



Community Gaming Grants Program

2019 Program Overview

CADETS (Sea, Army and Air)



2019 Community Gaming Grants Program Guidelines



New program Guidelines are released every year.
All CADETS applicants should review the Guidelines each year
Available online at www.gov.bc.ca/gaminggrants

1 – Program Essentials

1. Program Overview

\$140 MILLION ANNUALLY

\$135 MILLION for the “**Community Gaming Grant Program**” to help not-for-profits deliver ongoing programs.

\$5 MILLION for separate “**Capital Project Grant Program**” to help not-for-profits with capital projects or acquisitions.

Funded with provincial commercial gambling revenue.



1. Program Overview

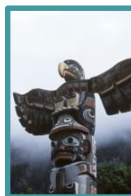
Community Gaming Grants

- 1) Not a competitive grant process.
- 2) Provide funding to all eligible not-for-profits.
- 3) Over 90% of applicants receive a grant (2018)
- 4) Average grant amount is nearly \$33,000 (2018)
- 5) Fund nearly 5000 organizations across the Province.



1. Funding Sectors

Community Gaming Grants support programming in six unique sectors:



Arts and Culture (February 1 – April 30)

- Programs that provide public access to and/or preservation of the arts, heritage or culture.
- Examples: performing arts education or performances, music education or performances, art galleries, youth arts, fairs and festivals, museums, cultural programs and festivals.



Sport (March 1 – May 31)

- Community-based or amateur programs for organized, competitive physical activity.
- Examples: youth and adult sports leagues (soccer, swimming, hockey, skating, basketball, biking, boating, martial arts), Special Olympics, seniors games.



Environment (July 1 – August 1)

- Programs that revitalize, protect, or provide education on ecosystems and the environment.
- Examples: ecosystem conservation, land stewardship, invasive species pulls, outdoor education, public education, climate change adaptation, protect domestic animals or wildlife

1. Funding Sectors



Public Safety (July 1 – August 31)

- Programs that enhance and support public safety initiatives.
- Examples: Volunteer firefighting, search and rescue, emergency radio, outdoor recreation (biking, hiking, snow trails), disaster relief and emergency preparedness.



Human and Social Services (August 1 – November 31)

- Programs that significantly contribute to the quality of life in a community or group.
- Examples: **CADETS/SCOUTS/4-H**, child care, services for people with a disability, mental health and counselling, education and outreach, community building, seniors activities and “Service Clubs.”



PACs and DPACs (April 1 – June 30)

- Support the enhancement of extracurricular opportunities for K-12 students.
- \$20 per student.

1. Maximum Funding Levels

Program Delivery Level	Maximum Grant Amount Available Per Year
Local organizations	\$100,000
Regional organizations	\$225,000
Provincial organizations	\$250,000

Cadet groups generally receive between \$2,000 - \$20,000, depending on their size.

The CGG Program provided over \$400,000 to Cadets groups in 18/19

The level of funding awarded is based on the size and scope of the programming presented in the application and the demonstrated financial need as shown in the program actuals and budgets.

2 - Organization Eligibility

2. Organization Eligibility



To be eligible for a grant, an organization must:

- Be not-for-profit
- Operate primarily for community benefit
 - ✓ *Voluntary and broadly-based membership*
- More than double the number of voting members to board members
- Democratically chosen board members.
 - ✓ *2/3 reside in B.C.*
 - ✓ *Volunteers who do not receive remuneration*

See Guideline section 3.1 to 3.4 for full eligibility rules.

2. Cadets

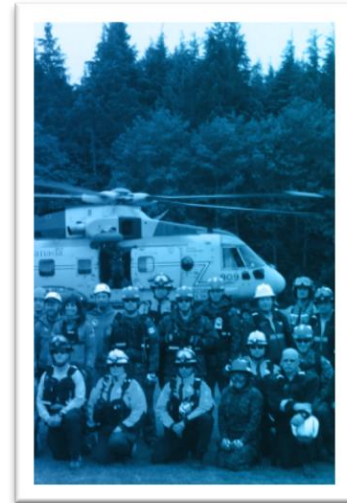
In general, local “sponsoring committees” apply for Community Gaming Grants to support an affiliated Cadets Corps.

