

# BC Association for Charitable Gaming

Community Gaming Grants Workshop  
2015

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# By the Numbers

- ▶ For fiscal year 2013/2014
- ▶ More than 7,000 applications
- ▶ Over 5,300 Community Groups successful
- ▶ Receive an Average Grant \$27,000
- ▶ \$135 million for 2013/14
- ▶ Ticket raffles etc. raised another \$30 million
- ▶ Gaming Proceeds to Community Groups . . .

**\$165 million**

# Sectors

Application Period - February 1 - May 31

- ▶ **Arts and Culture** - Programs that enhance the performing arts, media arts, visual arts, literature, heritage or culture in the community.
- ▶ **Sport** - Community-based youth and amateur sport programs that consist of organized and competitive physical activities. Motorized sports are generally not eligible.

# Breakdown cont'd

Application Period - July 1 - August 31

- ▶ **Public Safety** - Programs that enhance and support public safety initiatives, disaster relief and emergency preparedness within BC
- ▶ **Environment** - Programs that enhance British Columbia's environment or protect the welfare of animals and wildlife

# Breakdown cont'd

Application Periods - August 1 - November 30

- ▶ **Human & Social Services** - Programs that significantly contribute to the quality of life in a community, including assisting the disadvantaged or distressed, promoting health, or enhancing opportunities for youth 18 years and under. Service clubs are included in this sector.

# PAC's and DPAC's

Application Period - April 1st - June 30<sup>th</sup>

- ▶ All PAC's eligible to receive \$20 per student per year.
- ▶ DPAC's eligible to receive \$2,500 per year.
- ▶ To receive funds, a PAC or DPAC must:
  - ▶ Submit a basic application form that confirms its existence,
  - ▶ Only on-line applications will be accepted.
  - ▶ First time PAC groups may contact the branch for guidance for submitting an application.
  - ▶ Provide a void cheque from the PAC or DPAC gaming bank account and
  - ▶ Comply with the conditions of its grant.

# Community Gaming Grants

## Who Can Apply?

- ▶ Non-profit community organizations that deliver programs to their community.
- ▶ A program is defined as an ongoing service or activity designed to achieve one or more defined objectives.
- ▶ Maximum grant available -

Local	\$100,000
Provincial	\$250,000
Regional	\$225,000

# Organization Eligibility

- ▶ Organization must be not-for-profit.
- ▶ Programs must have been in operation for at least 12 months prior to application.
- ▶ Has a voluntary and broadly based membership involved in the management and control of the organization and its programs.
- ▶ Voting membership of the organization must be more than double the number of board members.



# Organization Eligibility cont'd

- ▶ Delivers programs established and maintained by its volunteers.
- ▶ Funds must be used to support direct delivery of a program that benefits the broader community.
- ▶ Has board members that are democratically chosen by, and from within, its volunteer base.
- ▶ Has board members that are Canadian residents, with at least two-thirds of the board residing in BC, and those board members do not receive remuneration or other financial benefit for their services as an executive member.
- ▶ Meets the Province's standards for financial accountability.

# Program Eligibility

- ▶ Eligible programs provide a direct service to the community and are responsive to that community's needs and issues. Grant applicants must demonstrate how the programs for which they seek funding meet eligibility criteria and have benefitted, and will benefit, others.
- ▶ The current Funding Pool is \$135 million.
- ▶ Programs must fall within one of six sectors.

# Capital Projects/Restricted Funds

- ▶ Minor capital project is \$20,000 or less.
- ▶ Major capital project is over \$20,000.
  
- ▶ Internally Restricted Funds are set by the Board.
  - ▶ Up to 3 years, with approved extensions.
  - ▶ Can be 5 years for a building.
  - ▶ Must be noted in the financials with Board Minutes.
- ▶ Externally Restricted Funds are set outside of organization.
  - ▶ No time limit, but clearly designated in financials.

# Program Eligibility Must-haves

- ▶ Clear community benefit not solely for its' members interest.
- ▶ Open, accessible and inclusive.
- ▶ Must be sustainable or have a lasting impact (No one time events, recurring Annual OK).
- ▶ For a first time application, letters of support are required.

