



Community Gaming Grants 2026 Program Grant Guidelines



Community Gaming Grants acknowledges with deep respect that our work takes place across the territories of First Nations throughout British Columbia. We recognize that these lands have been cared for by First Nations since time immemorial, and we are committed to learning from and with the communities whose territories we are privileged to work on.

Our main office is located on the territories of the ləkʷəŋən Peoples, now known as the Songhees and Esquimalt Nations. We raise our hands to their ancestors, Elders, knowledge keepers, and future generations.

As a provincial grant program, we are actively working to build meaningful, reciprocal relationships with Indigenous-led organizations. We understand that acknowledging territory is only one step in a broader journey of truth, accountability, and reconciliation. We are committed to reflecting on our responsibilities, examining the privileges we hold, and taking action to support Indigenous' communities.

COMMUNITY GAMING GRANTS

2026/27 Program Grant Guidelines Effective
February 1, 2026

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Preface: What's New in the 2026 Program Guidelines

Effective February 1, 2025, the Community Gaming Grants Branch transitioned from the Gaming Online Service to a new online platform. The new application form is designed to guide applicants to provide the right information and documents for their circumstances. The Program Grant Guidelines have again been updated to provide clarity about the policies and information required to support applicants through this process. Additional changes to the online system will be rolling out throughout 2026. Updates will be posted on the program webpages.

All applicants are strongly encouraged to review the Program Grant Guidelines in their entirety to ensure they understand all eligibility criteria.

The following changes have been made to the 2026 Program Guidelines:

- [Section 3.2](#): The eligibility criteria have not changed; however, this section has been restructured to provide clarity about government operated and controlled facilities.
- [Section 3.3](#): Minor language updates to provide transparency about available extensions to the restricted funds timeframes; and, how bad faith fund transfers and restrictions will impact applicants.
- [Section 4.2](#): The criteria have not changed but the term 'subsidized' was removed from housing as an ineligible program to clarify that market rentals are also not eligible for funding. The program continues to fund short term housing programs (e.g., emergency shelters, transition housing, etc.).
- [Section 4.3](#): New this year, the option to include in-kind contributions has been simplified. Moving forward, applicants may provide the in-kind contributions summary but no longer have to embed the revenues and expenses into the separate program actuals. The language also clarifies that only actual contributions from the previous fiscal year are considered, and in-kind projections for the current or future period are not reviewed.
- [Sections 5.2](#) and [5.3](#): The Renewed Funding form is not available in the 2026 grant year.

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Chapter One: Information for all Applicants



1. Program Overview

The Community Gaming Grants program distributes funds from commercial gambling revenues to not-for-profit organizations through three different funding streams: Program Grants, PAC & DPAC Grants, and Capital Project Grants.

Program Grant funding enhances community life through supporting programs that:

- **PROVIDE** opportunities for enrichment through participation in sport and the arts;
- **ENHANCE** and protect our local environment;
- **IMPROVE** quality of life for community members; and,
- **ENHANCE** and support the safety of our communities.

These grants ensure British Columbians from all regions of the province have access to programs and services that improve their quality of life, support local needs and build inclusive, vibrant communities.

Program Grants specifically fund ongoing programs (e.g., services or activities), as well as minor capital projects and capital acquisitions related to program delivery. An organization can receive funding to support one or more programs. Organizations seeking funding for major capital projects may also apply to the separate Capital Project Grant program.

Prior to applying, applicants should read all relevant chapters and appendices of the Program Guidelines to ensure that they understand all eligibility requirements for receiving a grant.



The Fernie Nordic Society

2. Available Funding

2.1 Funding Levels

Grants are awarded based on the demonstrated size and scope of an organization's program delivery and overall community benefit. Grant amounts may vary from year to year and the decision whether to award a grant, including any specific terms and conditions, rests with the grant manager, as set out in the *Gaming Control Act*.

The maximum grant amount an organization can receive depends on the delivery level of the program(s) for which funding is requested.

| Program Delivery Level | Maximum Grant Amount Per Year |
|-------------------------------------|-------------------------------|
| » Local organizations | » Up to \$125,000 |
| » Regional/Provincial Organizations | » Up to \$250,000 |

To be eligible for more than the local level of funding, an organization must deliver programming across multiple communities, serve a significantly large geographic area or be recognized as a regional or provincial lead in their sector.

See [Appendix I](#) for other factors the branch takes into consideration when assessing requests for levels of funding greater than Local.



Les Echos du Pacifique , Coquitlam

2.2 Sectors

The grant application process separates not-for-profit programming into five unique sectors, each with its own intake period. An organization may only submit one grant application per calendar year. The sector descriptions below provide a basic overview of the type of programming that may be eligible in each sector.

If an organization is unsure which sector their program(s) fall within, the application should be submitted in the sector that aligns most closely with the organization's purpose(s), as outlined in the constitution, or with the majority of the organization's eligible programming.

ARTS AND CULTURE

Organizations within this sector deliver programs that provide public access to and/or preservation of the arts, heritage or culture.

Examples of eligible Arts and Culture programs may include:

- Performing arts (e.g., theatre, music, dance).
- Media arts (e.g., film, video, sound, community radio, photography).
- Visual arts (e.g., painting, drawing, sculpture, ceramics).
- Literature.
- Art Councils.
- Children and youth art programming.
- Community and agricultural fairs and festivals (see [Section 4.1](#)).
- Heritage preservation (e.g., community museums, archives, historical displays).
- Indigenous and other cultural activities/events (e.g., sharing culture with the broader community).

SPORT

Organizations within this sector deliver organized sports programs to youth and amateur athletes. Programs include instruction and provide a pathway to development, with opportunities to compete.

Examples of eligible Sport programs may include:

- Youth sports that build foundational skills or a pathway to competition, and instructional adult sports (e.g., soccer, swimming, hockey, skating, basketball, baseball, biking, rowing/paddling, sailing, martial arts, skiing, etc.).
- Special Olympics.
- Seniors Games.

ENVIRONMENT

Organizations within this sector deliver programs that revitalize, protect or provide education about British Columbia's ecosystems and environment or that address animal welfare.

Examples of eligible Environment programs may include:

- Ecosystem conservation (e.g., land stewardship, invasive species removal, greenbelt and watershed protection/maintenance, garbage clean-up, etc.).
- Public education.
- Climate action (e.g., awareness, emissions reduction, alternative energy, etc.).
- Promotion of agriculture, food production and local food systems.
- Wildlife rescue and rehabilitation.

HUMAN AND SOCIAL SERVICES

Organizations within this sector deliver programs that improve the quality of life in a community by supporting the wellbeing of children, youth, families and/or seniors; by addressing equality issues (e.g., gender, LGBTQ2S+, race, etc.); by addressing the unmet needs of under-served groups; or, by providing public outreach and education regarding important social issues.

Examples of eligible Human and Social Services programs may include:

- Child and youth care and support (e.g., child care, kids' camps, after school programming, Scouts, Cadets, 4-H, etc.).
- Services for people living with a disability or health condition.
- Poverty reduction, food security and short-term housing programs (e.g., food banks, emergency shelters, transition housing programs, life skills, etc.).
- Mental health and counselling services (e.g., public education, outreach, substance use treatment, crisis services, etc.).
- Community building (e.g., neighbourhood houses, seniors' centres, services for newcomers, etc.).
- Indigenous wellness and community services (e.g., youth-elder programs, Friendship Centre programming, etc.).

PUBLIC SAFETY

Organizations within this sector deliver programs that enhance and support the safety of the community.

Examples of eligible Public Safety programs may include:

- Volunteer firefighting.
- Land or marine search and rescue.
- Amateur emergency radio.
- Trail and outdoor recreation safety (e.g., hiking, biking or snow trail education and maintenance).
- Disaster relief and emergency preparedness.
- Anti-racism programs (e.g., community-based Resilience BC Anti-Racism Network programs).
- Community crime prevention.
- Restorative justice initiatives.

2.3 Application Intake Periods

Organizations must apply during the intake period for the sector that most closely aligns with the programs and services they deliver. See [Section 2.2](#) for guidance.

| Program Type | Annual Application Timelines |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Arts and Culture | <ul style="list-style-type: none">» Apply between February 1 and April 30.» Notification by August 31. |
| Sport | <ul style="list-style-type: none">» Apply between March 1 and May 31.» Notification by September 30. |
| Public Safety | <ul style="list-style-type: none">» Apply between July 1 and August 31.» Notification by November 30. |
| Environment | <ul style="list-style-type: none">» Apply between July 1 and August 31.» Notification by November 30. |
| Human and Social Services | <ul style="list-style-type: none">» Apply between August 1 and November 30.» Notification by February 28. |



African Descent Festival Society, Vancouver

3. Organization Eligibility

3.1 Eligible Organizations

To be eligible for a grant, organizations must (meet all of the following criteria):

- Be a not-for-profit (including designated Community Service Cooperatives).¹ The organization must:
 - » Have a primary purpose to operate for community benefit.
 - » Provide programs that benefit the community and not solely its members' interest.
 - » Engage volunteers in the operation of the organization and/or program(s).
 - » Deliver programming that falls within one of the five sectors outlined in [Section 2.2](#).
- Have a voting membership that is inclusive and reasonably open to anyone with an interest in the organization and its programs. The voting membership must:
 - » Be involved in the management and control of the organization and participate in democratic voting processes as part of decision making for the organization.
 - » Not be restricted. Limitations on who may become a member will only be permitted if there is a defensible rationale (e.g., to ensure representation of an underrepresented group or organization or to fulfill bona fide operational requirements).
 - » Be more than double the number of board members.
 - » Be comprised of no more than two-thirds of members (including organizations) representing for-profit and/or government interests.
- Have a board whose members do not receive remuneration or other financial benefit for their services.² At least two-thirds of the board members must:
 - » Be democratically elected by the voting membership.
 - ▶ Board positions are periodically contested by election and are open to the organization's entire membership. Permanent board positions are not permitted.
 - ▶ Restrictions on who may hold board positions and board appointments are permitted only in instances where there is a defensible rationale (e.g., to ensure representation of an underrepresented group or organization or to fulfill bona fide operational requirements).
 - » Reside in B.C. (with exceptions described in [Section 3.4](#)).
 - » Not represent for-profit and/or government interests.

