GUIDELINES

Applying for a Community Gaming Grant

The community gaming grant program is a consolidation of the former direct access and bingo affiliation grant programs.

April 1, 2010

To stay current with Gaming Policy and Enforcement Branch policies, please visit the News and Updates page at: http://www.hsd.gov.bc.ca/gaming/news/index.htm
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Preamble

The community gaming grant program (CGG), a consolidation of the former direct access and bingo affiliation grant programs, ensures all eligible community organizations in B.C. have fair and equitable access to gaming funding.

The Province will continue to honour multi-year gaming grant commitments. All other organizations may apply for single-year grants of up to $100,000 each throughout the year, following the regular application process. Groups designated as provincial organizations, which deliver services province-wide, may be eligible for up to $250,000.

Youth arts, culture and sports groups will be eligible for grants in 2010/11, as will sports organizations serving people with a disability. A new sub-category of grants has been created specifically for fairs, festivals and museums.

Parent Advisory Councils (PACs) will receive $20 per student and District Parent Advisory Councils (DPACs) will receive $2,500 each.

Adult arts, culture and sports organizations and environmental groups are ineligible for funding in 2010/11. (Organizations that provide environmental awareness programs may be eligible for funding in the education community sub-sector of the human and social services sector.) Playground grants are not available in 2010/11. Major capital project grants are not available until further notice.

In addition to the regular reports required of organizations that receive grants, organizations will be required to describe how the broader community benefited from the programs/services funded through community gaming grants. Space has been provided in the Gaming Account Summary Report for this purpose.

For more information regarding grants and the consolidation of the two former grant programs, please go to the Gaming Policy and Enforcement Branch website at: www.hsd.gov.bc.ca/gaming/news/docs/2010-03-08.htm

For more information regarding the transition from bingo affiliation to the community gaming grant program, please go to: www.hsd.gov.bc.ca/gaming/news/docs/2010-03-19.htm
1. **INTRODUCTION**

   Community gaming grants provide funding to eligible organizations for direct delivery of approved ongoing programs to their communities.

1.1 **Role of the Gaming Policy and Enforcement Branch**

   Community gaming grants are administered by the Gaming Policy and Enforcement Branch, which also regulates gaming in British Columbia.

   The branch administers the Community Gaming Grants program and determines which organizations will receive grants, the grant amounts and makes grant payments to approved applicants.

1.2 **Role of the community gaming grant recipient**

   Grant recipients must meet specific criteria, be accountable for the funds they receive and comply with the Gaming Control Act, Gaming Control Regulation and conditions of the grant.

2. **COMMUNITY GAMING GRANTS**

2.1 **Who can apply for a community gaming grant?**

   Non-profit community organizations that directly deliver programs to their community may be eligible for a program grant. A program is defined as an ongoing service or activity designed to achieve one or more defined objectives.

2.2 **What is the maximum grant available?**

   Funding to a maximum of $100,000 annually may be approved for any combination of program costs and minor capital project costs. For province-wide programs, funding to a maximum of $250,000 annually may be approved.

   Each application is assessed on its own merit, and within the context of available funding and demonstrated community need. An application does not guarantee any level of funding. The requested amount may not be approved. The amount approved may vary from year to year.

   The amount approved may be limited if the amount requested raises federal and provincial government funding to more than 75 per cent of the total program cost. Community Gaming Grants are included in this calculation.

   The remaining 25 per cent may be satisfied in a variety of ways, such as fundraising, municipal contributions and in-kind support. This will ensure communities support funded programs.

   In-kind support may be fulfilled in any combination of volunteer time, donated labour, equipment, services and materials from other sources. Valuation of volunteerism and donations is based on:

   - Donated materials at verified fair market value
   - Donated accredited professional services at verified fair market value
   - General labour (e.g., administrative support): $10.00/hour
   - Skilled Labour (i.e., marketing, communications, Internet support): $25.00/hour

   Complete records of all volunteered hours and donated services or materials must be retained as part of the organization’s gaming records.