# Organizations/Programs Not Eligible

- ▶ Programs delivered under contract (Provincial or Federal) but Municipal contributions are OK.
- ▶ If only of benefit to the individual organization.
- ▶ Does not deliver an immediate benefit (1 year).
- ▶ Cannot go outside the province.
- ▶ Vocational Training programs.
- ▶ Alumni associations, Religious programs, For profits or ancillary to, Political, Hospital, Medical, Educational institution or School, Penal institution, Museums/libraries funded provincially or federally.
- ▶ If more than 50% of last years operating expenses on hand.
- ▶ Raised more than \$250,000 through own gaming licenses in past 12 months.

# Using Gaming Grant Funds

- ▶ Used within BC to cover costs essential to the direct delivery of an approved program.
  - ▶ Operating costs - wages, utilities, facility rental, supplies, etc.
- ▶ When essential to program delivery.
  - ▶ Rental/purchase of equipment, travel.
- ▶ Capital acquisitions required for program.
  - ▶ Computers, furniture, vehicles, owned by the organization.
- ▶ Gaming grants disbursed within 12 months.

# Gaming Funds Cannot Be Used For

- ▶ Development of new programs.
- ▶ Projects or creation of a new position.
- ▶ Expansion of an existing program.
- ▶ Travel that is social, recreational, invitational.
- ▶ Travel to AGM',s Board mtgs, retreats, etc.
- ▶ Fundraising - concessions, sales.
- ▶ Past debt, loan, interest payments.
- ▶ Replace eliminated funding.
- ▶ Professional development.
- ▶ Subsidizing the procurement of a contract.

# Acknowledgement

- ▶ The grant recipient must acknowledge the financial assistance of the province of BC in program materials, (including signage for capital projects) by displaying the following:

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



# Applying For a Community Gaming Grant

**ONLY ONLINE APPLICATIONS ACCEPTED**

# The Short Form

- ▶ Online version of short form Community Gaming Grant Application is available.
- ▶ This actually becomes a replacement for the three year grant.
- ▶ Eligible received grant for previous 2 years.
  - must complete online.
  - same program(s) and funding level(s).
  - may only use the short application for two consecutive years.
- ▶ Does not have a space for Program Description, submit regular application form if making any changes to the program.
- ▶ Can't use the short form if reconsideration has taken place.

# Accountability for Gaming Grant Funds

- ▶ Maintain a Gaming Account in the Organization's full name with Gaming Account imprinted on the cheques.
- ▶ Disbursements made within grant conditions.
- ▶ Two signers on each cheque - no pre-signed cheques.
- ▶ GAS within 90 days of fiscal year end.
- ▶ Keep ALL records for 5 years after the fiscal year end in which the revenue was disbursed.
- ▶ Comply with all gaming grant conditions.

# Reconsideration

- ▶ Within 30 days of notice of denial:
  - ▶ Written request (email) to Executive Director, Community Support Division.
  - ▶ Clearly state reason for requesting a variance or reversal of decision.
  - ▶ Address each point in the letter, providing clarifying information to address misinterpretations.
- ▶ New information or documents that substantially change the original application are not admissible.
- ▶ A decision will be sent within 60 days.

# Gaming Grant Tutorial

<https://www.gaming.gov.bc.ca/grants/community-gaming.htm#three>

<https://www.gaming.gov.bc.ca/grants/docs/info-cgg-application-tutorial-regular.pdf?>

<https://www.gaming.gov.bc.ca/grants/docs/info-cgg-application-tutorial-short.pdf?>

- ▶ Must complete the application in one session.
- ▶ Complete in less than an hour.
- ▶ Pre-application checklist.
- ▶ Have all attachments scanned and ready.

## **DO NOT**

- ▶ Click “Back” or “Refresh” buttons.
- ▶ Do not copy and paste from other documents into the application fields.

# F A Q's

- ▶ Cannot save and come back later.
- ▶ Are able to print a summary when finished.
- ▶ Submit Program Description as an attachment.
- ▶ 4,000 character maximum.
- ▶ Use a Windows-based PC & Internet Explorer.
- ▶ Error messages at top of page.

