

Gaming Policy and Enforcement Branch – Licensing and Grants Division

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Telephone: (250) 387-5311 | **Web:** www.pssg.gov.bc.ca/gaming/

L&G File#: (for your organization)

BEFORE YOU START

Use this form to apply for a community gaming grant to support community programs.

- Review the '[Guidelines – Applying for a Community Gaming Grant](#)'. *
- Review the '[Community Gaming Grant – Pre-Application Checklist](#)'. *
- Submit only one application for a community gaming grant per year.
- Applications can be completed and submitted using the online service at: www.pssg.gov.bc.ca/gaming/
- If applying by mail, use the [latest version of this form](#). *
- Items in 'Section 5 – Additional Requirements (Application Attachments)' are required to complete this application.
- Late or incomplete applications will generally be returned to the applicant without being processed.
- Do not fax or e-mail your application, it will not be accepted.
- Confirm your application has been received by viewing application status at: www.pssg.gov.bc.ca/gaming/

* Available at: www.pssg.gov.bc.ca/gaming/grants/forms-guidelines.htm

NOTE: Do not use this form to apply for a major capital project grant or PAC/DPAC grant.

Sectors and annual application timelines:

Arts and Culture	Apply between Feb 1 and May 31. Final notification by Aug 31.
Sport	Apply between Feb 1 and May 31. Final notification by Aug 31.
Public Safety	Apply between Jul 1 and Aug 31. Final notification by Nov 30.
Human and Social Services (including service clubs/organizations)	Apply between Aug 1 and Nov 30. Final notification by Feb 28.
Environment	Apply between Jul 1 and Aug 31. Final notification by Nov 30.

SECTION 1 – ORGANIZATION INFORMATION
PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)		
Organization mailing address: Unit, Street, and/or PO Box	City	Postal Code
Organization physical address: (if different than above) Unit and/or Street	City	Postal Code
B.C. society number: (if the organization is a registered society in B.C.)	On what date did your organization start operating? (approximate date)	Fiscal year end: (month and day)
General program/service(s) or purpose(s) of your organization: (e.g. food bank, meal program, youth sports programs, etc.)		

SECTION 2 – ORGANIZATION DETAILS

Sector: (this application is for grant funding for programs within which of the following sectors – choose one only – funding sector is based on purposes outlined in your organization's constitution)			
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Sport	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> Human and Social Services (incl. service clubs/organizations)	<input type="checkbox"/> Environment		
Is your organization a service club? (e.g. Lions, Elks, etc.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If your organization is a service club, list the recipient organization(s), or your own programs? (attach an additional sheet if necessary)			
Number of eligible voting members:	Number of board members:	Date of last annual general meeting: (DD-Mon-YYYY)	Number of voting members attending the last annual general meeting:

SECTION 3 – PROGRAM FUNDING REQUEST

List the programs for which you seek grant funding and indicate the amount being requested for each program. Attach an additional sheet if more space is required. **For each program listed, Section 4 must be completed.**

'Total Grant Request' cannot exceed \$100,000 for individual organizations, \$225,000 for regional organizations and \$250,000 for provincial organizations.

If applying for capital project funding, see the last page of this application form.

Program name: (list the program names for which you are seeking grant funding)	Requested amount:
	\$
	\$
	\$
	\$
Total grant request:	>>> \$

SECTION 4 – PROGRAM INFORMATION

This section must be completed for each program listed in 'Section 3 – Program Funding Request'. If you have more than one program, print and complete this page for each.

Program name:
Describe the activities and delivery of the program: (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability, and community support – attach an additional sheet if necessary)
How long has your organization delivered this program: (in years and months)
What level of grant funding are you requesting for this program? \$
Describe in detail how the grant funds will be used: (e.g. wages, rent, etc. – attach an additional sheet if necessary)
Does this program receive any provincial or federal funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the grant funds be used for out of province travel? (if YES, a 'Request for Out-of-Province Travel Approval' must be submitted with this application) <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the grant funds be used for a major capital project that has a total value greater than \$20,000? (if YES, see the information about using gaming funds for capital projects on the last page) <input type="checkbox"/> Yes <input type="checkbox"/> No
How many people will participate in, or benefit from, this program?
Does this program have a child care / day care licence(s)? (if YES, a copy of each must be submitted with this application) <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5 – ADDITIONAL REQUIREMENTS (APPLICATION ATTACHMENTS)