Not-for-profit organizations are not required to be provincially or federally incorporated. However, provincially incorporated not-for-profit organizations must be in good standing with the B.C. Registries and Online Services.

Extra-provincial non-share corporations³ must be in good standing with B.C. Registries and Online Services.

Federally incorporated extra-provincial non-share corporations are also required to be in good standing with Corporations Canada. For additional information regarding extra-provincial non-share corporations, please see [Section 3.4](#).

¹ An asset locked Community service Cooperative designated as such under Part II of the *Cooperative Associations Act*.

² As set out in the *Societies Act*, organizations must report the remuneration of directors who received remuneration for being a director or acting in another capacity, as a note in the financial statements.

³ A member-funded society, as per the *Societies Act*, is funded primarily by its members to carry out activities for the benefit of the members. Upon dissolution or liquidation, a member-funded society may distribute its money and other property to its members.

3.2 Ineligible Organizations

An organization is ineligible for a grant if it:

- Is for-profit.
- Is a member-funded society.⁴
- Is a cooperative (except designated Community Service Cooperatives).⁵
- Is a community contribution company (C3).⁶
- Is an ancillary group sustaining a for-profit business.
- Is a chamber of commerce or board of trade.
- Is a political party, political action group or lobby group.⁷
- Is a federal, provincial, regional, municipal, First Nation or other local government.
- Is a government (as described above) operated or controlled:
 - » Library, museum, gallery, recreation centre;
 - » Hospital, medical or health care facility.
- Is an educational institution, school or school authority, or a penal institution or correction centre.
- Is a religious institution.⁸
- Is a professional/industry organization.
- Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- Is an organization that provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action, including organizations closely affiliated or associated with an organization providing this programming.
- Is an organization where the majority of the board members are employed by the organization or provide services under contract to the organization.

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4 A member-funded society, as per the *Societies Act*, is funded primarily by its members to carry out activities for the benefit of the members. Upon dissolution or liquidation, a member-funded society may distribute its money and other property to its members.

5 An asset locked Community Service Cooperative designated as such under Part 11 of the *Cooperative Associations Act*

6 A for-profit business with an asset lock component restricting the level of dividends paid to shareholders and requiring the bulk of the company profits to be invested in community purposes.

7 A lobby group is defined as an organization whose primary functions include advocacy and lobbying activities with the intention to influence government decisions.

8 Non-profit organizations affiliated with a religious institution are eligible if they meet the requirements outlined in [Section 3.1](#).

3.3 Organization Financial Eligibility

To be considered for a grant, applicants must meet specific organization financial eligibility criteria.

REQUIRED DOCUMENTATION

Each applicant must submit all of the following organizational financial documents:

- A revenue and expense statement for the previous fiscal year (i.e., the most recently completed fiscal year at the time of application).
 - » If the organization's financial statements are completed by an accountant, these are required.⁹
- A balance sheet for the previous fiscal year.
- Accompanying notes to the financial statements for the previous fiscal year.
- An organization budget for the current fiscal year.

For organizations that have been operating for less than 12 months at the time of application, applicants must submit all of the following documents:

- A revenue and expense statement (actuals) for the year-to-date.
- A statement of financial position or any relevant documentation on the organization's assets and liabilities for the year-to-date.
- An organization budget for the current fiscal year.
- An organization budget for the next fiscal year.

ORGANIZATION FINANCIAL ELIGIBILITY

The branch reviews the organization's previous fiscal year revenue and expense statement, balance sheet, and accompanying notes to assess organization financial eligibility.

An organization is temporarily ineligible to receive a grant if it:

- Exhibits conditions that cast significant doubt on the organization's financial stability and is deemed to be an ongoing concern or risk; and/or
- Has more than 50 percent of its previous fiscal year's operating expenses on hand in the form of current cash assets and investments.¹⁰

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⁹ If an organization's fiscal year has recently ended and the year-end financial statements are not finalized (e.g., being prepared by an accountant), please submit draft or internally prepared financial statements.

¹⁰ Defined as unrestricted cash items, marketable securities and short- and long-term investments. Cash assets do not include accounts receivable or pre-paid expenses.

This surplus percentage is based on information in the organization's financial statements and is calculated as follows:

**Current cash assets and investments of the organization,
minus (-) gaming funds,¹¹
minus (-) current liabilities,
minus (-) internally restricted funds,
minus (-) externally restricted funds,
divided (/) by the actual operating expenses
of the previous fiscal year, multiplied (x) by 100,
equals (=) the surplus percentage calculation.**

For the purpose of this surplus calculation:

- Deferred revenues should be included in an organization's current liabilities.
- Gaming funds are not considered deferred revenue.
- Provide notes with the organization's financial statements to enable the branch to determine what is considered deferred revenue and on what basis. These notes should include a list of the sources of the revenue (e.g., registration fees received for the next fiscal year).
- Internally restricted funds must be designated for a specific purpose, such as building and land development costs or capital acquisitions (details required, e.g., new vehicle or new security system).
 - » The reason for the restriction and the date it was approved by the board must be noted in the financial statements and the accompanying board minutes.
 - » Funds must be restricted prior to the organization's fiscal year end.
 - » General purpose, "rainy day", vaguely defined, generic building maintenance, or contingency funds will be considered unrestricted funds.
 - » Internally restricted funds will be considered unrestricted after having been reserved for more than five years.¹²
 - » Internally restricted funds for building and land development costs will be considered unrestricted after seven years.¹³
- Externally restricted funds must be clearly identified in the organization's balance sheet, with an explanation of what the funds are restricted for and by whom.
 - » Community Gaming Grant funds are considered restricted funds.

11 Funds remaining in the organization's Gaming Account at their fiscal year end that were deposited or received in the previous fiscal year from licensed gaming events, Community Gaming Grants or gaming fund donations from service clubs.

12 Written pre-approval is required to honour funds held beyond these timeframes; this includes rolling restrictions.

13 Written pre-approval is required to honour funds held beyond these timeframes; this includes rolling restrictions.

Funds must not be restricted or transferred to reduce the current cash assets and investments of the organization. The branch may not accept transactions if it appears these are intended to create eligibility.

The surplus calculation is used to assess financial eligibility to ensure that grant funds are awarded to organizations that need it the most. Holding an accumulated, undesignated surplus in excess of 50 percent of annual operating expenses will render the organization temporarily ineligible for a grant.

EMPLOYEE REMUNERATION

Similar to the *Societies Act*, organizations must report the remuneration of employees and contractors whose remuneration was at least \$75,000, as a note in the financial statements. The note to the financial statements may be formatted in either of the following ways:

- A list of those people whose remuneration was at least \$75,000, which indicates the amount of remuneration paid and:
 - » For each employee, their position or title.
 - » For each contractor, the nature of the services provided.
- The total number of people whose remuneration was at least \$75,000 and the total amount of remuneration paid to them.

3.4 Eligibility for Extra-Provincial Non-Share Corporations

Extra-provincial non-share corporations may be eligible for grants to support the delivery of their programs and services in British Columbia, for the benefit of British Columbians.

An extra-provincial non-share corporation is a not-for-profit organization that has been incorporated or otherwise formed federally under an enactment of Canada; in a province or territory other than B.C.; or, in another country.

All extra-provincial non-share corporations must meet the organization eligibility requirements set out in [Section 3.1](#), with the following exceptions:

- All extra-provincial non-share corporations must have a governing body specific to B.C. or the local community, which has members who reside in B.C. and who do not receive remuneration or other financial benefit for their services as executive members.
- If the governing body specific to B.C. or the local community is appointed, an extra-provincial non-share corporation may be considered to meet the requirement of having a democratically chosen board if it has a single, authoritative Board of Directors at the highest level of organizational governance, which is democratically chosen by its voting membership.

A local/provincial chapter of an extra-provincial non-share corporation that has autonomous governance and meets the requirements set out in Section 3.1 does not require the exceptions listed above.

All other sections of the Program Grant Guidelines remain applicable to extra-provincial non-share corporations on an ongoing basis. The local/provincial chapter is considered the applicant, for the purpose of the requirements outlined in the other sections. Grant funds must remain under the management and control of the governing body specific to B.C.

4. Program Eligibility

Grants provide funding to support eligible programs delivered by not-for-profit organizations. A program is defined as a service, activity or series of related activities that is delivered on an ongoing basis. Programs address a community-identified need and demonstrate community involvement.

4.1 Eligible Programming

Applications must be submitted on a program basis. This means that funding requests must be for costs related to program delivery. One or more eligible programs may be included in an application as follows:

- One program that is equal to the entire operations of the organization (“program equals organization”).
- One, or up to ten, distinct portion(s) of the organization’s overall operations.

For “program equals organization” to be true, the organization must not have any ineligible programs (listed in [Section 4.2](#)).

Applicants with ineligible programs must apply for the distinct, eligible portion(s) of their operations only. This will allow the branch to assess the size and scope of eligible programming, separately.

To remain relevant or adapt to a community’s needs, a program may have minor components that change (e.g., annual topic or a switch to online programming); however, the core or essential components of an established program should remain the same from year to year.

Community or agricultural fairs, exhibitions, festivals and cultural celebrations may be eligible, if they are held on a recurring (i.e., minimum annual) basis.

