



Ministry of Public Safety and Solicitor General
Gaming Policy and Enforcement Branch

Application for a Direct Access Program Grant

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC, V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC, V8W 1X3
Telephone: 250 387-5311 | Web: www.pssg.gov.bc.ca/gaming/

Organization # _____

Note: Forms can now be completed online at www.pssg.gov.bc.ca/gaming/eservice/

- Only one application for a Direct Access Program Grant may be submitted per year.
Late or incomplete applications will generally be returned to the applicant without being processed.
Organizations may also submit a separate Application for a Major Capital Project Grant.
Faxed applications are not accepted.

Table with 2 columns: Sector, Annual Application Timelines. Rows include Arts, Culture and Sport; Public Safety; Environment; Human and Social Services; Service Organization.

SECTION 1 GROUP INFORMATION PLEASE PRINT CLEARLY

Name of group (as it appears on the constitution and/or certificate of incorporation if applicable): _____

Group mailing address: Unit, Street and/or PO Box _____
City _____ Postal Code _____

Group physical address (Optional): Unit and/or Street _____
City _____ Postal Code _____

If your group is a registered society in BC, please provide the BC Society Number: _____

On what date did your group start operating (approximate)? _____ Fiscal Year End: Month: _____ Day: _____

General Program/Service or Purpose of your Group (e.g. seniors, housing): _____

SECTION 2 GROUP DETAILS

This application is for grant funding for programs within which sector? (choose one only)

- Arts, Culture & Sport Public Safety Environment Human & Social Services
Other: _____ If you chose Sport, are you a Provincial Sport Organization? Yes ___ No ___
Are you a Community Service Organization? Yes ___ No ___ If yes, who is the recipient organization? _____
Number of eligible voting members: _____ Number of board members: _____
Date of last Annual General Meeting: _____ Number of voting members attending last AGM: _____

Retain a copy of this application for your organization's records.

SECTION 3 PROGRAM FUNDING REQUEST

List the programs for which you seek grant funding and indicate the amount being requested for each program. Attach an additional sheet if more space is required. **For each program listed, Section 4 must be completed.**

TOTAL GRANT REQUEST cannot exceed \$100,000, unless the program is delivered province-wide. Organizations delivering programs in communities throughout the province may be approved for up to \$250,000.

If applying for capital project funding, see page 4.

	Requested Amount
Program #1: _____	\$ _____
Program #2: _____	\$ _____
Program #3: _____	\$ _____
Program #4: _____	\$ _____
TOTAL GRANT REQUEST	\$ _____

SECTION 4 PROGRAM INFORMATION

This section must be completed for each program listed in Section 3 Program Funding Request.

Program name: _____

How long has your organization delivered this program? _____

What is the grant amount that you are requesting for this program? _____

Describe the activities and delivery of the program (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability and community support): _____

Provide details on how the grant funds will be utilized: _____

Is this program delivered province-wide? _____ Yes _____ No _____

Are other organizations involved in this program receiving gaming grants? Yes _____ No _____

Will grant funds be used for out-of-province travel? Yes _____ No _____
 (If yes, a Request for Out-of-Province Travel Approval must be attached to this application.)

Will grant funds be used for a Major Capital Project that has a total value greater than \$20,000.00? Yes _____ No _____
 (If yes, a separate Application for a Major Capital Project Grant must be submitted.)

Does your program receive any provincial or federal program funding? Yes _____ No _____

Number of people that will be targeted: _____ Number of people that will participate: _____

Does this program have a daycare licence? Yes _____ No _____
 (If yes, a copy must be attached to this application.)

Total annual budget for this program: \$ _____

Retain a copy of this application for your organization's records.