To be eligible for a grant, an organization must “directly deliver” the program. Therefore, sponsoring committees must be active in program delivery. They cannot simply make payments for Department of Defence priorities.

Sponsoring committees should play an active role in the activities of a local group:

- Engage with youth; discuss local priorities
- Pay for expenses
- Book venues

See Guideline section 3.1 to 3.4 for full eligibility rules.



3 – Program Eligibility

3. Eligible Programming

Grants funds may only be used to support ongoing programs.

A **program** is an ongoing service, activity, or series of activities.

A **program** must provide a community benefit, or respond to a community's needs.

A **program** must be delivered for at least 12 month before it is eligible.

Grant funds are not intended to be used for an organization's core funding.

3. Eligible programs

Community Gaming Grants support a wide range of community-led programs.

Eligible programs must:

- ☐ Have been delivered for 12-months.
- ☐ Be directly delivered by the applicant.
- ☐ Be ongoing (not a project)
- ☐ Provide an immediate and direct service.
- ☐ Be accessible
 - ☐ Open access where possible
- ☐ Be inclusive
 - ☐ No unnecessary restrictions
- ☐ Have a lasting community impact.



3. Scouts programming

Sunshine Scouts Sponsoring Committee
(not-for-profit organization)



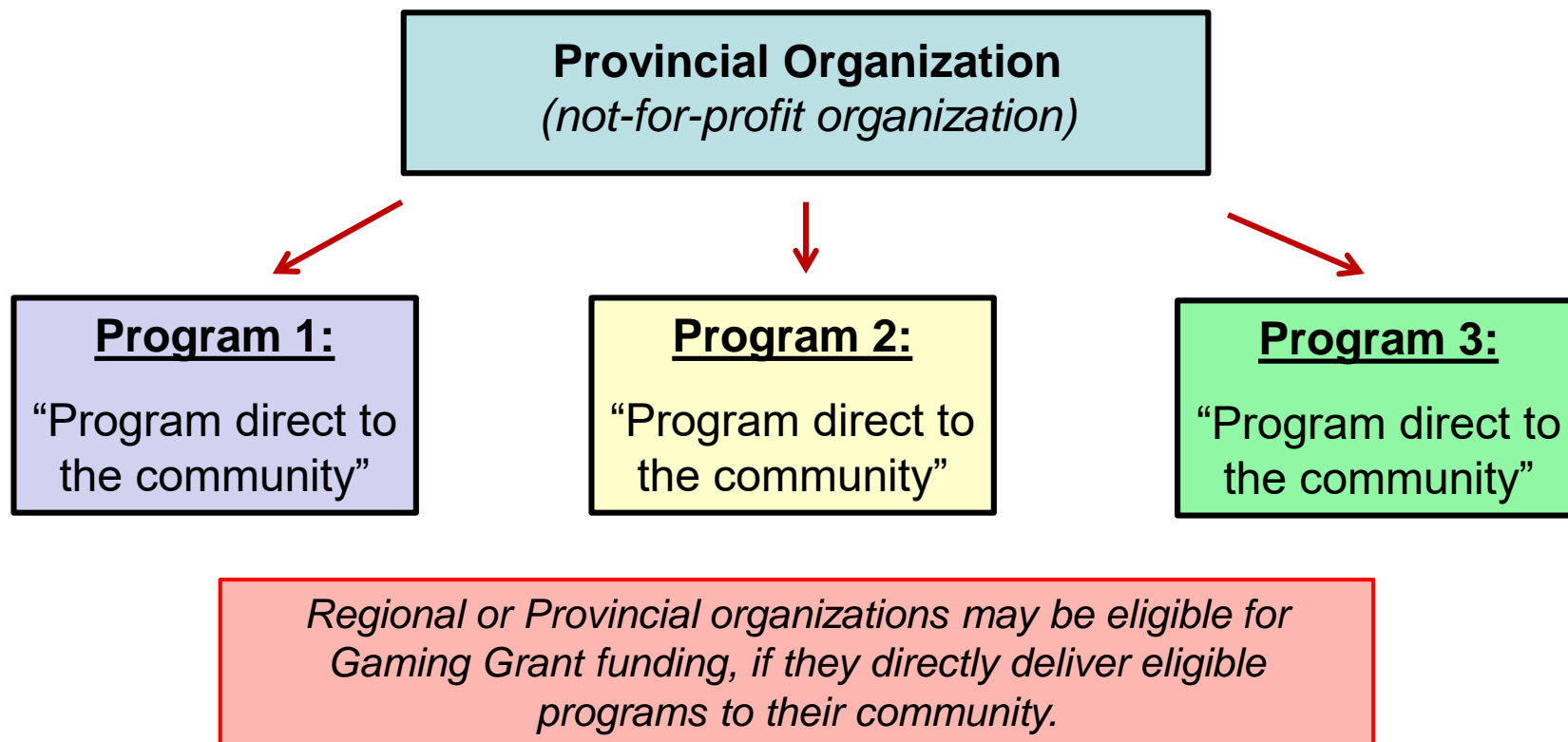
Program 1:

