

CONDITIONS FOR DIRECT ACCESS PROGRAM GRANTS

APRIL 2003

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, 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 B.C. to cover eligible costs essential to the delivery of the 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.
 - c) In province travel essential to the direct delivery of the program.
- 7) Grant funds can not 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) Out-of-province travel or expenditures, unless approved in writing by the Branch.
- 8) Any changes to the approved program expenditures do not require prior approval from the Branch if the grant funds are used for:
 - a) The delivery of the program for which the grant monies were approved; and,
 - b) The eligible program costs, consistent with conditions 6 and 7 above.
- 9) The grant funds must be fully disbursed within 12 months of receipt of the gaming grant, unless otherwise approved in writing by the General Manager.
- 10) If the program is cancelled before the grant funds are fully disbursed, all remaining funds must be 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 major capital projects only where it has been specifically 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 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 cannot use grant funds for their own programs or operational costs, or donate grant funds to another service club or agencies/programs outside of British Columbia.
- 17) 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

- 18) The grant recipient must:
 - a) Maintain a gaming account, specified in the organization's legal name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming or bingo affiliations.
 - b) Obtain cheques for the gaming account that have the organization's legal 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) 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.
- 19) Cash transactions from the gaming account are not permitted.

Audit and Financial Reporting Requirements

- 20) 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.
- 21) The grant recipient shall provide audited statements and other information that the General Manager may request from time to time.
- 22) The grant recipient will be audited periodically as required by the General Manager.

Suspension, Revocation and Repayment of Grant Funds

- 23) 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.