

Direct Access Grant – Pre-Application Checklist

Before starting to fill out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Branch.

NOTE: For online applications, do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted the application is submitted.

<input checked="" type="checkbox"/>	Required Information	Direct Access Grant – Pre-Application Checklist
<input type="checkbox"/>	Organization/group information: <ul style="list-style-type: none"> • Full, legal name (if applicable); • Mailing address associated with the organization/group; and • Program/service or purpose of the organization/group. 	
<input type="checkbox"/>	Constitution and bylaws (This applies to organizations/groups that are new to the Branch and to organizations/groups that have changed since their most recent application.) *	
<input type="checkbox"/>	Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. *	
<input type="checkbox"/>	Total number of eligible voting members.	
<input type="checkbox"/>	Most recent annual general meeting minutes, including the election of the board and the number of eligible voting members who attended the meeting. *	
<input type="checkbox"/>	Complete financial statements for your organization/group: <ul style="list-style-type: none"> • Balance sheet from the previous year; * • Revenue and expense statements from the previous year; * • Current year’s budget; * • Next year’s budget; * and, if applicable • The Gaming Account Summary Report for the previous year. * <p>NOTE: Currently, organizations/groups are not asked for this information when completing an online application. However, this information <u>is</u> required and online applicants must either provide scanned copies in PDF or JPEG format or submit paper copies by mail. Mail-in applications must include paper copies of this information.</p>	
<input type="checkbox"/>	Voided cheque from your gaming account (required of organizations/groups that are new to the Branch and those that have made changes since their most recent application). The voided cheque must be pre-printed by a financial institution and must include your organization’s full name and the words GAMING ACCOUNT imprinted on it. * <p>NOTE: Organizations/groups new to the Branch must open their Gaming Account <u>before</u> applying.</p>	

* Online applicants must either provide a scanned copy of this information in PDF, JPEG, DOC, or XLS format or submit paper copies by mail. Mail-in applications must include paper copies of this information.

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<input checked="" type="checkbox"/>	Required Information	Direct Access Grant – Pre-Application Checklist
<input type="checkbox"/>	For each program, revenue and expense statements for the previous fiscal year. *	
<input type="checkbox"/>	For each program, budgets for the current fiscal year. *	
<input type="checkbox"/>	For each program, budgets for the next fiscal year. *	
<input type="checkbox"/>	For each program: <ul style="list-style-type: none"> • How long the organization/group has delivered the program; • How grant funds will be utilized; • The activities and delivery of the program (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability and community support); • The number of people targeted by the program; • The number of people expected to participate in the program; • If applicable, a copy of the daycare licence; * and • Sports groups that are not provincial sport organizations must provide a list of team names, numbers of players per team and the age groups of participants on each team. * • Scout and Cadet groups must provide a list of registered participants and leaders. * 	
<input type="checkbox"/>	Board positions, names, home addresses, e-mail addresses and phone numbers of 2 – 4 members of the organization/group associated with the application: <ul style="list-style-type: none"> • Two must be named as Officers Responsible for the Application; • One must be named as the Submitter (an Officer Responsible may also assume this role); and • One must be named as the Contact Person (an Officer Responsible may also assume this role). <p>NOTE: The Contact Person must be accessible during regular office hours.</p>	

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