“Scouts Program” (this program includes everything the Scouts group does locally)

Scouts should only apply for one program.

- *Each program requires a “Program Description” and separate financials.*

3. Regional/Provincial Organizations



3. Ineligible programs

Include those that:

- Exclusively serve an organization's membership;
- Provide financial assistance to individuals;
- Deliver vocational training;
- Are delivered on contract or under a funding agreement;
- Benefit individuals or groups outside B.C.;
- Primarily benefit other organizations; and
- Do not deliver an immediate direct service to the community.

See section 4.5 for complete list



3. Describing The Program

- **You must include a “Program Description” document for each program.**
- Include with application in text or Word/PDF file.
- 1-3 pages per program, clear and concise.
- Make sure to include:
 - **WHO: Who benefits? How many people benefit?**
 - **WHAT: What are the program activities?**
 - **WHEN: How often do programs run?**
 - **WHERE: Where is program delivered?**
 - **HOW: How is the program accessible to all?**
- *See Guidelines section 4.1 for more information.*



4 – Spending The Grant

4 – Eligible Expenses

Common Cadet Expenses:

- Instrument costs
- sports fees
- first aid supplies
- facility rental
- transportation costs (bus rental)
- safety equipment
- recognition costs (i.e. medals)
- wreath for Remembrance Day
- boat training
- name tags
- event/activity fees (i.e. bowling night, marksmanship, flying instruction)
- camp site fees
- advertising costs
- Cadet assessment fees
- liability insurance
- facility maintenance (i.e. light fixtures, fire extinguisher maintenance, gravel for walkways, etc.)
- equipment (i.e. uniforms, t-shirts, marksmanship equipment, etc.)
- group snacks/ meals (i.e. for celebrations, end of year, etc.)

4 – Eligible Expenses



Grant funds cover costs essential to the direct delivery of an approved program.

Including:

- ✓ Wages of existing paid positions
- ✓ Rent, utilities, and insurance
- ✓ Program supplies, office supplies, internet/phone costs, program advertising
- ✓ Rental or purchase of equipment needed for the direct delivery of the program
- ✓ Travel essential to the direct delivery of the program within B.C.

See section 7.1 to 7.7 for more information

4 – Ineligible Expenses



INELIGIBLE USE OF FUNDS INCLUDE:

