

Conditions for a Direct Access Program Grant

The recipient of a Direct Access Program Grant must comply with the following conditions:

General Requirements

1. The grant recipient shall at all times fully comply with all provisions of the Gaming Control Act, all regulations and rules under the Gaming Control Act, all policies published by the Gaming Policy and Enforcement Branch (Branch), and all directives issued by the General Manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. All of the information contained in and submitted with the grant recipient's Application for a Direct Access Program Grant must be true and correct.
4. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

Funding Acknowledgement

5. The grant recipient must acknowledge the financial assistance of the Province of British Columbia on promotional materials for the funded program(s), including any signage used for funded capital projects.

Use of Grant Funds

6. Grant funds may only be used within BC to cover eligible costs essential to the delivery of an approved program, including, but not limited to:
 - a. Operational costs directly attributable to the delivery of the program, such as wages, utilities, facility rental, supplies, etc.;
 - b. Rental or purchase of equipment essential for the delivery of the program; or
 - c. In-province travel essential to the direct delivery of the program.
7. Grant funds cannot be used for the following ineligible costs:
 - a. Costs not related to the direct delivery of the approved program;
 - b. Travel that is social, recreational or invitational in nature or travel for Annual General Meetings, Board meetings, retreats, conferences or inter-league tournaments;
 - c. Out-of-province or out-of-country aid;
 - d. Past debt, loan or interest payments;
 - e. Sustaining or endowment funds;
 - f. Professional development of staff;
 - g. Subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted and/or funded; or
 - h. Out-of-province travel or expenditures, unless approved in writing by the Branch.
8. Grant funds cannot be used for purposes not approved by the Branch but may be redistributed amongst the grant recipient's approved programs. Any redistribution of funds must be documented in the financial information accompanying future applications for grant funding.
9. The grant funds must be fully disbursed within 12 months of receipt, unless otherwise approved in writing by the General Manager, and can be applied to eligible disbursements incurred any time during the organization's fiscal year in which they were received.
10. If an approved program is cancelled before the grant funds are fully disbursed, all remaining funds must be used toward another approved program or returned to the Minister of Finance.

Major Capital Projects

11. Major Capital projects include construction of new facilities, renovation of existing facilities, maintenance of existing facilities, and property development with a total cost of over \$20,000.
12. Gaming funds may be used for a major capital project that has been approved by the General Manager.
13. Gaming funds awarded for major capital project costs may be accumulated for up to three years from the receipt of the gaming grant.

Service Organizations

14. Service organizations must donate the grant funds to other community organizations and programs, including approved capital projects, meeting eligibility criteria outlined in the Guidelines – Applying for a Direct Access Program Grant.
15. Donations must directly benefit communities or community members, including individuals or families where relief is of a short-term nature or a one-time payment intended to relieve an exceptional or unusual condition or circumstance.
16. Service organizations may not use grant funds for their own programs unless the Branch has provided written approval for the program since August 19, 2002, when the Gaming Control Act was proclaimed.
17. Service organizations cannot receive grant funds from another service organization and cannot donate grant funds to:
 - a. Another service organization; or
 - b. Agencies and/or programs outside of British Columbia.
18. Service organizations are responsible for monitoring the use of grant funds by the donation recipient and are required to immediately report to the Branch any suspected or known instance where grants funds are not used for eligible purposes consistent with Conditions 1 through 13.

Financial Control Requirements

19. The grant recipient must:
 - a. Maintain a gaming account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, bingo affiliation or gaming fund donations from service organizations.
 - b. Obtain cheques for the gaming account that have the organization's full name and the words "Gaming Account" imprinted on them.
 - c. Maintain gaming account records that clearly show the amount and purpose of each transaction.
 - d. As part of the gaming records, secure and retain all account and transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.
 - e. Keep a record of all volunteered hours, material and equipment donations that comprise all or part of the local funding requirement, and retain the information as part of the gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed.
 - f. Ensure the cheques issued against the gaming account are signed by at least two of the organization's signing officials; at least one of which must be an officer of the organization;
 - g. Use electronic transfers and/or automated debits from the gaming account only where the current board of directors has authorized the transactions in writing. The authorization document must specify the purpose and maximum dollar amount permitted for electronic transfers and/or automated debits, and must be included with the gaming account records.
20. Cash transactions from the gaming account are not permitted.

Audit and Financial Reporting Requirements

21. The grant recipient must file a Gaming Account Summary Report with the General Manager, within 90 days after the end of the recipient's fiscal year.
22. From time to time, the grant recipient may be required to provide audited statements and other information the General Manager may request.
23. The grant recipient will be audited periodically as required by the General Manager. Any report resulting from those audits may be disclosed publicly, in compliance with the Freedom of Information and Protection of Privacy Act.

Suspension, Revocation and Repayment of Grant Funds

24. If, in the opinion of the General Manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the General Manager may require the grant recipient to repay all or a portion of the grant funds, and/or suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the Gaming Control Act.