3. **ORGANIZATION ELIGIBILITY**

3.1 **What types of organizations are eligible to apply for a community gaming grant?**

   An organization may be eligible if it:

   - Is not-for-profit;
   - Operates primarily for community benefit;
• Provides programs that benefit the community and not solely its members’ interest;
• Has a voluntary and broadly based membership involved in the management and control of the organization and its programs. Generally, voting membership of the organization must be more than double the number of Board members.
• Delivers programs established and maintained by its volunteers;
• Has board members that are democratically chosen by, and from within, its volunteer base;
• Has board members that are Canadian residents, with at least two-thirds of the board residing in BC, and those board members do not receive remuneration or other financial benefit for their services as an executive member, and
• Meets the Province’s standards for financial accountability.

3.2 Does an organization have to be federally or provincially incorporated?

No. However, an organization that is provincially incorporated or registered as an extraprovincial society must be in good standing with the BC Registrar of Companies.

3.3 Are parent advisory councils eligible for a grant?

All public and independent school parent advisory councils (PACs) are eligible to receive $20 per student annually. All district PACs (DPACs) are eligible to receive $2,500 each year.

To receive funds, a PAC or DPAC must:
• submit a basic application form that confirms its existence;
• provide a void cheque from the PAC or DPAC gaming bank account; and
• comply with the conditions of its grant.

Grant funds must remain under the control and management of the PAC, whose membership is comprised of parents or guardians of students attending the school, or DPAC that receives them.

Section 7 of these guidelines also applies to PACs and DPACs. Further information regarding funding for PACs or DPACs, including eligible uses of grant funds, is outlined on the Application for PAC/DPAC Community Gaming Grant Funding.

3.4 Are service organizations eligible for a community gaming grant?

Yes. Service organizations meeting eligibility criteria in section 3.1 and with 10 or more voting members may apply for a grant, under the Human and Social Services sector, for donation to those community organizations and programs that meet all eligibility criteria for a community gaming grant.

One-time donations are also permitted to an individual or family within their community where the donation will provide emergency assistance or relieve an exceptional condition or circumstance.

Service organizations:
• Are responsible for monitoring how grant funds are disbursed by the donation recipient and required to report to the branch any instance where funds were used inappropriately;
• Must ensure a major capital project is approved by the branch before grant funds are donated towards the project. See section 5.3 for more information;
• May donate to an organization with which they are associated, as long as the recipient organization and programs meet all eligibility criteria, including a separate and democratically chosen board;
• May donate to hospital foundations towards the purchase of medical equipment;
• May use grant funds for their own programs where the branch has provided written approval for the program since August 19, 2002, when the Gaming Control Act was proclaimed;
• May retain up to seven per cent of community gaming grants to cover administrative costs; and
• Cannot receive grant funds from, or donate grant funds to, another service organization.
3.5 What types of organizations are ineligible for a Community Gaming Grant?

An organization is ineligible if it:

- Received more than $250,000 in the past 12 months through its own licensed gaming activities;
- Has more than 50 per cent of its previous year’s operating expenses on hand in the form of unrestricted cash and investments. Gaming funds are considered unrestricted funds for the purposes of this calculation. Internally restricted funds will be considered unrestricted after having been reserved for more than three years;
- Is for-profit;
- Is a not-for-profit business or an ancillary group sustaining a for-profit business;
- Is a political party, political action group or lobby group;
- Is a federal, provincial, regional, municipal, or other local government;
- Is a hospital, medical or health care facility;
- Is an educational institution or school;
- Is a penal institution or correction centre;
- Is a provincial or municipal library or museum;
- Has objectives, programs, or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia; and
- Has programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

4. PROGRAM ELIGIBILITY

4.1 What types of programs are eligible for grant funding?

Eligible programs provide a direct service to the community and are responsive to that community's needs and issues. Grant applicants must demonstrate how the programs for which they seek funding meet eligibility criteria and have benefitted, and will benefit, others.