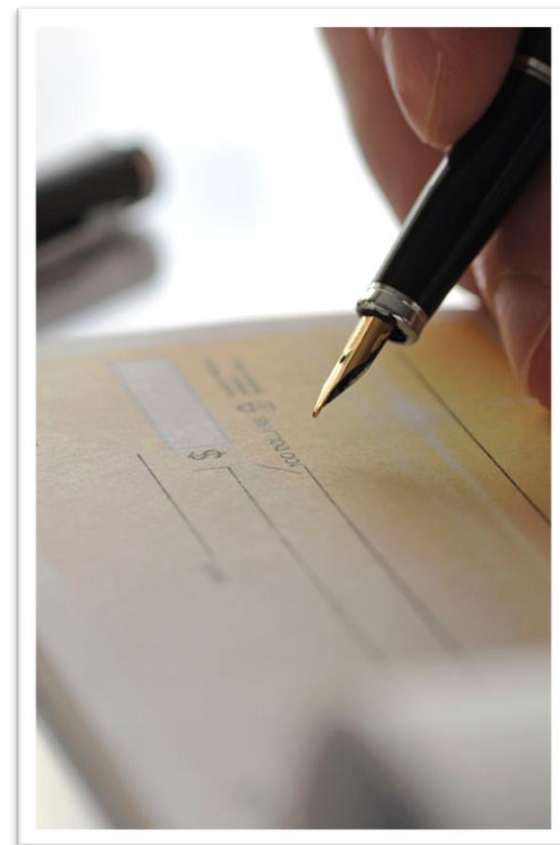
- ⊖ Costs not related to the direct delivery of the program (e.g. wages for other programs, grant writing, board work, admin work)
- ⊖ Development of new programs; adding a new program component; new staff position
- ⊖ Fundraising activities; mortgage payments
- ⊖ Monetary prizes; gift cards; cash; direct financial assistance
- ⊖ Costs or travel for board meetings, AGMs, retreats or conferences
- ⊖ Professional development for staff

See section 7.6 for more information

4 – Spending Rules

Grant funds are deposited into an organization's "Gaming Account."

- Expenses: All eligible expenses should be paid directly from the Gaming Account.
 - Grant funds may be transferred – by cheque or electronically – from the Gaming Account to the General Account for the reimbursement of eligible program expenses.
- Method: Cheque or board-approved electronic transfer.
- Documentation: Invoices and receipts must be retained for five years.



4 – Spending Rules

Spending Timelines

Forward: Grant funds must be disbursed within 12 months of receipt.

- Applicants may apply for a grant annually.

Backward: Grant funds can back-pay expenses incurred in the same fiscal year the grant is received.

- This is done by transferring funds from the Gaming Account to the General Account for previously incurred eligible expenses.



See Guideline section 7.7.

5 - Financial Eligibility

5- Organization Financial Eligibility

An organization is temporarily ineligible for a grant if it:

- Earned more than \$250,000 in its previous fiscal year through its own licensed gaming activities (e.g. 50/50, raffles);
- Exhibits conditions that cast significant doubt on its financial stability; and/or;
- Had more than 50% of its previous fiscal year's operating expenses on hand in unrestricted funds at the start of its current fiscal year (see next slide)

See Section 5.1 for more information

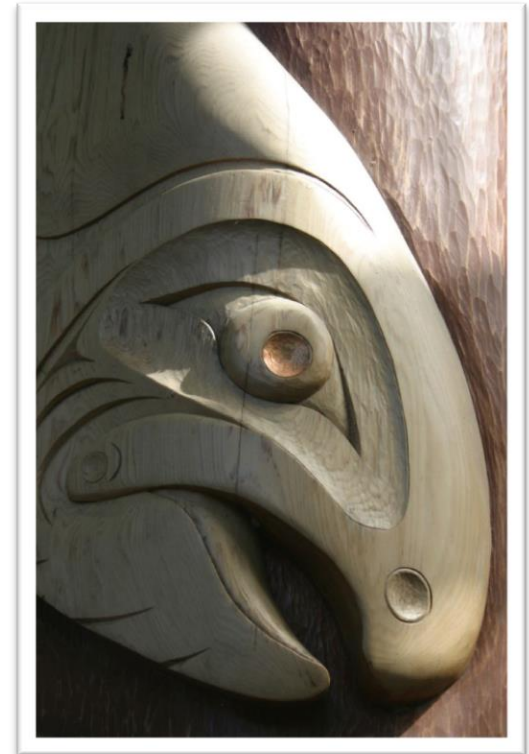


5 - Program Financial Eligibility

In addition to organization financials, separate financials are also required for each “program.”