# Sample Forms

- ▶ Organization Balance Sheet.
- ▶ Organization Revenue and Expense Statement.
- ▶ Organization Budget.
- ▶ Program Financial Statements & Budgets.
- ▶ In-Kind Contributions.
- ▶ In-Kind Contributions Summary.

# Volunteer Hours/In-Kind

- ▶ All Not-for-profit organizations rely on volunteers.
- ▶ The number of volunteer hours are staggering in some organizations.
- ▶ Frequently, these hours are not accounted for.
- ▶ For your own information, and as a valuable part of your financial statements, these hours must be tracked.
- ▶ In-kind could be space, vehicles, furniture, donated materials, etc.



# Volunteer Hour Tracking Sheet

- ▶ It is policy that gaming grants may only fund to a maximum of 75% of the cost to deliver a program.
- ▶ The balance must come from other services or “In-kind”.
- ▶ This is done by accounting for Volunteer Hours as “in-kind” income, with an equal amount under Expense for “In-Kind” Labour.
  - ▶ General Labour at \$10 per hour.
  - ▶ Skilled Labour at \$25 per hour.
  - ▶ Professional Services at their regular rate.

# Other Licensed Gaming - Fund Raising

- ▶ Class A - More than \$20,000 in gross revenue
  - ▶ \$50 Fee, up to 10 week approval
- ▶ Class B - Less than \$20,000 in gross revenue
  - ▶ \$25 Fee, 3 working days
- ▶ Class D - \$5,000 or less in gross revenue
  - ▶ \$10 Fee, 3 working days
- ▶ Class C - Fairs and Exhibitions
  - ▶ \$150 Fee, up to 10 weeks
  - ▶ Limited Casinos

# Gaming Options

Class A	Class B	Class D	Class C Fairs/Exhibitions
Ticket Raffles	Ticket Raffles	Ticket Raffles	Ticket Raffles
Independent Bingos	Independent Bingos	Independent Bingos	Independent Bingos
Wheels of Fortune	Wheels of Fortune		Wheels of Fortune
Social Occasion Casino	Texas Hold'em Poker		Limited Casinos
	Social Occasion Casino		

# Host Local Government Revenue

- ▶ Host governments receive 10% of the net proceeds.
- ▶ For Fiscal year April 2013 through March 2014:
  - ▶ Langley (Casino) \$5.94M
  - ▶ Abbotsford Chances \$0.9M
  - ▶ Chilliwack Chances \$1.4M
  - ▶ Edgewater (Vancouver) \$8.00M
  - ▶ River Rock (Richmond) \$21.82M
  - ▶ Grand Villa (Burnaby) 10.99M
- ▶ Completely unencumbered - Council may spend in any way they wish.

# GPEB - Audit and Compliance Division

- ▶ **Every year organizations are selected.**
  - ▶ Audits will include reviews to verify compliance by charitable organizations with the terms and conditions of the grant received.
- ▶ **Grant, License or Sector Specific Projects**
  - ▶ Projects will include audits of areas identified as a result of a risk assessment process in an effort to increase compliance in a specific area.

# Gaming Account Summary Report

- ▶ Submit within 90 days of fiscal year end.
- ▶ May submit by mail or email.
- ▶ Report all gaming account activity.
  - ▶ Gaming grants, raffles, gaming fund donations from other organizations, GST rebates, interest, etc.
- ▶ Include cancelled or void cheques.
- ▶ Two Board members (one must be Treasurer) sign the GAS report.

# Service Clubs Checklist

- ▶ Donations to:
  - ▶ Eligible Organizations.
  - ▶ Individuals or Families.
  - ▶ Requesting approval for club's own programs.
  - ▶ Scholarships and bursaries.

# Web Sites

News, Useful Links, Members, etc

<http://bcacg.com/>

<http://fvccga.com/>

<http://www.gaming.gov.bc.ca/index.htm>

- ▶ Grant information
- ▶ Applications
- ▶ Forms
- ▶ Guidelines



The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the frame, leaving a large white central area. The shapes are layered, creating a sense of depth and movement.

Thank you