These programs must fall within one of four sectors:

**Arts and Culture**

Programs that enhance performing arts, media arts, or visual arts, literature, heritage or culture for youth 18 years and under in the broader community. Also fairs, festivals and museums, which include cultural or heritage programs and/or displays of broad community interest suitable for all ages.

**Sports for Youth and People with a Disability**

Programs that enhance sports participation for youth 18 years and under and people of all ages with a disability.

**Human & Social Services**

Programs that significantly contribute to the quality of life in a community, including assisting the disadvantaged or distressed, promoting health or enhancing opportunities for youth. Service organizations and service clubs (see section 3.4) are included in this sector.

**Public Safety**

Programs that enhance and support public safety initiatives, disaster relief and emergency preparedness within British Columbia.

**Parent Advisory Councils (PACs) and District Parent Advisory Councils (DPACs)**

Funds must be used to benefit students by enhancing extracurricular opportunities. See Section 3.3.

4.2 What types of programs are ineligible for grant funding?

The following sectors/programs are ineligible for funding:
Applying for a community gaming grant April 2010

- Adult arts, culture and sports;
- Playground grants (PAC grants may be used to purchase playground equipment); and
- Environment (Organizations that provide environmental awareness programs may be eligible for funding in the education community subsector of the human and social services sector).

The following grant program is not available until further notice:
- Major Capital Project grants.

Programs that generally provide services exclusively to an organization’s membership are ineligible. These would include, but not be limited to:
- Subsidized housing programs; and
- Vocational training programs.

Programs that do not deliver an immediate service to the community, such as research, are ineligible. In addition, any program whose beneficiaries are outside of British Columbia is ineligible.

4.3 What criteria are used when assessing a program?

For a program to be eligible for funding, an organization must demonstrate that it has delivered the program within British Columbia for at least 12 months. Programs should also have:

Clear community benefit:
- Measurable benefits from the program.
- Demonstrated response to strong community interest or proven community priority.

Accessibility and inclusiveness:
- Opportunity for others to participate in the program, regardless of age, ability, ethnicity, gender, religion, income or sexual orientation, wherever possible.

Sustainability and lasting impact:
- A viable plan for ensuring resources are in place to continue the program.
- Potential for long-term community benefit from the program.

Community support:
- Financial or in-kind contributions (donated cash, labour, professional services, equipment, materials), corporate sponsors, and individual donors.
- Letters of support from others knowledgeable about the sector, community or program.
- Involvement of multiple partners (private, public or non-profit sector) in planning, doing or evaluating the program’s activities.

5. USING COMMUNITY GAMING GRANT FUNDS

5.1 How can community gaming grant funds be used?

Grant funds must be used within British Columbia to cover costs essential to the direct delivery of an approved program within the community.

Eligible costs include, but are not limited to:
- Operational costs attributable to the delivery of the approved program, including but not limited to items such as wages, utilities, facility rental, supplies, etc.
- Rental or purchase of equipment essential for the delivery of the approved program.
- Travel essential to the direct delivery of the approved program.
Out-of-province travel must be pre-approved by the branch and will be approved only in exceptional circumstances, such as:
- representing the province as a result of merit achieved through organized competition
- regional amateur competition in a recognized league that involves cross border travel, or
5.2 How soon must community gaming grant funds be disbursed?

Your organization must disburse its grant funds within 12 months of their receipt. If your organization cannot disburse its funds within the required timeline, it must request approval from the branch, in writing, to retain the funds for a longer period.

5.3 Can community gaming grant funds also be used for capital projects?

NOTE: Major capital project grants are not available until further notice.

Capital projects include the construction of new facilities, renovation or maintenance of existing facilities and property development.

