) meet all the requirements in the following table.

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<input type="checkbox"/>	<p><b>Requirement A: Is the recipient organization eligible to receive donated gaming funds from your service club?</b></p> <p>All of the following statements about a recipient organization must be true in order for the organization to be eligible to receive donations of gaming funds from your service club.</p> <table border="1"> <thead> <tr> <th style="width: 10%;">True</th> <th style="width: 10%;">False</th> <th>The recipient organization is:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Not-for-profit.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Delivers at least one program that benefits the community.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> 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<input type="checkbox"/>	<b>Requirement B: Is the program that will receive the donated gaming funds eligible?</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Not delivered through a contract or under a funding agreement.
<input type="checkbox"/>	<input type="checkbox"/>	Not for research purposes.
<input type="checkbox"/>	<input type="checkbox"/>	Not for provision of subsidized housing (e.g. senior housing complexes, low cost housing, etc.).
	<b>True</b>	<b>False</b>
	<b>The recipient program is:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Not for vocational training, such as employment programs or professional development.
<input type="checkbox"/>	<input type="checkbox"/>	Not an economic development or tourism program.
<input type="checkbox"/>	<input type="checkbox"/>	Not religion-based ceremonies, celebrations, services, temple, church, synagogue or mosque activities, etc. that benefit mainly the congregants of that place of worship. Funds cannot be used for renovations or maintenance of religious facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Not an individual sports team.
<input type="checkbox"/>	<input type="checkbox"/>	Not a capital project.

## 2. Donations to Individuals or Families

One-time donations are permitted to an individual or family in the community when the donation will provide emergency assistance or relieve an exceptional condition or circumstance.

## 3. Using Gaming Grants to Support Your Service Club's Own Programs

A service club that delivers its own programs, in addition to its community donations program, must apply for these as separate programs within one Community Gaming Grant application.

For each program, the information indicated in the box below must be submitted.

<input checked="" type="checkbox"/>	<b>Required Information</b>
<input type="checkbox"/>	For each program: <ul style="list-style-type: none"> <li>• How long the organization has delivered the program;</li> <li>• How grant funds will be utilized. Provide an itemized listing;</li> <li>• The activities and delivery of the program (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability and community support); and</li> <li>• The number of people who will participate in, or benefit from, the program.</li> </ul>
<input type="checkbox"/>	Program revenue and expense statement for your last fiscal year.
<input type="checkbox"/>	Program budget showing anticipated revenue and projected expenses.

## 4. Scholarships and Bursaries

Information about how scholarships or bursaries may be an eligible disbursement is described in section 7.3 of the program guidelines.



## Community Gaming Grants Branch

### 5. Contact Information

**Mail:**

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

**Web:**

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

**Location:**

Community Gaming Grants Branch  
Community and Legislative Services Division  
3rd Floor, 800 Johnson Street  
Victoria, B.C. V8W 1N3

**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.