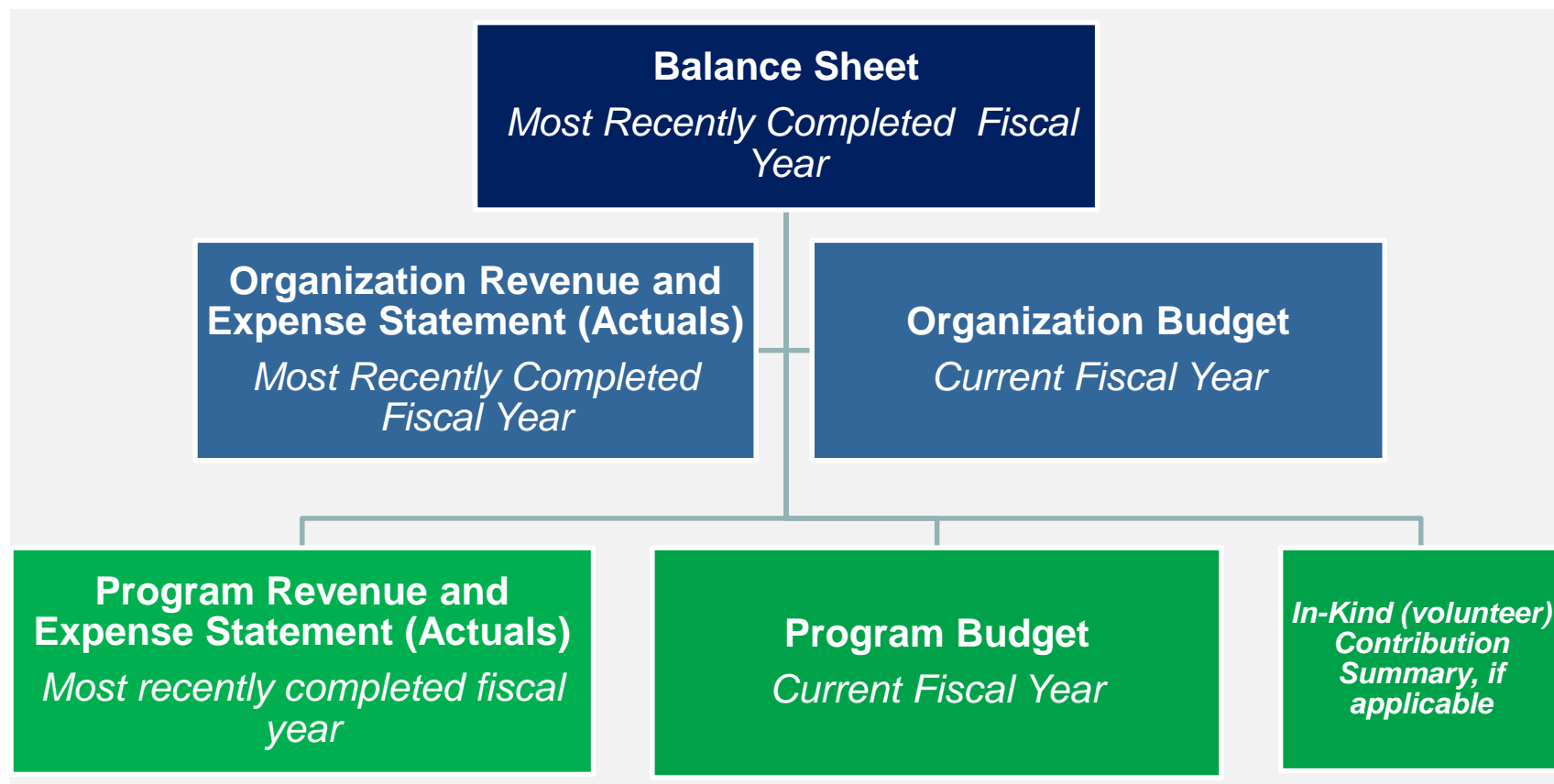
Program financial rules:

- Federal and/or provincial funding cannot exceed 75% of the total program cost.
- The remaining 25% must come from community sources, including
 - User Fees
 - Fundraising
 - Municipal, local, private or other grants
 - In-kind contributions (e.g. volunteer labour)
- Program revenue sources must be clearly identified



5 - Required Financial Documents

The application requires the following financial documents:



5 - Financial Documents Examples

Our website has examples of all five financial documents.

