

CAPITAL PROJECT GRANT – PRE-APPLICATION CHECKLIST

Before filling out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary processing delays.

Please note: only complete applications will be processed by the Community Gaming Grants Branch. An application is considered complete when all supporting documentation has been received.

SUPPORTING DOCUMENTATION:

Applicants must upload required supporting documentation in PDF, JPG, DOC(X), or XLS(X) format at the time of online application. Submission by e-mail or mail will not be accepted.

Please do not take and submit photographs of documents; proper scanning is required to upload documentation to the online application system.

Where supporting documentation is required, it is indicated by a * in the checklist below.

APPLICATION PROCESSING TIME:

Applications must be submitted within the sector application period of August 1 to September 30, 2017. All applicants will be sent notifications indicating the results of their application by the final notification date of December 31, 2017. If your organization has submitted an application but has not received notification by the final notification date, contact the Community Gaming Grants branch (<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/questions-contact-info>).

NOTES:

- For all applications, do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted, the application is submitted. The system will take 24 hours to update.
- To print a finished application, open and save the link to the Application Summary PDF provided on the confirmation page at the end of the application process.
- When attaching documentation to an online application, click the “Browse” button in the appropriate section to find the file on your computer. Once you have found the correct file, click “Add” to attach it to the application. Repeat as necessary to attach all relevant documents. You may attach multiple documents in each attachment section. You may also attach the Gaming Account Summary Report for the previous fiscal year, if applicable.
- Related information and documents as well as general contact information are available on the Community Gaming Grants Branch website at: <http://gov.bc.ca/gaminggrants>

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	Organization information: <ul style="list-style-type: none"> • Full, legal name (if applicable); • Mailing address associated with the organization; and • Program/service or purpose of the organization.

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	Constitution and bylaws. *
<input type="checkbox"/>	Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. *
<input type="checkbox"/>	Total number of members who are eligible to vote at the annual general meeting (AGM). *
<input type="checkbox"/>	Most recent AGM minutes, including the election of the board and the number of eligible voting members who attended the meeting. If elections are not held at the AGM, please attach the minutes from the meeting at which the board of directors was elected. *
<input type="checkbox"/>	<p>Complete financial statements for your organization:</p> <ul style="list-style-type: none"> • Revenue and expense statements from the previous fiscal year; * • Balance sheet from the previous fiscal year; * • Current fiscal year's budget; * • Next fiscal year's budget; * • If financial statements are completed by an accountant, those are required; * • All accompanying notes to the financial statements; • If the organization has internally restricted funds, accompanying minutes from the board meeting where the motion was passed to restrict the funds are required; and • The Gaming Account Summary Report for the previous fiscal year (if applicable).
<input type="checkbox"/>	<p>Voided cheque from your gaming account. The voided cheque must be pre-printed by a financial institution and must include your organization's full name and the words "Gaming Account" imprinted on it. *</p> <p>Direct deposit/payroll forms will not be accepted.</p> <p>NOTE: Organizations new to the Branch must open their gaming account <u>before</u> applying.</p> <p>Some banks de-activate accounts when there is no activity for a certain amount of time. Please contact your bank to ensure your gaming account status is active so, if approved, your grant funds can be electronically transferred without issue.</p>
<input type="checkbox"/>	<p>Project Category: Applicants should apply under the specific project category that is best suited for their capital project:</p> <ol style="list-style-type: none"> 1. Facilities (construction, renovation or maintenance of facilities) 2. Community Infrastructure (public amenities such as docks, parks, playgrounds, etc.) 3. Acquisitions (fixed capital assets for long-term use, including vehicles and equipment) *