Organizations and their employees must have and conform with the training, certifications, licenses, authorities and other regulatory requirements necessary to deliver the programs for which funding is requested.



ALL PROGRAMMING

A program may be eligible if it:

- Is currently operating and being delivered.
- Has incurred cash expenses within the past 12 months.
- Is directly delivered by the applicant organization.
- The applicant organization is responsible for program expenditures.
 - » Funding for the same or similar programs will only be provided to a single organization that directly delivers the program and is responsible for program expenditures.
- Delivers an ongoing service, activity or series of activities to the community.
- Demonstrates accessibility and inclusivity.

NEW PROGRAMMING

Programs delivered for less than 12 months may be considered. Applicants must meet all other eligibility criteria, and must demonstrate capacity to deliver the new program, including:

- How the program will meet an identified need in the community.
- How the program will be delivered on an on-going basis; pilots, projects or one-time events will not be considered.
- How the program is sustainable and that it is currently operating.

4.2 Ineligible Programming

Ineligible programs include, but are not limited to:

- Programming delivered under a contract or funding agreement.
- Housing, excluding short-term housing programs (e.g., emergency shelters, transition housing, etc.)
- Volunteer training that is not part of an eligible program.
- Sporting events that are not part of the delivery of an ongoing sport program or for which the primary purpose is fundraising.

A program is considered ineligible if the following activities and/or services are the primary purpose or main component:¹⁴

- Programming intended to generate revenue for the organization and/or its other programs, including social enterprises and other fundraising activities.
- Programming that does not deliver an immediate, direct service to individuals in the community (e.g., research, capacity building, lobbying, economic development, tourism, etc.).
- Programming that exclusively benefits other organizations or benefits the community indirectly through other organizations.

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¹⁴ Organizations may make funding requests on a “program equals organization” basis only if the activities/services listed here are a minor component. Grant funds may not be used for costs related to these components.

- Financial assistance to individuals directly through monetary support (in the form of cash, gift certificates, gift cards or other such vouchers function in the same way as cash), or indirectly, by purchasing goods or services on their behalf.
- The sale of tangible goods or food to participants at a discount, at cost, or for a profit.
- The operation of a facility or venue.
- Programs whose beneficiaries are outside of British Columbia.
- Career development, including vocational or employment skills training, job placement programs, and professional development.
- One-time events that will not be delivered on an ongoing (i.e., minimum annual) basis.
- Alumni association programs.
- Support for artists or artistic development.
- Specialized training for elite athletes (athletes who receive financial compensation for their performance).
- General recreational activities (e.g. fitness classes, billiards, shuffleboard, etc.) unless essential to address a specific need for a vulnerable group.
- Motorized sports.

4.3 Program Financial Eligibility

Applicants must include program financial information for each of the programs for which funding is requested. The program financial information helps the branch understand the size and scope of the program, the level of funding needed, and to assess the financial eligibility of each program.

For “program equals organization,” the organization level financial information will be used to assess the program’s financial eligibility.

For each program that is a distinct portion of an organization’s overall operations, separate program level financial information is required, as outlined below.

REQUIRED DOCUMENTATION

For programs that have been delivered for more than 12 months at the time of application, applicants must submit all of the following documents:

- A program revenue and expense statement (program actuals) for the previous fiscal year (i.e., the most recently completed fiscal year).
- A program budget for the current fiscal year.

Both the program actuals and budget must clearly outline all revenues and expenses related to the delivery of the program. They must also clearly identify each source of revenue, including provincial and/or federal government funding, contracts, and/or grant monies.

For new programs which have been delivered for less than 12 months at the time of application, applicants must submit all of the following documents:

- A program revenue and expense statement (program actuals) for the year-to-date.
- A program budget for the current fiscal year.
- A program budget for the next fiscal year.

Budgets must indicate which revenue sources are confirmed or proposed and clearly identify each source of provincial and/or federal government funding, including contract and/or grant monies.

For organizations requesting \$10,000 or less in total grant funding, the online application will provide an option to enter simplified revenues and expenses directly into the application. This option applies only to programs that have been delivered more than 12 months and are a distinct portion of the organization's operations. Applicants must include the following information for the simplified program financials for each program they are applying for:

- Total program revenue for the previous fiscal year
- Total program expenses for the previous fiscal year
- Identify government funding as separate line items (name of funding source and amount)
- If applicable, provide an in-kind contribution summary.
- Program budgets for the current or next fiscal year are not required.

Example program financial documents are available on our website at:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources#Examples>

PRO-RATED ORGANIZATION OPERATIONAL COSTS ON PROGRAM FINANCIALS

An organization may allocate a pro-rated portion of organization operational costs to a program's expenses, provided that these costs are directly related to the delivery of the program (e.g., wages, rent, utilities, legal services, accounting, insurance, etc.).

For example:

- If an employee spends 40 percent of their time working in the eligible program, then the organization may include 40 percent of that employee's wages as a program expense.
- If a program accounts for 30 percent of an organization's overall activities, then the organization may include 30 percent of their insurance fees as a program expense.

OTHER GOVERNMENT FUNDING SOURCES

The branch reviews the previous fiscal year revenue and expense statement (program actuals) for each program to ensure that it meets the following program financial eligibility criteria:

- For each eligible program, government funding (from provincial and federal sources) must not exceed 75 percent of the actual operating costs in the previous fiscal year. To ensure the total provincial-federal contribution to the program remains within this 75 percent threshold, grant funding for the program may be limited or denied. See [Appendix III](#) for additional information regarding sources of government funding.
- The remaining 25 percent may be satisfied in a variety of ways, including (but not limited to):
 - user or registration fees.
 - fundraising.
 - municipal contributions.
 - donations.
 - in-kind contributions (see below).

IN-KIND CONTRIBUTIONS

In-kind contributions may be included as part of a program's previous fiscal year revenues and expenses (program actuals). In-kind contributions are those contributions provided to an organization by a third-party, to support the delivery of its programs. In-kind contributions may include volunteer hours and/or donated professional labour, equipment, services, space and materials, which are provided at no cost to the organization.

Volunteer hours and donations should be valued as follows:

- Donated materials, equipment and space at verified fair market value.
- Donated accredited professional services at verified fair market value.
- Volunteer labour at up to \$20/hour.
 - » **Please note:** This hourly rate is recommended for the sole purpose of calculating in-kind volunteer contributions for inclusion in the grant application.

If an organization chooses to include in-kind contributions in their program actuals, the in-kind dollar amounts must:

- Be attributed to the previous fiscal year; projected in-kind is not considered.
- Be clearly identified and be supported with an in-kind contribution summary. An example in-kind summary is available for reference on our website at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-grants-in-kind-contributions.pdf>.

If "program equals organization" and the applicant wishes to have in-kind contributions considered, the online application will provide an option to attach an in-kind contributions summary.

If an organization chooses to include in-kind contributions in their program actuals, they must maintain complete records of all volunteered hours and donated labour, equipment, services, space and materials, which are to be retained as part of the organization's gaming records.

4.4 Program Description

Applicants must include a program description for each of the programs for which funding is requested. The program description helps the branch understand the size and scope of the program, as well as how the program operates and who it benefits.

Program descriptions for ongoing programs should provide concise information about the ongoing delivery of the program and must address the questions in the table below, as demonstrated over the past 12 months, at the time of the application.

Program descriptions for new programs which have been delivered for less than 12 months at the time of application must include a viable program plan for the on-going delivery of the program; demonstrate organizational and financial capacity to deliver the program; address how it will meet an identified need within the community; and address the questions in the table below, as planned for the first 12-months of operation.

Additional support for these requests may include but are not limited to letters of support from the community; funding or donor contribution confirmations; estimates or quotes for required goods and services; and/or statistics demonstrating the estimated number of people who will benefit.

| | |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What? | <ul style="list-style-type: none"> » What is the purpose of the program? » What program activities have been delivered over the past 12 months? |
| Who? | <ul style="list-style-type: none"> » Who participates in, or benefits from, the program? » How many people participated in, or benefitted from, each activity? |
| When? | <ul style="list-style-type: none"> » When and how often do program activities take place? (e.g., daily, weekly, monthly, year-round, seasonally, etc.) » How many events, classes, workshops, or sessions were delivered over the past 12 months? <ul style="list-style-type: none"> ▶ If applicable, include a schedule of activities indicating dates/times |
| Where? | <ul style="list-style-type: none"> » Where are the program activities delivered (e.g., the organization’s own facility, a public facility, an outdoor location, various locations, etc.)? |
| How? | <ul style="list-style-type: none"> » How is the program delivered? » Who delivers the program? (e.g., staff, volunteers, etc.) » How many people deliver the program? |
| Why? | <ul style="list-style-type: none"> » Why is the program needed in the community? |
| Accessibility & Inclusivity | <ul style="list-style-type: none"> » How does the program demonstrate accessibility and inclusivity for people regardless of their sexual orientation, gender identity, and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; education; income; or, geography (except in instances where the exclusion of an individual or group is required for another individual or group to be effectively served)? <ul style="list-style-type: none"> ▶ If the organization limits individual or group access to its program(s), an explanation must be provided. ▶ Does the program provide additional access to individuals or groups who face barriers to participation? ▶ How is the community made aware of the organization’s programs and opportunities to participate? ▶ How is the program advertised? ▶ Is there a cost to participate? ▶ If so, are participation costs affordable? ▶ Are there discounts or fee subsidies available? |
| Community Support | <ul style="list-style-type: none"> » How does the community support the program (e.g., financial, in-kind, volunteer contributions, etc.)? » The organization may provide letters of support from individuals or agencies knowledgeable about the sector, community or program services. |

Applicants should also provide sector-specific details based on the sector under which they are applying, outlining how each program demonstrates the following key elements (as applicable):

ARTS AND CULTURE:

- How the program provides public access to arts and culture in the community. For example:
 - » Public events.
 - » Free public performances or reduced ticket prices.
 - » Opportunities to experience hands-on art activities.
 - » Participation or attendance statistics.

