

PAC and DPAC 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	PAC and DPAC Grant – Pre-Application Checklist
<input type="checkbox"/>	PAC/DPAC information: <ul style="list-style-type: none"> • Full, legal name (if applicable) and • Mailing address for the PAC/DPAC. 	
<input type="checkbox"/>	Complete list of annexes/school(s) that your PAC/DPAC represents.	
<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. * NOTE: Organizations/groups new to the Branch must open their Gaming Account <u>before</u> applying.	
<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). NOTE: The Contact Person must be accessible during regular office hours.	

* 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.