This picture shows an example of program financials

- Revenue and Expense Statement (Actuals)
- Current Year Budget
- Revenues clearly identified
- In-kind (volunteer) labour included.

	Program Actual Revenues/Expenses [Previous Fiscal] Year]	Program Budget [Current Fiscal] Year]
Revenues ⁽¹⁾		
Federal XYZ Department ⁽¹⁾	2,000.00	2,000.00
Provincial ABC Ministry ⁽¹⁾	5,000.00	5,000.00
Municipal Funding ⁽¹⁾	3,000.00	5,000.00
Community Gaming Grant ⁽²⁾	4,000.00	5,000.00
Licensed Gaming	1,000.00	1,000.00
Registration fees	5,023.05	5,000.00
Membership fees	1,000.00	1,000.00
Fundraising	8,455.36	8,000.00
Fees	2,114.98	2,000.00
Interest	159.64	150.00
Other	1,272.91	1,250.00
Sub-Total	\$33,025.94	\$35,400.00
In-Kind Income: ⁽³⁾		
Labour	5,655.00	6,000.00
Materials	3,350.25	3,000.00
Total	\$42,031.19	\$44,400.00
Expenses		
Advertising	1,666.51	1,500.00
Bank Charges	62.83	60.00
Utilities	1,131.31	1,200.00
Insurance	2,100.00	2,000.00
Legal	250.00	250.00
Wages & Benefits	14,114.88	17,500.00
Office Supplies	5,950.00	6,000.00
Equipment Rentals	1,750.00	1,750.00
Office Rent	4,300.00	4,300.00
Telephone	621.70	620.00
Miscellaneous	112.19	220.00
Sub-Total	\$32,059.42	\$35,400.00
In-Kind Expenses: ⁽³⁾		
Labour	5,655.00	6,000.00
Materials	3,350.25	3,000.00
Total	\$41,064.67	\$44,400.00
Surplus / Deficit	\$966.52	\$0.00

5 – In-kind (volunteer) contributions

In-kind support may be included as part of an organization's financials. This includes volunteer time, donated labour, equipment, services or materials.

- Volunteer labour at \$20/hour
- Must be listed as a revenue and expense, so the amounts balance to zero.
- Must be supported with an “In-kind contribution summary” (Example on our website).

In-Kind Contributions Summary for Organization's Fiscal Year Ended: _____	
L&G File # _____	
Name of Organization _____	
Name of Program _____	
# of Volunteers doing Volunteer Labour x # of hours @ \$20/hour = ⁽¹⁾	
• Volunteer Drivers: 3 volunteers x 50 hours each + 20 volunteers x 5 hours each.	5,000.00
• Office administration: 5 volunteers x 10 days/year x 3 hours each ⁽²⁾	3,000.00
• Website and systems support: 1 volunteer x 32 hours	640.00
Donated Materials at verified fair market value =	
• XYZ Electronics Company: 2 laptops and projector	3,350.25
Donated Accredited Professional Services at verified fair market value =	
• ABC Lawyers: Pro bono legal advice to program clients	855.00
• CBA IT Company: Server Upgrade	950.00
Total	\$13,795.25

See section 5.3 for more information

6 - Application and Accountability

6 – How to Apply

- ☐ **Apply online on our website**
- ☐ **Paper applications are not accepted**

Before Applying

Review the Program Guidelines and/or the resources on our website for valuable tips:

- ✓ Pre-application checklists
- ✓ Sample financial statements
- ✓ Frequently asked questions
- ✓ Application tutorials



6 - Reconsiderations of Decisions

- The reconsideration request must:
 - be made within 30 days of notification; and
 - state the reason(s) why the decision should be varied or overturned.
- New information, documents, etc. will not be accepted.
- A final decision will be made within 90 days of receipt of the request.