SPORT:

- How the program provides access for all people to engage in organized, instructional and competitive physical activities in the community.
- How program activities support athletes at all levels, with a focus on skill development for amateur athletes.
- In the online application, applicants in the Sport sector are required to provide the total number of participants registered in the previous 12 months (at the time of application).
 - » For the purpose of this total, each participant may only be counted once, regardless of how many program activities they participate in. For example: Player A is registered in Fall League and Spring League soccer; this participant may only be counted once.
- In the program description, applicants in the Sport sector must also provide a breakdown of the number of participants registered in each program activity over the previous 12 months (e.g., Fall League, Spring League, “Learn-To” programs, summer camp, etc.). The branch acknowledges that the breakdown totals may exceed the number of registered participants entered in the online application, as some participants may be registered in more than one program activity. This information helps the branch understand the size and scope of programming.
 - » Participant information from return applicants may be reviewed from previous applications.
 - » New applicants can provide historical participation numbers in their program description.

ENVIRONMENT:

- How the program helps to protect and improve the environment by:
 - » Conserving or revitalizing local ecosystems.
 - » Reducing greenhouse gas emissions.
 - » Providing community education or engagement opportunities related to the environment and agriculture.
 - » Supporting the welfare of domestic animals and/or wildlife.

HUMAN AND SOCIAL SERVICES:

- How the program improves the quality of life in a community by:
 - » Supporting the wellbeing of children, youth, families and/or seniors.
 - » Addressing the unmet needs of under-served groups in the community.
 - » Addressing gender equality.
 - » Providing access to public education.
 - » Benefitting Indigenous communities

PUBLIC SAFETY:

- How the program contributes to public safety in the community by:
 - » Providing volunteer-delivered emergency response services.
 - » Assisting in emergency preparedness and public safety initiatives.
 - » Promoting restorative justice.
 - » Creating safe outdoor spaces, neighbourhood safety initiatives and restorative justice programs.
- The total number of searches, rescues, callouts and training hours performed in the past 12 months.
- The total number of volunteer hours contributed in the past 12 months.
 - » Volunteer hours from return applicants may be reviewed from previous applications.
 - » New applicants can provide historical volunteer hours in their program description.



Habitat Acquisition Trust, Saanich

5. Applying for a Grant

5.1 How Applications Are Assessed

Grant analysts review and carefully consider the required supporting documents submitted with each application (e.g., organization financial statements, program financial documents, program description, etc.). Please see [Appendix II](#) for a description of the purpose of each required support document.

Each application is assessed on its own merit in the context of demonstrated community need and subject to the availability of funding. The branch does not rank or compare applicants through a competitive adjudication process. Grants are awarded as applications are received and reviewed. An application does not guarantee any level of funding, and the requested amount may not be approved. The amount approved may vary from year to year.

Applicants that submit late or incomplete applications may not be funded. An application is considered complete when the application and all supporting documents have been received by the branch. Supporting documents must be attached within the online application.

5.2 Renewed Funding Application

Note: Renewed Funding is not available in the 2026 grant year.

5.3 Determining Which Application Form to Use

Note: Renewed Funding is not available in the 2026 grant year.

5.4 How to Apply

Grant applications must be completed online at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/cggapply>.

If assistance is required accessing the online application, this service is available at Service BC locations throughout the province. For the full list of locations, visit: <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/citizens-services/servicebc#locations>.

5.5 Indigenous Organizations

Applicants may self-identify as an Indigenous not-for-profit organization when applying for a grant. Community Gaming Grants understands that unique cultural practices, traditions, and values may be interwoven into the fabric of Indigenous not-for-profit organizations. Community Gaming Grants encourages those Indigenous organizations that are unable to meet current eligibility criteria to reach out and discuss their application with Community Gaming Grants (CommunityGamingGrants@gov.bc.ca) prior to applying.

5.6 Notification of Decision

Applicants will receive notification of the results of their application by email to the addresses provided in the “Delivery Method” section of the application. Notification emails are usually sent by the final notification date for each sector (see [Section 2.3](#)).

5.7 Reconsideration of Decision

An organization may request that the branch reconsider its decision regarding an application for a grant. The intent of the reconsideration process is to determine whether any errors, omissions and/or misinterpretations were made in the assessment of the original application.

Requests for reconsideration must be submitted to the branch, within 30 days of receiving the decision letter. For more information, please visit <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/information-forms-resources#Recon>.

New information or documentation that substantively changes the original application is not permitted. Information that is clarifying or explanatory may be submitted. The request must clearly state the reasons for the requested reconsideration and must address each disputed point in the decision letter.

Once the reconsideration request is received, the branch will conduct a thorough review to ensure that the published procedures, rules and conditions were applied fairly and correctly. A final decision will then be made to vary or uphold the original decision. The organization will receive a written notification of the decision, which will be the final step for that application. The decision will be sent to the organization within 90 days of receipt of the written request for reconsideration.

If an organization has questions or concerns about the content of their grant notification letter but does not wish to appeal the decision, they may call or email the branch at any time. A formal reconsideration request is not required and response times to questions will be much faster than a formal review.



Holly Collis-Hadford in Julius Caesar, Greater Victoria Shakespeare Festival 2019 / Photo courtesy of Lara Eichorn

5.8 Useful Resources

CONDITIONS FOR A COMMUNITY GAMING GRANT:

- Conditions for a Program Grant outline the requirements of the grant recipient: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.%20%20pdf?forcedownload=true>.

PRE-APPLICATION CHECKLISTS:

- Please review the pre-application checklist for the Regular Form application before beginning the online application process. It is available online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-cgg.pdf>.

TUTORIALS FOR COMPLETING THE APPLICATION:

- Guidance on how to complete the online Regular Form application is available online at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources#Tutorials>.

EXAMPLE FINANCIAL DOCUMENTS AND BEST PRACTICES:

- Organizations can find examples of organizational and program financial documents to assist in meeting the financial requirements for a grant: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/application-resources#Examples>.
- Financial Accountability and Preventing Fraud – Best Practices: https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/financial_accountability_and_preventing_fraud_-_best_practices.pdf.

REPORTING REQUIREMENTS:

All grant recipients must submit an annual Gaming Account Summary Report to the branch, within 90 days of the organization's fiscal year end. The Gaming Account Summary Report provides details regarding activity in the Gaming Account during the organization's fiscal year.

- Gaming Account Summary Report Form: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf>

The following documents provide examples of how to prepare a Gaming Account Summary Report and Reimbursement Summary document.

- Example Gaming Account Summary Report: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-sample.pdf>
- Example Reimbursement Summary: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-gasr-reimbursement.pdf>
- Tutorial Gaming Account Summary Report: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-tutorial.pdf?forcedownload=true>

FREQUENTLY ASKED QUESTIONS:

- Questions related to the Program Grant Guidelines: https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/community_gaming_grants_-_frequently_asked_questions.pdf.

6. Using Grant Funds

6.1 Eligible Use of Grant Funds for All Grant Recipients

Grant funds are intended to be used to support costs essential to the direct delivery of an approved program and may be used toward a percentage of organization operational costs.

Eligible costs may include, but are not limited to:

PROGRAM COSTS

- A pro-rated portion of organization operational costs (see [Section 4.3](#)) which are attributable to the delivery of the approved program¹⁵, such as:
 - » utilities
 - » rent
 - » insurance
 - » internet/phone
 - » office supplies
- Wages and benefits of paid positions.
- Program supplies.
- Program advertising.
- Rental or purchase of minor equipment which is essential for the delivery of the approved program.
- Cultural components (e.g., training, honorariums) that contribute to the inclusive delivery of a program by enhancing and/or developing relationships with Indigenous or marginalized communities.
- With pre-approval, minor capital projects with a total cost of \$20,000 or less (see [Section 6.3](#)).
- With pre-approval, capital acquisitions (see [Section 6.3](#)).
- Volunteer training costs related to the delivery of the approved program.
- Travel within British Columbia that is essential to the direct delivery of the approved program (for information regarding out-of-province travel see [Section 6.4](#)).
- Travel/accommodation costs incurred to travel to the BC Association of Charitable Gaming annual symposium, up to branch limits.¹⁶

15 An organization may allocate a pro-rated portion of organization operational costs to a program's expenses, provided that these costs are directly related to the delivery of the program (e.g., wages, rent, utilities, legal services, accounting, insurance, etc.). For example, if a program accounts for 30% of an organization's overall activities, then they may include 30% of the insurance fees as a program expense.

16 Grant funding may cover the reimbursement of travel costs to the BCACG symposium for up to two staff/volunteers, to maximum limits as follows:

- a. \$1,200 maximum for travel originating more than 400km from symposium location.
- b. \$600 maximum for travel originating less than 400km from symposium location.