<input checked="" type="checkbox"/>	The following are required to complete this application: (submit all necessary documentation with this application)	
Organization information:		
<input type="checkbox"/>	Constitution and bylaws	New applicants must submit their organization's constitution and bylaws. Repeat applicants must submit changes to their organization's constitution and bylaws.
<input type="checkbox"/>	Board of directors list	Up-to-date information about the organization's board of directors must be provided; the list must include: names; addresses; home and work phone numbers; e-mail addresses; and positions held on the board.
<input type="checkbox"/>	Annual general meeting minutes	Minutes from the organization's most recent annual general meeting must be provided. The AGM minutes must include verification that a democratic election of the board of directors was held. If the most recent election of the board was not held during the AGM, provide additional, dated documentation (meeting minutes) showing details.
<input type="checkbox"/>	Sports organization information	Sports organizations that are <u>not</u> provincial sport organizations must provide the following information:
		Number of registered players:
		Number of registered players 18 years and under:
<input type="checkbox"/>	Scout / cadet organization information	Scout / cadet organizations must provide the following information:
		Number of registered scouts / cadets:
Program information: (for each program, in section 3 and 4, for which funding is requested, provide the following)		
<input type="checkbox"/>	Program budgets (for the current fiscal year and next fiscal year)	Program budgets for the current fiscal year and next fiscal year (for each program for which funding is requested) must be provided. The program budgets must detail confirmed and potential revenue sources and all planned expenditures. Federal or provincial government funding, including contract or grant monies, must be clearly identified.
<input type="checkbox"/>	Program revenues and expenditures (for the previous fiscal year)	Actual revenue and expenditure information for the programs from the previous fiscal year must be provided.
<input type="checkbox"/>	Minor capital project quotes	If applicable, professional quotes for minor capital projects that will use gaming funds are required.
<input type="checkbox"/>	Child care / day care licences	If applicable, provide copies of any child care / day care licences for the programs for which you are seeking funding.
Financial information for the organization:		
<input type="checkbox"/>	Organization financial statements	Complete annual financial statements must be provided for the organization's previous fiscal year, including: <ul style="list-style-type: none"> Revenue and expense statements clearly showing all sources of revenue with gaming funds identified. Balance sheet listing all assets and liabilities of the organization and with restricted funds clearly identified.
<input type="checkbox"/>	Organization budgets	The organization's budget for the current fiscal year and next fiscal year must be provided. Include anticipated gaming revenue and expenditures.
<input type="checkbox"/>	Gaming Account information	You must have a dedicated bank account, called the 'Gaming Account' in order to receive grant monies. The money for an approved grant will be transferred electronically to this account.
		<input checked="" type="checkbox"/> Choose one of the following options:
		<input type="checkbox"/> Gaming Account information is on file with the branch and there are no changes.
		<input type="checkbox"/> I will include a copy of a void cheque from the Gaming Account with this application.
<input type="checkbox"/>	Gaming Account Summary Report	This report must be provided for the previous fiscal year, if gaming funds were received during that year, or if there was a balance remaining in your gaming account. The Gaming Account Summary Report form is available on the Gaming Policy and Enforcement Branch website (www.pssg.gov.bc.ca/gaming/grants/forms-guidelines.htm).

SECTION 6 – CERTIFICATION

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization (the “applicant”) making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming Policy and Enforcement Branch (“GPEB”) and all directives issued by the General Manager, whether published or issued before or after the date of this application.
- Upon dissolution of this organization, all unused grant funds and assets purchased with grant funds will be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within British Columbia.
- The applicant understands and confirms that any information submitted herein may be disclosed by GPEB publicly, in compliance with the Freedom of Information and Protection of Privacy Act.

Two board members of the organization (officers) who are responsible for the application: (both must sign this form)					
1	Position: (with the organization)		First name:		Last name:
	Address: Unit and Street		City		Province Postal Code
	Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)		Signature: X		Date signed: (DD-Mon-YYYY)
2	Position: (with the organization)		First name:		Last name:
	Address: Unit and Street		City		Province Postal Code
	Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)		Signature: X		Date signed: (DD-Mon-YYYY)
Submitter: (if the submitter is one of the people above, include only their name below)					
3	Position: (with the organization)		First name:		Last name:
	Address: Unit and Street		City		Province Postal Code
	Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)				
Contact Person: (if the contact person is one of the people above, include only their name below)					
4	Position: (with the organization)		First name:		Last name:
	Address: Unit and Street		City		Province Postal Code
	Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address)				

SECTION 7 – DELIVERY METHOD

Results can be delivered to you by e-mail or by Canada Post, or you can view them by signing onto the Gaming Online Service with a BCeID username and password. For more information about BCeID, contact the branch.

<input checked="" type="checkbox"/>	Select your preferred delivery / notification method: (choose one only)	
<input type="checkbox"/>	E-mail (provide a valid e-mail address in the space to the right – ensure that your e-mail is set up to allow messages that are sent from Gaming Policy and Enforcement Branch e-mail addresses – gamingonlineservice@gov.bc.ca and gaming.branch@gov.bc.ca)	
<input type="checkbox"/>	Canada Post (your organization's mailing address will be used; if we do not have a mailing address on file, the physical address will be used)	
<input type="checkbox"/>	Gaming Online Service (using your BCeID account – must be a Business BCeID account that is registered with the branch)	

SECTION 8 – USING GAMING PROCEEDS FOR CAPITAL PROJECTS / ACQUISITIONS

Capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development. See section 5.3 of the 'Guidelines for Applying for a Community Gaming Grant'.

Minor Capital Project

- A project with a total cost of \$20,000 or less that is essential to the delivery of your organization's approved programs is considered a minor capital project.
- Include the project as one of the planned uses of grant funding described for the program in Section 4 of this application form (please note, this is not considered a separate program). A separate application form is not required.

Major Capital Project (grants not available until further notice)

- A project with a total cost of more than \$20,000 that is essential to the delivery of your organization's programs is considered a major capital project. Major capital projects must provide significant community benefit and be accessible to the public.
- Service organizations planning to donate grant funds to a major capital project must ensure the project has been pre-approved by the branch.

Capital Acquisitions

- Equipment essential for the direct delivery of an approved program (e.g. computers, furniture or vehicles) are considered an expense of the program.

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess your eligibility for a community gaming grant.
Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.