If a capital project has a total cost of $20,000 or less and is essential to the delivery of an approved program, it may be included as one of the planned expenditures. A separate application form or pre-approval of the project is not required.

Separate from a community gaming grant, a limited amount of grant funding is available for major capital projects, which have a total cost of more than $20,000. To be approved for a separate grant, major capital projects must provide significant community benefit and be accessible to the public. A major capital project grant will not be provided unless the applicant organization provides matching funds.

Applicants must meet all eligibility requirements outlined in section 3.1. To apply for a major capital project grant, please complete and submit an Application for a Major Capital Project Grant.

Applications for major capital project grants are received between October 1 and November 30 of each year, with approved grants paid by March 31 of the following year.

5.4 Can community gaming grant funds be used for scholarships or bursaries?

A scholarship is provided to a student for post-secondary education on the basis of academic merit. A bursary is provided to a student for post-secondary education on the basis of financial need.

Scholarships or bursaries may be an eligible disbursement where:

- The scholarship/bursary program is offered by an eligible organization whose Board determines the selection criteria and procedure; and
- The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization’s members or their families.

5.5 Can community gaming grant funds be used for special events?

Special events, such as annual festivals, may be an eligible disbursement where:

- The event is part of an ongoing program being delivered by an eligible organization;
- There is direct benefit to the community throughout the year; and
- There is community benefit through free or subsidized performances.

For eligibility details, see section 4.1.

5.6 Is there anything for which community gaming grant funds cannot be used?

Grant funds cannot be used for:

- Costs not related to the direct delivery of an organization’s eligible programs;
- Travel that is social, recreational or invitational in nature or travel for Annual General Meetings, Board meetings, retreats, conferences or inter-league tournaments;
- Out-of-province or out-of-country aid;
- Medical treatment that is unavailable in the province.
- Capital acquisitions required for the delivery of an organization’s eligible programs, such as computers, furniture, or vehicles, which will be owned by the organization.

Upon dissolution of an organization, all unused gaming funds and assets purchased with gaming funds must 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 BC.
• Past debt, loan or interest payments;
• Sustaining or endowment funds;
• Professional development of staff; or
• Subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted and/or funded.

5.7 What acknowledgement is required?
The grant recipient must acknowledge the financial assistance of the Province of British Columbia in all project publicity and documentation (including any signage used for funded capital projects) by displaying the following written acknowledgement:

“We acknowledge the financial support of the Province of British Columbia.”

6. Applying for a Community Gaming Grant

6.1 How does an organization apply for a community gaming grant?
Organizations must submit the appropriate application form by the required deadline.

Application for a Community Gaming Grant is for eligible community organizations seeking funding for ongoing programs to their communities.

Application for PAC/DPAC Community Gaming Grant Funding is for use by PACs and DPACs.

Application for Major Capital Project Grant is for eligible community organizations wishing to apply for a grant to assist with funding a capital project with a total cost of $20,000 or more. Not available until further notice.

Application forms can be obtained from any Gaming Policy and Enforcement Branch office or government agent’s office and downloaded from www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm.

6.2 Can more than one application be submitted annually?
Only one Application for a Community Gaming Grant will be accepted per fiscal year of an organization.

A separate Application for a Major Capital Project Grant may also be submitted.

6.3 What are the deadlines for applying?
Complete application packages must be received in the branch's Victoria office by the appropriate deadline date.

Late or incomplete applications will generally be returned to the applicant without being processed.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Annual Application Timelines</th>
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<tbody>
<tr>
<td>Arts and Culture</td>
<td>Apply between February 1 and May 31. Notification by August 31.</td>
</tr>
<tr>
<td>Sports for Youth and People with a Disability</td>
<td>Apply between February 1 and May 31. Notification by August 31.</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Apply between July 1 and August 31. Notification by November 30.</td>
</tr>
<tr>
<td>Human and Social Services including Service Organizations</td>
<td>Apply between August 1 and November 30. Notification by February 28.</td>
</tr>
<tr>
<td>Parent Advisory Councils and District Parent Advisory Councils</td>
<td>Apply between April 1 and June 30. Notification by September 30.</td>
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7. **ACCOUNTABILITY FOR COMMUNITY GAMING GRANT FUNDS**

All conditions, including reporting requirements, for all types of gaming funds previously received by an organization must be satisfied before another application will be considered.