SECTION 5 CERTIFICATION

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization or group (the "applicant") making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the *Criminal Code*, the *Gaming Control Act* and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming Policy and Enforcement Branch ("GPEB") and all directives issued by the General Manager, whether published or issued before or after the date of this application.
- Upon dissolution of this organization, all unused grant funds and assets purchased with grant funds will 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 British Columbia.
- The applicant understands and confirms that any information submitted herein may be disclosed by GPEB publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

Submitter:

Name _____ Position _____
 Address _____ City _____ Province _____ Postal Code _____
 Work () _____ Home () _____ Fax () _____ Cell () _____ E-mail: _____

Contact Person:

Name _____ Position _____
 Address _____ City _____ Province _____ Postal Code _____
 Work () _____ Home () _____ Fax () _____ Cell () _____ E-mail: _____

Two members of Organization Responsible for the Application:

Name _____ Position _____
 Address _____ City _____ Province _____ Postal Code _____
 Work () _____ Home () _____ Fax () _____ Cell () _____ E-mail: _____

Signature _____	Date _____
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Name _____ Position _____
 Address _____ City _____ Province _____ Postal Code _____
 Work () _____ Home () _____ Fax () _____ Cell () _____ E-mail: _____

Signature _____	Date _____
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Retain a copy of this application for your organization's records.

SECTION 6 ENCLOSURE CHECKLIST

The following information must be attached to your application.
Incomplete applications will generally be returned to the applicant without being processed.

FIRST DIRECT ACCESS PROGRAM GRANT APPLICATION

This information must be kept up-to-date.
If there are any changes to this information it **MUST** be submitted with your next grant application.

Organization Information

- Constitution and Bylaws

PLUS Organization Information, Program Information and Financial Information listed below.

EVERY GRANT APPLICATION

Organization Information

- Changes to Constitution or Bylaws since your organization's last application.
- Up-to-date list of the Board of Directors, showing names, home addresses, home and work telephone numbers, e-mail addresses, and positions held on the Board.
- Last annual general meeting minutes.
- Sport Groups that are *not* Provincial Sport Organizations must list team names, number of players per team, and the age groups of the participants in each team.

Program Information (from Section 4 of this application)

- For each program for which funding is requested:
 - Current and next year's program budget detailing confirmed and potential revenue sources and all planned expenditures. Federal or provincial government funding, including contract or grant monies, must be clearly identified.
 - Previous year's actual revenues and expenditures.
 - Program Details.

Financial Information

- Gaming Account Summary Report for previous fiscal year (if applicable).
- Complete annual financial statements for your organization's previous fiscal year, including:
 - Revenue and expense statement clearly showing gaming funds (if applicable) as a separate entry.
 - Balance sheet listing all assets and liabilities of the organization and with restricted funds identified.
- Current year's budget for the organization. Include anticipated gaming revenue and expenditures.
- Void cheque from your gaming account, to enable Electronic Funds Transfer of approved grant funds. Your organization's full name and the words 'Gaming Account' must be imprinted on each cheque.

SECTION 7 USING GAMING PROCEEDS FOR CAPITAL PROJECTS

Capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development. See section 5.3 of the Guidelines for Applying for a Direct Access Program Grant.

Minor Capital Project

- A project with a total cost of \$20,000 or less that is essential to the delivery of your organization's approved programs is considered a minor capital project.
- Include the project as one of the planned uses of grant funding described for the program in Section 4 of this application form. A separate application form is not required.

Major Capital Project

- A project with a total cost of more than \$20,000 that is essential to the delivery of your organization's programs is considered a Major Capital Project. Major Capital Projects must provide significant community benefit and be accessible to the public.
- Service organizations planning to donate grant funds to a Major Capital Project must ensure the project has been pre-approved by the Branch.
- Separate from a Direct Access Program Grant, an organization can apply for a Major Capital Project Grant. For more information about major capital project grants, refer to the **Application for a Major Capital Project Grant**.

The information requested on this form is collected under the authority of the Gaming Policy & Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess your eligibility for a Direct Access Program Grant. Questions may be directed to the Gaming Policy and Enforcement Branch, Ministry of Public Safety and Solicitor General, Victoria.

Retain a copy of this application for your organization's records.