☑	Required Information
☐	<p>Project Description: A brief description of your proposed capital project and the reason why you are pursuing it. *</p> <p>NOTE: If you are attaching a document, it should be no more than 1-2 pages in length.</p>
☐	<p>Community Benefit: Describe how the project will benefit the community and how the project is responsive to the community's needs and issues. *</p> <p>NOTE: If you attach a document, it should not exceed 1-2 pages in length.</p>
☐	<p>Public Inclusiveness: Describe how this project will be open and accessible to the greater community. *</p> <p>NOTE: If you attach a document, it should not exceed 1-2 pages in length.</p>
☐	<p>Project Timeline: *</p> <p>Provide a detailed project timeline, including:</p> <ul style="list-style-type: none"> • Project start and completion dates; • Dependencies (i.e. external factors that affect your timeline); and • Dates for major milestones. <p>NOTE: Capital Project Grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. The project must have started within 12 months of receipt of funding.</p>
☐	<p>Risk Management: In a table, identify and rank potential risks as either high, medium or low and identify proposed management/mitigation strategies. *</p>
☐	<p>Appropriate Approvals: List any approvals and permits required to complete work on the project (e.g. zoning bylaws, building permit, plumbing permit, demolition – deconstruction permit, environmental assessment) and the steps your organization plans to take to obtain them. *</p> <p>NOTE: If no permits or approvals are required, please use the text box to explain why this question is not applicable.</p>
☐	<p>Ongoing, Long-term Operational Viability: Describe your organization's plan for the long-term operation of your project, such as an asset management plan to manage and maintain the facility, amenity or acquisition into the future. *</p>
☐	<p>Project Cost: The total estimated cost of the capital project. *</p>
☐	<p>Project Budget: Provide the proposed budget for the project. Please include all accompanying notes to the budget and clearly identify assumptions, projections and contingencies. *</p>

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	<p>Cost Estimates: Attach one or more recent estimates for project expenses. *</p> <p>NOTE: Preference will be given to applicants who attach at least two cost quotes. If a sole source provider is the only option, please explain why.</p>
<input type="checkbox"/>	<p>Requested Grant Amount: The amount of funding requested for the project. *</p> <p>NOTE: The total requested amount cannot exceed \$250,000. Priority will be given where the requested amount represents a significant contribution towards the total project cost.</p>
<input type="checkbox"/>	<p>Use of Grant Funds: A list of expenses detailing how you intend to use the Capital Project Grant funds. *</p>
<input type="checkbox"/>	<p>Matching Funds: A detailed list of the sources of matching funds that can be verified within your organization's financial statements. *</p> <p>NOTE: Preference will be given to applicants with matching funds that are secured and available for immediate use (i.e. cash in hand or irrevocable letter of credit) over applicants with letters of guarantees or tangible in-kind support (e.g. donated materials and equipment). Intangible in-kind support such as volunteer time, donated labour and services will not be accepted towards the matching funds requirement.</p>
<input type="checkbox"/>	<p>State of Title or License to Occupy: Provide the address for the project location. *</p> <p>Indicate whether your project is located on:</p> <ul style="list-style-type: none"> • Land that is owned by your organization; • Land that is leased to your organization on a long-term basis. Your organization must have a signed unconditional fixed-term (10-year minimum) lease and provide a stated intention to maintain the facility into the future. If your organization has less than 10 years remaining on its lease, please include a letter signed by both the tenant and landlord indicating a commitment to renew the lease upon its expiration; • Public land. Your organization must have the proper permissions from any and all proper public authorities; or • Not applicable (Acquisitions project). * <p>NOTE: If your Facilities or Community Infrastructure project is located on land that does not fit one of these categories, then it is not eligible for a Capital Project Grant.</p>
<input type="checkbox"/>	<p>Accessibility: Describe how special consideration has been given to provide appropriate access for persons with disabilities, if applicable.</p>
<input type="checkbox"/>	<p>Added Value: Describe any energy-efficient or cost-effective features included in this project that will lower the organization's long-term operational costs or improve the use of your organization's human and/or technological resources (e.g. reduced resource consumption).</p>

<input checked="" type="checkbox"/>	Required Information
<input type="checkbox"/>	<p>Board positions, names, home addresses, e-mail addresses and phone numbers of two to four members of the organization associated with the application:</p> <ul style="list-style-type: none"> • Two must be named as Officers Responsible for the Application; • One must be named as the Submitter (an Officer Responsible may also assume this role); and • One must be named as the Contact Person (an Officer Responsible may also assume this role). • Enter only one email address in the delivery method. <p>NOTE: The Contact Person must be accessible during regular office hours.</p>