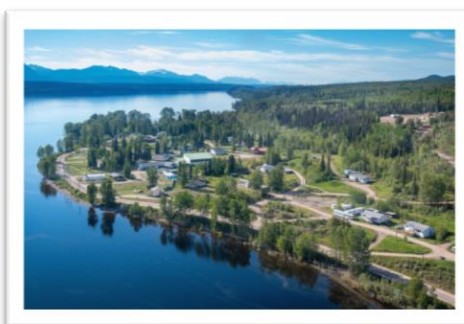


7 – Reporting

1. Program Overview

The key financial reporting tool is the “**Gaming Account Summary Report (GASR).**”

- ✓ All organizations that receive Community Gaming Grants, or have previously received a grant and still have money in their Gaming Account, must submit a GASR.
- ✓ Must be submitted within 90 days of the organization’s fiscal year end.
- ✓ The GASR details: “Gaming Account” balance at beginning of fiscal year; grants received; funds disbursed; and balance at end of fiscal year,
- ✓ GASR also requires a 300-word max description of how the community benefited from the programs/services supported by Community Gaming Grants.



1. Program Overview

“Gaming Account Summary Report (GASR).”

- Organizations must submit all recent GASRs in order to receive another Community Gaming Grant or Capital Project Grant.
- The GASR helps to ensure that grant funding is only used on eligible expenses.



Gaming Account Summary Report

Gaming Policy and Enforcement Branch

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: <https://gaming.gov.bc.ca>

Community Gaming Grants Branch

Mail: PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6
Courier: 6th Floor, 800 Johnson Street Victoria, B.C. V8W 1N3
Phone: 1-800-663-7867 or 250-356-1081 | Email: CommunityGamingGrants@gov.bc.ca
Web: <https://gov.bc.ca/gaminggrants>

L&G File#: (for your organization)

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>
- If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: gaming.branch@gov.bc.ca.
- If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: CommunityGamingGrants@gov.bc.ca

Report completed on:
(DD-MM-YYYY)

Report for your fiscal year
ending on: (DD-MM-YYYY)

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Organization mailing address: Unit, Street, and/or PO Box

City

Postal Code

SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

\$ 1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 – GAMING REVENUE

Gaming grant revenue: (indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	\$	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	\$	3
Capital Project Grant revenue:	\$	4
Other grant revenue such as Special One Time Grants: (provide short description)	\$	5

Gross revenue from all gaming event licences:

(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – “reporting period” refers to the period of licensed gaming activity falling within the organization's fiscal year)