ORGANIZATION OPERATIONAL COSTS

- Up to 15% of the organization's total grant funds can be used toward organizational operational costs. This total does not include funding provided specifically for minor capital projects or acquisitions. These costs do not need to be related to the direct delivery of the program. Costs can include:
 - » Wages of non-program staff
 - » Rent
 - » Insurance
 - » Utilities
 - » Office Supplies
 - » Professional Memberships (e.g., sector/industry-specific professional associations)
 - » IT
 - » Financial Management costs (e.g., bookkeeping, accounting)
 - » Legal costs
 - » Translation

6.2 Prohibited Use of Grant Funds for All Grant Recipients

Grant funds must not be used for:

- The development of new programs (however, a new program may be considered if it has begun operating).
- Adding a new component or service that has not previously been delivered (however, a new component or service may be eligible once delivered for 12 months).
- Costs related to the governance of the Society (e.g., Board of Directors insurance, Corporate Registry fees, etc.).
- Costs directly associated with providing housing/accommodation as the primary purpose of the program.
- Projects (defined as specific bodies of work undertaken to create a unique product or service, for a specified duration).
- Travel which is social, recreational or invitational in nature.
- Travel or other costs related to administrative meetings (e.g., annual general meetings, board meetings, staff/board retreats, conferences, etc.).
- Fundraising (i.e., activities with the intent of generating revenue, such as concession stands, sale of goods, etc.).
- Direct financial assistance to individuals through monetary support (in the form of cash, gift certificates, gift cards or other such vouchers that function in the same way as cash), or indirect financial assistance to individuals, by purchasing goods or services on their behalf.
- Tangible goods or food that will be sold to participants at a discount, at cost, or for a profit.
- Professional development for paid staff.
- Prizes of money or gift cards.

- Mortgage payments.
- Out-of-province and/or out-of-country aid.
- Out-of-province travel costs, without prior approval (see [Section 6.5](#)).
- Past debt (i.e., expenses from a previous fiscal year), loan or interest payments.
- Balancing a non-gaming account in a deficit position or to satisfy a cash flow issue.
- Replacement of reduced or eliminated funding, including government funding.
- Sustaining or endowment funds.
- Donations to other organizations or individuals (except for Service Clubs, see Chapter Two).
- Donations to hospital foundations (except for Service Clubs, see Chapter Two).
- Expenses for programs that are delivered under contract.
 - » **Please note:** If an organization employs a person on a contract basis to deliver their program, this may be considered an eligible expense associated with the direct delivery of their program (see [Section 6.1](#)).

6.3 Minor Capital Projects and Capital Acquisitions

In addition to funding for an organization’s ongoing programming, subject to the availability of funding, applicants may request funding for a minor capital project or capital acquisitions that support their eligible programming. It is important to note that applicants may not apply solely for minor capital projects or capital acquisition funding.

To be considered eligible for funding, the minor capital project or capital acquisition must be essential to the delivery of one or more of the organization’s approved programs, and, once purchased, must be owned and/or managed by the organization.

MINOR CAPITAL PROJECTS

An eligible minor capital project must have a total cost of \$20,000 or less; capital projects with a total cost of over \$20,000 may be eligible for funding through the separate Capital Projects Grant funding stream. A capital project may require considerable planning, site preparation, and may require third-party contractors to assemble, install or build.

Examples of minor capital projects may include:

- Building accessibility improvements (e.g., wheelchair ramps, automatic door openers, lift systems, etc.)
- Facility renovations or maintenance (e.g., kitchen or bathroom upgrades, new flooring, roof/ building exterior renovations, etc.)
- Construction of new facilities or structures (e.g., storage sheds, docks, fences, etc.)

CAPITAL ACQUISITIONS

Capital acquisitions are generally considered to be larger, one-time purchases. Expendables and items with a short life span (e.g., equipment or supplies that are replaced on a regular basis) are not considered capital acquisitions.

Examples of capital acquisitions may include:

- IT systems, audio-visual systems, office equipment
- Vehicles
- Large equipment (e.g., scoreboards; lighting; portable fences, gates and stages; etc.)
- Furnishings or appliances for program facilities
- Requirements

To apply for minor capital project or capital acquisition funding, applicants must submit a Regular Form application. The project details and supporting documents should be included as part of the funding request for only one of the programs for which funding is requested. Requests for minor capital projects and capital acquisition funding should not be included as a separate program in the grant application.

Applicants must provide the following information and documentation within the relevant program details section of the application:

- Why the minor capital project or capital acquisition is required.
- How the project or acquisition is essential to the delivery of the organization's eligible program(s).
- Third-party quotes or estimates for all project or acquisition costs that require a contractor and/or cost \$5,000 or more (minimum of one; two or more preferred).

Minor capital project and capital acquisition funding will be considered on a one-time basis (i.e., applicants may not receive additional minor capital project or capital acquisition funding on a frequent or regular basis). Funding that is approved for a minor capital project or capital acquisition may only be used for the project or acquisition, as outlined in the application, and is not considered part of the organization's program funding.

Organizations and their employees must have and conform with the training, certifications, licenses, authorities and other regulatory requirements necessary to deliver the programs and operate the acquisitions for which funding is requested.

Please note: Funding for minor capital projects and capital acquisitions differs from the funding provided through the separate Capital Project Grant Program, which supports capital projects with a total cost of more than \$20,000.

For information on the separate Capital Project Grant program, see: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants>.

6.4 Out-of-Province Travel

Under exceptional circumstances, grant applicants may request pre-approval to use a portion of the grant funds towards out-of-province travel costs. Requests for pre-approval must be submitted to the branch prior to the date of travel.

Out-of-province travel may be approved under the following circumstances:

- Representing the province as a result of merit achieved through organized competition.
- Regional amateur competition in a recognized league or club that involves cross-border travel.
- Medical treatment which is unavailable in the province.

Grant funds must not be used for out-of-province travel to attend conferences, conventions, retreats, training sessions, or board meetings.

For information about how to submit a request, please visit: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/information-forms-resources#OPT>

6.5 Scholarship and Bursary Programs

In some circumstances, a scholarship or bursary may be considered an eligible disbursement. A scholarship is provided to a student on the basis of academic merit, while a bursary is provided on the basis of financial need.

A scholarship or bursary may be an eligible disbursement in cases where all of the following conditions are met:

- The organization is a Service Club (see Chapter Two) or the scholarship/ bursary program is an identified purpose in the organization’s constitution, memorandum or mandate.
- The scholarship/bursary program is offered by an eligible organization whose board determines the selection criteria and procedure.
- The scholarship/bursary is paid directly to the student.
- The grant funds are used for post-secondary education only at a provincially authorized post- secondary institution, as recognized by the Ministry of Post- Secondary Education and Future Skills, or equivalent.
- The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization’s members or their families.



B.C. Black History Awareness Society, Victoria

7. Disbursement of Funds and Reporting Requirements

7.1 Gaming Account

Each grant recipient must maintain a separate Gaming Account held in British Columbia, 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, Community Gaming Grants or gaming fund donations from Service Clubs. Non-gaming funds must not be deposited into the Gaming Account.

The [*Direct Deposit Application form \(FIN 312\)*](#) is the method for providing Gaming Account details, for the purpose of depositing grant funds. Existing Gaming Account information is available for returning applicants, who have received a grant since April 1, 2024. All other applicants must attach a Direct Deposit Application form to their application. New applicants must open their Gaming Account, and complete this form, prior to applying.

7.2 Timeframe to Disburse Grant Funds

Grant funds must be disbursed within 12 months of the date the grant was received by an organization. Grant funds may be used for eligible expenses incurred:

- Anytime within the fiscal year during which the grant was received, and/or
- Anytime in the 12 months following the date the grant was received. For example:

Organization ABC has a fiscal year end date of December 31, 2026. They receive a \$5,000 Community Gaming Grant on November 23, 2026.

- Organization ABC may use these grant funds to reimburse the General/ Operating Account for eligible program expenses incurred anytime between January 1, 2026 and December 31, 2026 (the fiscal year during which the grant was received).
 - » See [*Section 7.3*](#) for important information about using grant funds to reimburse the General/ Operating Account.
- They may also use these grant funds to pay for eligible expenses incurred in the next fiscal year, up until November 23, 2027 (12 months from the date the grant was received).
- The organization must disburse a minimum of \$5,000 from the Gaming Account by November 23, 2027.

If an organization cannot disburse its funds within the required timeframe, it must request written approval to retain the funds for a longer period, by emailing the branch at: CommunityGamingGrants@gov.bc.ca. The written request must describe the reason(s) for the request, the amount to be retained, and the proposed purpose(s) and the timeline for disbursement.

7.3 Transferring Funds to the General or Operating Account

Grant funds may be transferred, by cheque or electronically, from the Gaming Account to the organization's General/Operating Account for the reimbursement of eligible expenses (see [Section 7.5](#) for additional information about cheque and electronic transfers).

All transfers/reimbursements from the Gaming Account to the General/ Operating Account must be made within the timeframe set out in [Section 7.2](#) and are required to meet all of the following conditions:

- The reimbursement is for an eligible expense listed under [Section 6.1](#).
- The transfer is not for prepayment of a future program expense.
- The transfer/reimbursement must occur in the same fiscal year in which the expense was incurred.
- The reimbursement must be supported by invoices/receipts (to be retained with the Gaming Account records).
- The transfer/reimbursement must be reported on the Gaming Account Summary Report (see [Section 7.4](#)) for the fiscal year in which the transfer/ reimbursement occurred.
 - » The Gaming Account Summary Report must include a summary of the reimbursed General/ Operating Account expenses (this summary may be submitted as an attachment to the report).
 - » The reimbursement summary must provide disbursement details for each reimbursed expense, and it must reconcile dollar-for- dollar with the amount of grant funds transferred to the General/ Operating Account.
 - » An example reimbursement summary is available on our website <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/example-gasr-reimbursement.pdf>.

7.4 Gaming Account Summary Report

To ensure that Community Gaming Grants are being used appropriately and for approved purposes, all grant recipients must submit an annual Gaming Account Summary Report to the branch, within 90 days of the organization's fiscal year end. The Gaming Account Summary Report provides details regarding activity in the Gaming Account during the organization's fiscal year. The report must include a list of all disbursements and/or reimbursements made from the Gaming Account and must include details about each disbursement/ reimbursed expense. The organization may also include photos with the report. Please note that photos or statistics shared by the organization may be shared publicly to promote the Community Gaming Grants program and programming supported by grant funding.