This includes, but is not limited to:
- Maintaining a separate gaming account in the organization’s full name;
- Having the organization’s full name and the words “Gaming Account” imprinted on the account cheques;
- Making all disbursements from the gaming account in accordance with specified grant conditions;
- Ensuring that cheques issued against the gaming account are signed by two signing authorities, at least one of whom must be an officer of the organization;
- Submitting a Gaming Account Summary Report within 90 days of the organization’s fiscal year end, detailing all gaming funds received and disbursed and describing how the broader community benefited from the programs/services supported by community gaming grants;
- Ensuring that records of cheques issued from the gaming account are accessible as part of the organization’s gaming records; and
- Retaining all forms, records and receipts obtained from disbursement of gaming funds for a period of five years from the end of the fiscal year in which the funds were received. Complete records of all volunteered hours, material and equipment donations that comprise the 25 per cent local funding requirement must be retained as part of the organization’s gaming records.

8. **RECONSIDERATION OF DECISION REGARDING AN APPLICATION**

Organizations may request that the branch reconsider its decision regarding an application for a community gaming grant.

A request for reconsideration must be submitted in writing to the Executive Director, Licensing and Grants Division, within 30 days of notification of the denial. The request must clearly state the reasons for requesting the decision be varied or overturned.

In the request the applicant may provide only clarifying information that addresses a possible misinterpretation(s) by the branch of the information submitted with the original application.

**New information or documents that substantively change the original application are not admissible in the reconsideration request.**

The Executive Director will conduct a thorough review to ensure the branch’s procedures, rules and conditions were applied fairly and properly, and will either vary or uphold the original decision. The written decision of the Executive Director will be the final step for that application. The decision will be sent to the affected organization within 60 days of receipt of the written request for reconsideration.

For more information about the Internal Review process, please see:
9. **CONTACT INFORMATION**

**Head Office**

Mailing address:

Gaming Policy and Enforcement Branch  
Ministry of Housing and Social Development  
PO Box 9310 Stn Prov Govt  
Victoria BC V8W 9N1

Location (for courier deliveries or visiting in person):

3rd Floor, 910 Government Street  
Victoria BC V8W 1X3

Telephone: 250 387-5311  
Facsimile: 250 356-8149  
E-mail: gaming.branch@gov.bc.ca  
Web: [www.hsd.gov.bc.ca/gaming/](http://www.hsd.gov.bc.ca/gaming/)

**Lower Mainland Regional Office**

Gaming Policy and Enforcement Branch  
Ministry of Housing and Social Development  
220 – 4370 Dominion Street  
Burnaby BC V5G 4L7

Telephone: 604 660-0245  
Facsimile: 604 660-0267

**Interior Regional Office**

Gaming Policy and Enforcement Branch  
Ministry of Housing and Social Development  
200 – 1517 Water Street  
Kelowna BC V1Y 1J8

Telephone: 250 861-7363  
Facsimile: 250 861-7362

**Northern Regional Office**

Gaming Policy and Enforcement Branch  
Ministry of Housing and Social Development  
211, 1577 – 7th Avenue  
Prince George BC V2L 3P5

Telephone: 250 612-4122  
Facsimile: 250 612-4130

**Other Key Contacts**

Audit and Compliance Division (Lower Mainland)................................. 604 660-0245  
Investigations Division (Lower Mainland).............................................. 604 660-0245  
Licensing and Grants Division (Victoria)............................................... 250 387-5311  
Registration and Certification Division (Victoria)............................... 250 356-0663