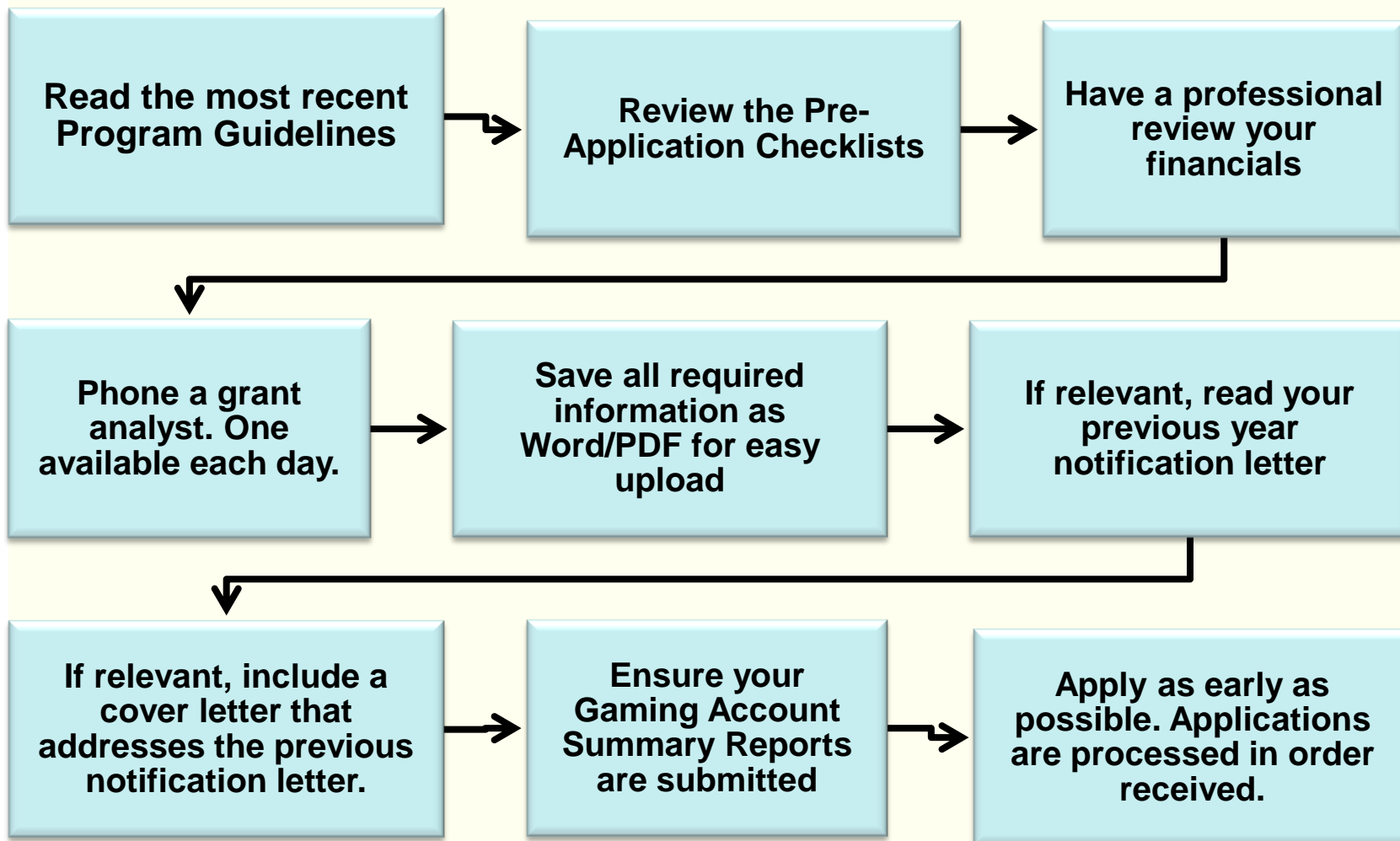
Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
				\$	6
				\$	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

Form: November 2018

Instructions: Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

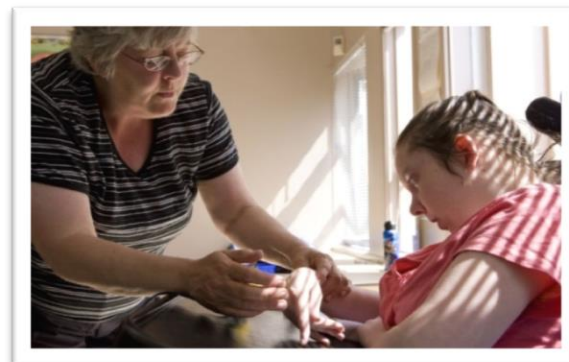
8 – Tips and Contacts

8 – Tips and Advice



8 – Key Resources

- 1) **MAH website** (<http://gov.bc.ca/gaminggrants>)
- 2) **Community Gaming Grants Branch**
 - General – communitygaminggrants@gov.bc.ca, or call 1-800-663-7867
 - Community Outreach Manager – CGGO outreach@gov.bc.ca
- 3) **BCACG** – British Columbia Association of Charitable Gaming (<http://bcacg.com/>)
- 4) **BCAAFC** – British Columbia Association of Aboriginal Friendship Centers (<https://www.bcaafc.com/>)



8 – Community Charitable Gaming Associations (CCGAs)

CCGAs receive grants to help local non-profits

- ☐ **Dawson Creek – Northern Lights CCGA**
<http://northernlightsgaming.ca/>
- ☐ **Prince George – Northern Interior CCGA**
<http://www.northernica.org/>
- ☐ **Kelowna – Central Okanagan CCGA**
<http://cocga.com/>
- ☐ **Chilliwack – Fraser Valley CCGA**
<https://fvccga.com/>
- ☐ **Victoria – Charity Works CCGA**
<http://charityworks.ca/>
- ☐ **Comox – Valley CCGA**
www.valleycharitablegamingsociety.com
- ☐ **Vancouver – BCACG**
<http://bcacg.com>