For each disbursement/reimbursement, the organization must include the following details:

- the date
- the cheque or reference number
- the payee
- the purpose of the payment
- the amount paid

A Gaming Account Summary Report is due to the branch for any fiscal year during which there was a balance in the Gaming Account, whether or not a grant was received in that fiscal year.

The Gaming Account Summary Report is available on the branch website at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf>.

An example Gaming Account Summary Report is available on our website at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt-sample.pdf>.

7.5 Gaming Account Cheques and Electronic Funds Transfers

As per sections 18.f and 18.g of the Conditions for a Program Grant, all grant recipients must ensure that cheques issued against the Gaming Account are signed by at least two unrelated signing officials, at least one of whom must be an officer of the organization. Cheques issued against the Gaming Account must not be pre-signed.

Electronic transfers and/or automated debit transactions must be authorized in writing by two current, unrelated board members. Authorization documents must identify the specific purpose and maximum dollar amount permitted (general purposes such as “wages” are not sufficiently detailed) and are to be retained as part of the organization’s gaming records.



8. Role of the Community Gaming Grant Recipient

8.1 Accountability

Grant recipients must be accountable for the funds they receive and must comply with the *Gaming Control Act*, Gaming Control Regulation and conditions of the grant. All conditions must be satisfied before another application will be considered. The Conditions for a Program Grant are located online, at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf?forcedownload=true>.

8.2 Gaming Records

As per section 18.c and 18.d of the Conditions for a Program Grant, all grant recipients must maintain Gaming Account records that clearly show the amount and purpose of each transaction.

Recipients must secure and retain all account/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.

In accordance with the *Freedom of Information and Protection of Privacy Act*, copies of gaming records provided to the Community Gaming Grants Branch will only be provided to people authorized by the recipient organization.

8.3 Conflicts of Interest

Grant recipients are expected to manage conflicts of interest, whether real, potential or perceived, as set out in Section 56 of the *Societies Act*. Directors must disclose material interests in proposed or existing contracts, transactions or in matters that might put a director's interest in conflict with the director's duties to the society. Disclosures must be recorded and accessible to members (noted in Board minutes; contained in a consent resolution; or mailed to the Board). If you believe a conflict of interest has impacted, or has the potential to impact, the use of grant funding, please contact the Community Gaming Grants Branch.

8.4 Acknowledgement of Funding

Grant recipients must acknowledge the financial assistance provided by the Province of British Columbia in program materials (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.”

Please review the logo-use guidelines at the following link and complete the application for third-party use of the logo: <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/bc-visual-identity/design-policy#third-party-use>.

8.5 Dissolution or Amalgamation of an Organization

Upon dissolution of an organization, all unused grant funds and assets purchased with grant 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 B.C.

Organizations facing dissolution must notify the branch, prior to dissolution, by email at:

CommunityGamingGrants@gov.bc.ca. The written notification must describe the circumstances of the dissolution so that the branch may provide direction.

Upon amalgamation with another organization, unused grant funds may not be transferred to the new, amalgamated organization without prior approval from the branch. If a grant recipient is planning to amalgamate, it must contact the branch, by email at: CommunityGamingGrants@gov.bc.ca.

8.6 Audit

Audits may be conducted, as per the *Gaming Control Act*, to ensure that Community Gaming Grant funds are used for eligible purposes in accordance with the standards, policies, conditions and guidelines.

An organization may be selected for an audit for a range of reasons, which include, but are not limited to:

- Specific selection criteria that are directly attributable to risk factors.
- The result of a complaint received from the public.
- Concerns regarding an organization's reporting and/or submitted applications.

8.7 Roles of the Community Gaming Grants Branch and the Gaming Policy and Enforcement Branch

The Community Gaming Grants program is governed by the terms outlined in the *Gaming Control Act* and the Gaming Control Regulation.

The Ministry of Tourism, Arts, Culture and Sport has full statutory responsibility for the Community Gaming Grants program. The Community Gaming Grants Branch develops program policies, processes all grant applications and determines which organizations will receive grants and in what amounts.

The Ministry of Attorney General, through the Gaming Policy Enforcement Branch (GPEB), regulates gambling in British Columbia and is responsible for the overall integrity of gaming and horse racing in the province. GPEB supports the Community Gaming Grants program by providing services such as audits and investigations.

9. Contact Information

Mailing Address:

Community Gaming Grants Branch,
PO Box 9892 Stn Prov Govt
Victoria, BC V8W 9T6

Physical Address (for courier deliveries or in-person visits):

Community Gaming Grants Branch,
2nd Floor, 800 Johnson Street
Victoria, BC V8W 1N3

Telephone: 250-356-1081

Email: CommunityGamingGrants@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>



Chapter Two: Information for Service Clubs



10. Service Club Overview

This chapter provides information that applies specifically to Service Clubs.

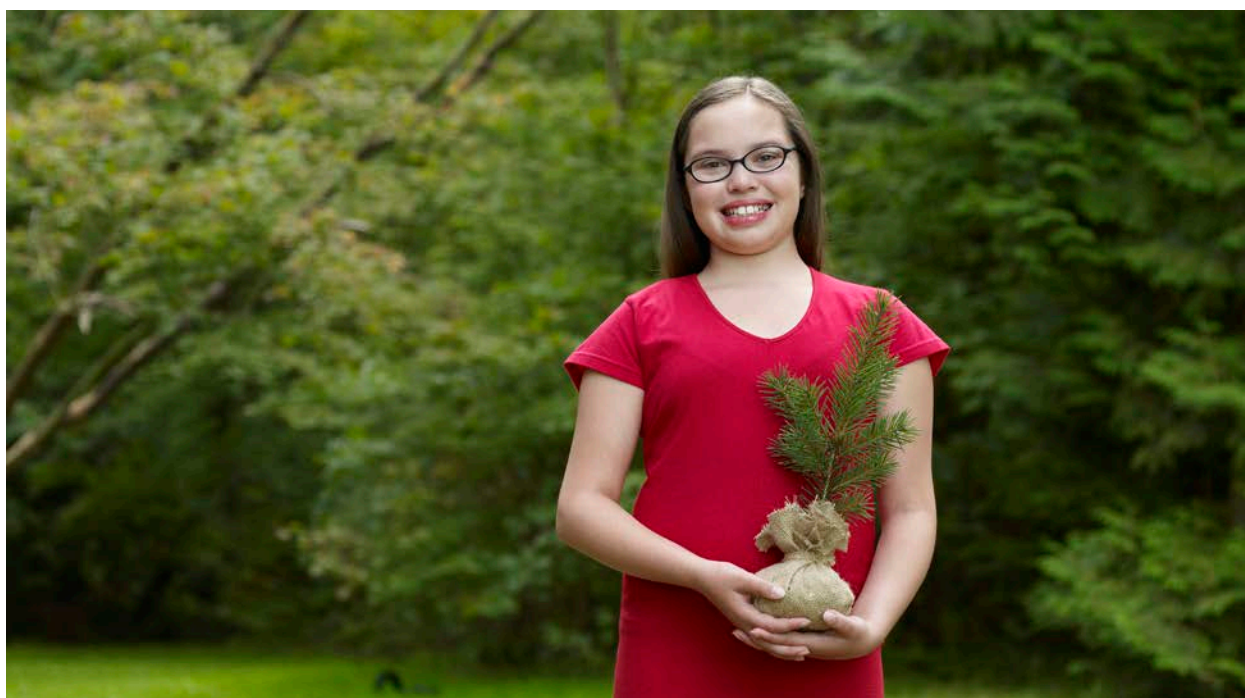
Service Clubs are community organizations that differ from many other not-for-profit organizations in that part of their charitable work involves raising money to donate to other organizations. Service Clubs may also deliver their own programs or provide scholarships and bursaries. Service Clubs that deliver their own eligible program(s) must apply for these programs separately from their Community Donations Program, within the online grant application.

A Service Club may be eligible for a grant if it meets all eligibility criteria outlined in Chapter One of these Guidelines and has 10 or more voting members. Service Club applications must be submitted in the Human and Social Services sector. Service Clubs may retain up to 15 percent of the grant, to cover administrative and operational costs (see [Section 6.1](#)).

10.1 Examples of Service Clubs

Examples of Service Clubs include, but are not limited to, the following:

- Elks Canada and Canadian Royal Purple
- Elves Club
- Kinsmen, Kinette or Kin Clubs
- Kiwanis Club
- Knights of Columbus and Columbiettes
- Lions, Lioness and Leo Clubs
- Optimist Club
- Rotary Club
- Royal Canadian Legion, Ladies' Auxiliary and Youth Auxiliary
- Shrine Club
- Soroptimist Club
- Zonta Club
- Women's Institute



10.2 Programs Specific to Service Clubs

COMMUNITY DONATIONS AND ONE-TIME DONATIONS

Service Clubs are the only organizations that may use grant funds to administer a Community Donations Program. Service Clubs may donate their grant funding to organizations of their choice which meet all organization and program eligibility criteria.

The Community Donations program description should describe the process used by the organization to choose recipients. A list of proposed donations should also be provided, if available at the time of application.

Service Clubs are also the only organizations permitted to provide one-time donations to an individual or family within their community, in cases where that donation will provide emergency assistance or relieve an exceptional condition or circumstance for the recipient.

