

Community Gaming 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 Gaming Policy and Enforcement Branch.

Please note, only complete applications will be processed by the Gaming Policy and Enforcement Branch. An application is considered complete when all supporting documentation has been received.

APPLICATION PROCESSING TIME:

Applications must be submitted within sector application periods (see www.gaming.gov.bc.ca/grants/community-gaming.htm). All applicants will be sent notifications indicating the results of their application by the final notification date for the sector they applied under (see previous link). If your organization has submitted an application but has not received notification by the final notification date, contact the Gaming Policy and Enforcement Branch (www.gaming.gov.bc.ca/eservice/resources/contact.htm).

NOTES:

- 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.
- To print an online application, complete and print each screen before clicking the “Next” button. Once you have completed the application it cannot be printed.
- If attaching documentation to an online application, click the “Browse” button in the appropriate section to find the file on your computer. Once you have found the correct file, click “Add” to attach it to the application. Repeat as necessary to attach all relevant documents.
- Related information and documents as well as general contact information are available on the Gaming Policy and Enforcement Branch website at: <http://www.gaming.gov.bc.ca>

<input checked="" type="checkbox"/>	Required Information	Community Gaming Grant – Pre-Application Checklist
<input type="checkbox"/>	Organization information: <ul style="list-style-type: none"> • Full, legal name (if applicable); • Mailing address associated with the organization; and • Program/service or purpose of the organization. 	
<input type="checkbox"/>	Constitution and bylaws (This applies to organizations that are new to the branch or have not applied for 3 years). Copies of Resolutions filed and approved by the Registrar must be provided *	
<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. *	

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- Online applicants must either provide a scanned copy of this information in PDF, JPG, DOC(X), or XLS(X) format or submit paper copies by mail. Online applications can have up to two (2) weeks to submit the mail-in documentation.
- Mail-in applications must include paper copies of this information. All supporting documentation must be received with the application by the sector deadline date as outlined on page one of the paper application or as outlined in section 6.3 of the Guidelines.

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<input checked="" type="checkbox"/>	Required Information	Community Gaming Grant – Pre-Application Checklist
<input type="checkbox"/>	Complete financial statements for your organization: <ul style="list-style-type: none"> • Balance sheet from the previous fiscal year; * • Revenue and expense statements from the previous fiscal year; * • Current fiscal year's budget; * • Next fiscal year's budget; * and • The Gaming Account Summary Report for the previous fiscal year (if applicable). 	
<input type="checkbox"/>	Voided cheque from your gaming account (required of organizations 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 new to the branch must open their Gaming Account <u>before</u> applying. Some banks de-activate accounts when there is no activity for a certain amount of time. Please contact your bank to ensure your gaming account status is active so, if approved, your grant funds can be electronically transferred without issue.	
<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 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 who will participate in, or benefit from, the program; • If applicable, a copy of the daycare licence; * • Sports organizations that are not provincial sport organizations must provide the total number of registered participants, the number who are 18 years and under, and the number who are 19 years and older. Each participant should only be included once* and • Scout and Cadet Organizations must provide the total number of registered scouts / cadets. * 	
<input type="checkbox"/>	Board positions, names, home addresses, e-mail addresses and phone numbers of 2 – 4 members of the organization 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.	

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