Pertaining to donations, Service Clubs:

- May donate to another organization, provided the recipient organization and programs meet all eligibility criteria, including a separate and democratically chosen board. For a Service Club Checklist visit <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-sheet-service-club.pdf>.
- Are required to report to the branch any instance where grant funds were used inappropriately by a donation recipient.
- May donate to hospital foundations toward the purchase of medical equipment that is not ordinarily funded by the Ministry of Health.
- Must not receive grant funds from, or donate grant funds to, another Service Club.
- Must report the details of all donation disbursements, as well as the money retained for administrative and operational costs, on their annual Gaming Account Summary Report (see [Section 7.4](#)).
- Must use cheques imprinted with the words "Gaming Account."

SCHOLARSHIP AND BURSARY PROGRAMS

Service Clubs are permitted to provide a scholarship or bursary program, either directly or through an approved conduit organization. A scholarship is provided to a student on the basis of academic merit, while a bursary is provided on the basis of financial need.

Scholarships or bursaries may be an eligible disbursement where:

- The Service Club executive and/or membership determines the selection criteria and procedure.
- The scholarship/bursary is paid directly to the student.
- The grant funds are used for post-secondary education only at a provincially authorized post-secondary institution, as recognized by the Ministry of Post-Secondary Education and Future Skills, or equivalent.
- The group from which the scholarship/bursary recipient is selected is not primarily comprised of the organization's members or their families.

USE OF CONDUIT ORGANIZATIONS

A conduit organization is defined as an approved organization that receives grant funds from a donating Service Club, for the purpose of distributing funds for scholarships or bursaries. Service Clubs are the only organizations that may donate to conduit organizations.

All approved conduit organizations must:

- Meet organization eligibility requirements (see [Section 3](#)).
- Have a separate Gaming Account for receipt of gaming funds from donating Service Clubs.
- Appropriately disburse the gaming fund donations as scholarships or bursaries from the Gaming Account within 12 months of receipt (see [Section 10.3](#)).
- Advise the donating Service Club of any instance where scholarship/ bursary funds are returned by the student and deposit those funds back into the conduit organization's Gaming Account.
- Not place any gaming funds, including those returned by a student, into an endowment or trust account.
- Not charge any service charges or administrative fees to the donating Service Club for administering the scholarship/bursary.

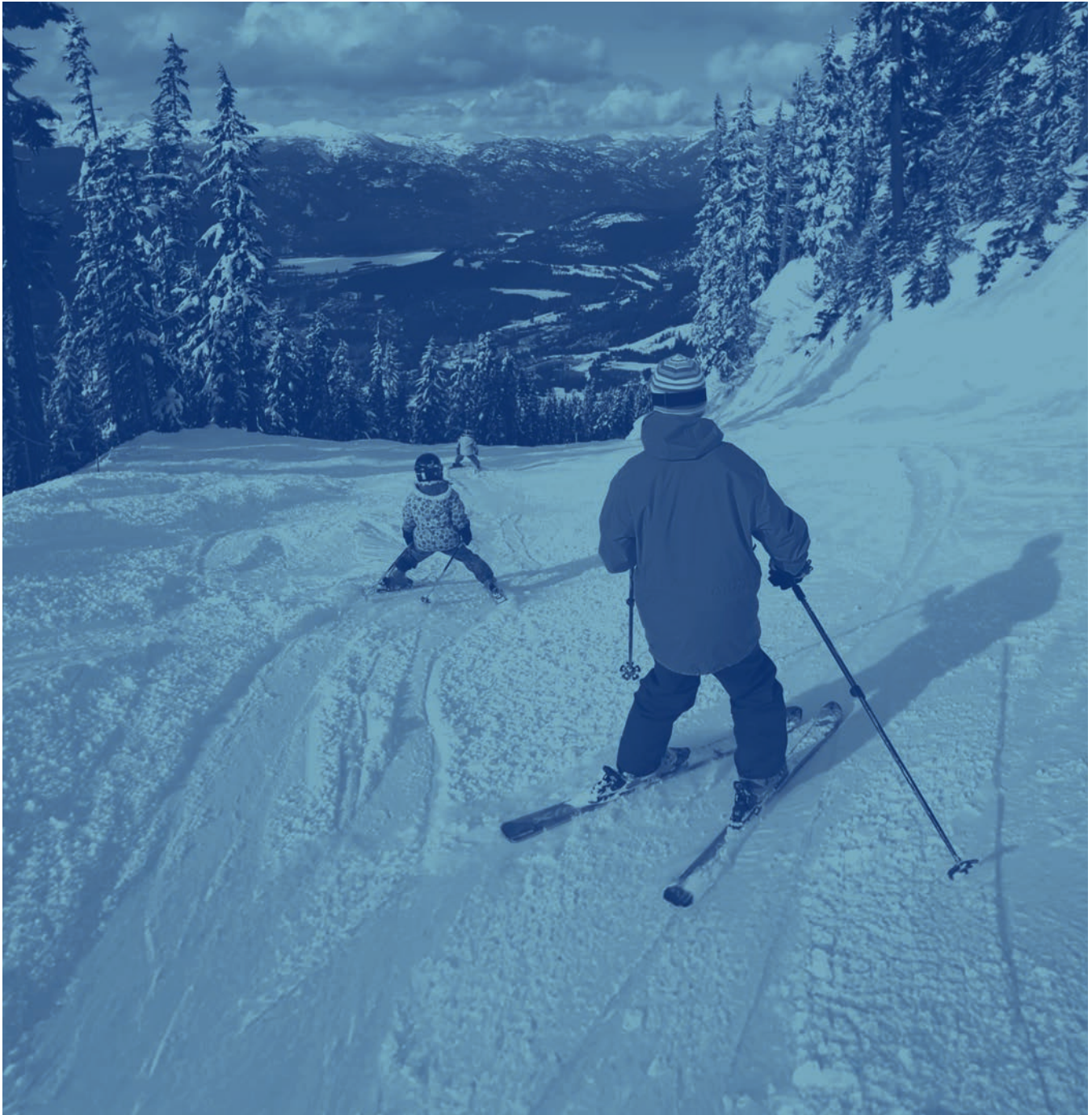
For a list of approved conduit organizations, or to register as an approved conduit organization, please contact the branch at CommunityGamingGrants@gov.bc.ca.

10.3 Eligible Use of Funding for Service Clubs' Conduit Organizations

- Gaming funds distributed as scholarships/bursaries, by approved conduit organizations (see [Section 10.2](#)), must be:
 - Only available to individuals who reside in B.C.
 - Open to the community, within the parameters set by the donating Service Club.
 - Paid directly to the student.
 - » If for any reason, the student does not complete the funded studies, the student must return funds to the conduit organization, which must then advise the donating Service Club.
 - » The donating Service Club may allow the conduit organization to immediately donate the returned funds to a different suitable scholarship/bursary recipient or to hold the funds for a future donation.
 - » If the funds were granted by the branch to the donating Service Club more than 12 months previously, the donating Service Club may return the funds to the Minister of Finance.

Chapter Three:

Information for the British Columbia Association of Charitable Gaming (BCACG) and Community Charitable Gaming Associations (CCGAs)



11. Overview

This chapter provides information that applies to the British Columbia Association for Charitable Gaming (BCACG) and Community Charitable Gaming Associations (CCGAs).

The BCACG and the CCGAs are not-for-profit organizations that provide support services to other not-for-profit organizations, to assist them through the Community Gaming Grant application process. The BCACG liaises between not-for-profit groups and the Province of British Columbia and also works closely with the CCGAs in the provision of support services to the not-for-profit sector.

The BCACG and CCGAs must comply with all general grants Guidelines, as outlined in Chapter One of these Guidelines, with the exclusion of those sections noted below (see [Section 11.2](#)).

11.1 Eligibility for the BCACG and CCGAs

The BCACG and CCGAs are eligible for grants for the purpose of delivering programming in support of the Community Gaming Grants program.

11.2 Exclusions from the General Program Guidelines for BCACG/CCGA Applicants

The BCACG and CCGAs are required to comply with all general Community Gaming Grants Program Guidelines (including all eligibility, accountability, and reporting requirements) as noted in Chapter One of these Guidelines, with the following exceptions:

- [Section 4.1](#) – Not-for-profit organizations that directly deliver programs to the community may be eligible for a grant.
- [Section 4.1](#) – A program may be eligible if it has been delivered for a minimum of 12 consecutive months, at the time of application.
- [Section 4.3](#) – To ensure the total provincial and/or federal government funding to the program remains within the 75 percent threshold, grant funding for the program may be limited or denied.
- [Section 6.2](#) – grant funds must not be used for:
 - » The development of new programs.
 - » Adding a new component or service that has not previously been delivered.
 - » Travel or other costs related to administrative meetings (e.g., annual general meetings, board meetings, retreats, conferences, etc.).
 - » Replacement of reduced or eliminated funding, including government funding.

If the BCACG or CCGAs seek grant funding for programming that is not directly related to supporting not-for-profit organizations with the grant application process, the organization will be required to apply for this other programming separately. This programming will also be required to meet all eligibility criteria outlined in Chapter One of these guidelines.

11.3 Conditions for a BCACG/CCGA Grant

The BCACG and CCGAs must adhere to all Conditions for a Program Grant. The BCACG and CCGA's must also adhere to certain specific conditions, as noted below.

CONDITIONS FOR THE BCACG

The BCACG will be required to deliver on the following activities as a condition of their grant:

- Provide leadership to local CCGAs.
 - » Communicate with CCGAs on a regular basis to ensure all organizations have consistent and accurate information on the Community Gaming Grants Program.
 - » Ensure that CCGA presentations are approved by the BCACG.
- Communicate key information to the not-for-profit sector.
- Deliver community presentations using branch-approved materials.
- Report service delivery statistics to the branch, to demonstrate how the organization is engaging with its members (e.g., number of presentations delivered; number and type of organizations helped; application outcomes for organizations that received assistance [if outcomes are known]; etc.).
- Seek and document feedback from not-for-profit community groups to provide to the branch.
- Provide not-for-profit sector expertise to support the branch's future-focused policy development.

CONDITIONS FOR CCGAS

CCGAs will be required to deliver on the following activities as a condition of their Community Gaming Grant:

- Work with the BCACG.
 - » Communicate with the BCACG and other CCGAs on a regular basis to ensure all organizations have consistent and accurate information on the Community Gaming Grants Program.
 - » Submit presentation materials to the BCACG for approval.
- Communicate key information to the not-for-profit sector in coordination with the BCACG.
- Deliver community presentations using branch-approved materials.
- Report service delivery statistics to the branch and share with the BCACG to demonstrate how they are engaging with their members (e.g., number of presentations delivered; number and type of organizations helped).
- Application outcomes for organizations that received assistance (if outcomes are known).
- Seek and document feedback from not-for-profit community groups to provide to the BCACG or the branch.
- Provide not-for-profit sector expertise to the BCACG or the branch to support future policy development.

Appendices



Appendix 1:

Determination of Program Delivery Level

In order to be eligible to receive funding above the local level, applicants are required to provide the branch with a business case justifying the reason(s) their programs and services could be considered to be regional or provincial in nature, as opposed to local.

The branch will assess these requests on a case-by-case basis in the context of the applicant's sector. Typically, factors such as the following are considered:

- The geographic reach of the program/services or the number of communities served.
- The number of alternate/adjacent service providers within the geographic jurisdiction of the organization, whether comparable organizations would recognize the organization as the "regional" or "provincial" lead or service provider.
- Clearly articulated letters of support from relevant local organizations and relevant sector partners.
- The number of people accessing services.
- Any other measures deemed relevant to the program delivery and the sector.

Regardless of the service delivery status of an organization, each application is assessed on its own merit, based on the size and scope of the programming presented.



Cheminus Festival of Murals Society.

Appendix II: Reasons for Requested Documents

| Required Document | Rationale |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Organization-level financial statements for the previous fiscal year:</p> <ul style="list-style-type: none"> » Revenue and expense statement for the previous fiscal year. » Balance sheet for the previous fiscal year. » Accompanying notes to the financial statements. | <ul style="list-style-type: none"> » To calculate an organization's surplus percentage, which is used to determine organization financial eligibility. |
| <p>Organization-level budget for the current fiscal year.</p> | <ul style="list-style-type: none"> » To assess organization sustainability. |
| <p>Copy of the organization's constitution and bylaws or equivalent document, certified by the British Columbia Registrar of Companies (if applicable).</p> | <ul style="list-style-type: none"> » To review the organization's purpose(s) and structure, to determine organization eligibility. |
| <p>Current Board of Directors list, with positions and contact information for each member.</p> | <ul style="list-style-type: none"> » To determine if two-thirds of board members reside in BC. » To identify who the board members are for information sharing purposes. |
| <p>For returning applicants that have changed their fiscal year-end date (one of the following):</p> <ul style="list-style-type: none"> » Copy of minutes from the Annual General Meeting during which the motion was passed. <p>Copy of a letter from the CRA, confirming the new date.</p> <ul style="list-style-type: none"> » Audited financial statements. | <ul style="list-style-type: none"> » To confirm the change. |
| <p>Direct Deposit Application form (FIN 312).</p> | <ul style="list-style-type: none"> » To provide bank account information for the direct deposit of grant funds. |
| <p>For each distinct program, for which funding is requested:</p> <ul style="list-style-type: none"> » Program-level revenue and expense statement (program actuals) for the previous fiscal year. » Program-level budget for the current fiscal year. » Program level budget for the next fiscal year (programs delivered less than 12 months only). <p><i>If the organization has listed in-kind contributions in the program financials, an in-kind summary must be included, which provides details regarding the source/ type/value of the support.</i></p> | <ul style="list-style-type: none"> » Program actuals: to assess the size and scope of each program and the funding level requested. » Program budgets: to determine whether the program is sustainable. » In-kind summary: to assess in-kind contributions to program. |

| Required Document | Rationale |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>For each program for which the organization is requesting funding:</p> <p>Program description (see Section 4.4)</p> | <ul style="list-style-type: none"> » To determine program eligibility. » To determine program delivery and viability, a program plan must be included in the program description for new programs delivered for less than 12 months at the time of the application. |
| <p>For applicants in the Sport sector (with the exception of Provincial Sport Organizations), Scouting organizations, and Cadet organizations:</p> <p>Number of registered participants.</p> <ul style="list-style-type: none"> » Each participant may only be counted once, regardless of how many program activities they participate in (see Section 4.4). | <ul style="list-style-type: none"> » To assess the size and scope of each program. |
| <p>Current, valid daycare/child care license, if applicable (only required for licensed child care programs).</p> | <ul style="list-style-type: none"> » To assess the size and scope of child care programs. |
| <p>For Mental Health or Substance Use residences:</p> <ul style="list-style-type: none"> » Evidence that the facility is registered under the Community Care and Assisted Living Act, licensed as a residential care facility with a B.C. health authority, or equivalent (if applicable). | <ul style="list-style-type: none"> » To ensure the facility meets all relevant local and/or provincial requirements. |
| <p>All outstanding or overdue Gaming Account</p> | <ul style="list-style-type: none"> » To ensure financial accountability. |
| <p>Summary Reports (GASRs). These reports do not have to be attached to the application but may be emailed separately to the branch.</p> | <ul style="list-style-type: none"> » To ensure that grant funds have been disbursed appropriately and within 12 months of receipt, as required. |

Appendix III: Government Funding

Under [Section 4.3](#) of the Community Gaming Grants: Program Grant Guidelines, “government funding” refers to money that is provided directly to an organization by the federal or provincial government or another federal/provincial body (e.g., school districts, health authorities and Crown corporations). Funding from local, municipal, regional or First Nation governments is not considered “government funding” for the purpose of determining program financial eligibility.

Federal or provincial government funding that is provided through a third-party will not be considered “government funding” for the purpose of assessing Program Grants. Sources of government funding include, but are not limited to, the following:

PROVINCIAL

- Agricultural Land Reserve Commission
- BC Arts Council
- BC Council for International Education
- BC First Nations Health Authority
- BC Games Society
- BC Housing Management Commission (BC Housing)
- BC Immigrant Investment Fund
- BC Touring Council
- Child Care Operating Funding (from the Ministry of Children and Family Development)
- Columbia Basin Trust
- Community Link
- Community Living British Columbia
- Destination BC

FEDERAL

- Canada Council for the Arts
- Canada Development Investment Corporation
- Canada Lands Company Limited
- Canadian Broadcasting Corporation
- Canadian Wildlife Service
- Department of Canadian Heritage
- Employment and Social Development Canada
- Environmental Assessment Office
- First Peoples’ Cultural Council
- Forestry Innovation Investment Ltd.
- Fraser Health Authority
- Innovate BC
- Interior Health Authority
- Insurance Corporation of British Columbia
- Legal Services Society
- Northern Health Authority
- Provincial Health Services Authority
- Royal BC Museum
- School districts
- Island Health (formerly Vancouver Island Health Authority)
- Vancouver Coastal Health Authority
- WorkBC
- Environment and Climate Change Canada
- First Nations and Inuit Health Branch – Health Canada
- First Nations Health Authority
- National Arts Centre Corporation
- Natural Resources Canada
- New Initiative Fund
- Service Canada
- Western Economic Diversification Canada

Appendix IV: Program Sub-Sectors

Applicants must select a program sub-sector for each program for which grant funding is requested. The sub-sectors allow the Community Gaming Grant Branch to collect information regarding the number and type of programs that receive grant funding.

For each program for which funding is requested, please select the sub-sector that best describes the purpose, activities or goals of the program.

ARTS AND CULTURE

- Dance – Performance/ Education
- Fair – Agriculture
- Fair – Community
- Festival
- Museum/Heritage/Archives
- Music – Performance/ Education
- Visual Arts – Exhibition/Education
- Theatre – Performance/ Education
- Visual Arts – Exhibition/ Education
- Media Arts – Exhibition/ Performance/ Education
- Literature – Exhibition/ Performance/ Education
- Culture/Multicultural
- Arts Council
- Other – Arts and Culture

SPORT SECTOR

- Aquatics/Swimming
- Baseball/Softball
- Basketball
- Biking/Cycling
- Bowling/Lawn Bowling
- Curling
- Equestrian
- Football/Rugby
- Golf
- Gymnastics
- Hockey
- Lacrosse
- Martial Arts/Combat Sports
- Racquet Sports
- Ringette
- Rowing/Sailing/Boating/ Waterski & Wakeboard
- Seniors Games
- Skating
- Skiing/Snow Sports
- Soccer
- Special Olympics
- Other – Sport
- Track & Field
- Volleyball

ENVIRONMENT

- Agriculture
- Animal Welfare
- Climate Change Adaptation
- Ecosystem Conservation
- Education/Outreach
- Other – Environment

PUBLIC SAFETY

- Land Search and Rescue
- Marine Search and Rescue
- Fire/Emergency Response
- Justice/Crime Prevention
- Emergency Communications Radio
- Recreation/Trail Safety
- Other – Public Safety

HUMAN AND SOCIAL SERVICES

- Child Care
- Developmental Disability Supports
- Disability Supports
- Mental Health, Substance Use
- Health/Health Condition Programs
- Food and Nutrition
- Hospice, Bereavement
- Immigrant/Refugee Supports
- Scouts/Cadets/Other
- Seniors Service/Activities
- Service Clubs/Community Donations
- Emergency Social Services, Outreach
- Education/Tutoring Services
- Children, Youth and Family Services
- Other – Human and Social Services





BRITISH
COLUMBIA

