



# Community Gaming Grants

## 2022 PAC & DPAC Guidelines & Conditions



## **Community Gaming Grants: Program Guidelines**

Effective April 2022

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## *2022 PAC & DPAC Guidelines & Conditions*



# 1. *Program Overview*

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This document outlines the relevant Community Gaming Grant Guidelines and Conditions which apply specifically to Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) applicants.

The Community Gaming Grants program distributes funds from commercial gambling revenues to not-for-profit organizations that deliver programs and services to communities throughout British Columbia. These grants ensure British Columbian's 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.

Community Gaming Grant funding is available to PACs and DPACs, to support the enhancement of extracurricular opportunities for all K-12 students in British Columbia, regardless of background or identity characteristics. PACs/DPACs seeking funding for major capital projects may also apply to the separate Community Gaming **Capital Project Grant** program.



## 2. *Available Funding*

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### 2.1 *Funding Levels*

#### *PAC*

Funding amounts for Community Gaming Grant PAC grants are currently set at a rate of \$20 per student. Schools with fewer than 100 students will be provided a base rate of \$2,000. The total grant amount is based on full-time student enrollment at the start of the previous school year. Enrollment numbers are provided by the Ministry of Education.

#### *DPAC*

The funding amount for Community Gaming Grant DPAC grants is currently set at \$2,500 per year.

### 2.2 *Application Intake Period*

PAC and DPAC applications must be submitted between April 1 and June 30 each year. Applicants will be notified of the application results by September 30.

The PAC or DPAC that is in place during the application intake period is responsible for submitting the online application and must pass along all relevant gaming information and records to the PAC/DPAC that succeeds them. PACs/DPACs requesting access to past information and records from the Branch will need to demonstrate they have board of directors support to do so.



## 3. *Eligibility*

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### 3.1 *PAC/DPAC Eligibility Criteria*

Parent Advisory Councils or equivalent groups (e.g. parent support groups) at public schools, group 1 or 2 independent schools and First Nation band schools within B.C. are eligible to receive a grant. These grants apply only to students in grades K-12.

The PAC or equivalent group must be separate from the management and operation of the school, and its membership must consist of parents or guardians of students attending the school.

All PACs/DPACs must demonstrate eligibility by supplying the required information as listed under Appendix I.

### 3.2 *Other Eligibility Criteria*

PACs and DPACs must also meet all of the following general Community Gaming Grant organization eligibility criteria:

- ◆ Operate as a not-for-profit.
- ◆ Has a membership that is inclusive and reasonably open to any parents or guardians of students attending the school. Members are involved in the management and control of the organization and participate in democratic voting processes as part of decision making for the organization.
- ◆ Provide extracurricular programming that is accessible and inclusive for all students, regardless of sexual orientation, gender identity, and gender expression (LGBTQ2S+); sex; age; ability; race; ethnicity; culture; religion; language; education; income; or, geography.
- ◆ Has a minimum of 2/3 board members democratically elected by its 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 is able to 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 fulfil bona fide operational requirement).
- ◆ The board has at least two-thirds of its members residing in B.C.
- ◆ Has a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as board members<sup>1</sup>.

A PAC or DPAC is ineligible for a Community Gaming Grant if it:

- ◆ Is an educational institution, school or school authority.
- ◆ Is a PAC at a new school that cannot demonstrate that it has delivered the program within British Columbia for at least 12 months.

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<sup>1</sup> 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.

- ◆ Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- ◆ Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

## 4. *Use of Funds*

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### 4.1 *Use of Funds for Parent Advisory Councils (PACs)*

#### *Eligible Uses*

PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who attend the school(s) represented by the PAC. PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines. Eligible uses of grant funds may include the following:

- ◆ Field trips within B.C.
- ◆ Presentations or performances (e.g. music, theatre, science, etc.).
- ◆ PAC school spirit and family engagement events (e.g. school carnivals, movie nights, school dances, other social activities).
  - ◆ Please note: Grant funds may not be used for any fundraising activities at PAC events (see prohibited uses below).
- ◆ Entertainment or leisure activities for non-instructional times (e.g. graphic novels/comics, magazines, extracurricular fiction and non-fiction books, board games, colouring books, etc.).
- ◆ Beautification for common spaces, such as hallways, library, multi-purpose room, etc. (e.g. art, posters, “sensory paths,” holiday decorations, etc.).
- ◆ Student publications (e.g. newsletters, yearbooks, etc.).
- ◆ Student competitions (e.g. writing, debating, chess, music, etc.).
- ◆ Student computers for extracurricular activities/clubs (e.g. software, hardware, accessories for photography club, robotics club, yearbook club, etc.).
- ◆ Student clubs or societies (e.g. drama club, chess club, etc.).
- ◆ Student ceremonies (e.g. graduation, dry grad, etc.).
- ◆ Team or club uniforms (e.g. jerseys, t-shirts, etc.) and/or equipment for extracurricular activities.
- ◆ Equipment for extracurricular sports.
- ◆ Items that directly benefit students (e.g. playground equipment or enhancements, projector for PAC events, etc.).
- ◆ Student recognition (e.g. certificates, trophies, ribbons, graduation memorabilia, etc.).



- ◆ Student conferences within B.C.
- ◆ British Columbia Confederation of Parent Advisory Councils (BCCPAC) annual membership fees.
- ◆ Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference, up to Branch limits.<sup>2</sup>
- ◆ Emergency, safety or earthquake related supplies or equipment that is not ordinarily the responsibility of the school/school district.
- ◆ With prior Branch approval, student transportation and travel outside B.C. (see Section 4.3).
- ◆ Scholarships and bursaries for post-secondary education (paid directly to students attending a school represented by the PAC – see Section 4.4).
  - ◆ **Note:** The 2022-23 grant year will be the last year PAC funding may be used for scholarships or bursaries. In 2023-24, scholarships and bursaries will no longer be an eligible use of PAC funding.

Please note: Although the PAC must retain management and control of its grant funds, ownership of eligible assets purchased with PAC grant funds may be transferred to a school or school district if doing so is required for storage, maintenance, operation or liability insurance purposes.

### *Prohibited Uses*

Grant funds may **not** be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete British Columbia K-12 curriculum requirements. This includes materials that are not required for delivering or completing curriculum but that assist in doing so (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, etc.).

Ineligible uses of PAC grant funds include, but are not limited to:

- ◆ Curricular activities or purposes (e.g. instructional materials, textbooks, etc.).
- ◆ Items used primarily in the classroom to assist in the delivery or completion of curriculum (e.g. tablets, smart boards, etc.).
- ◆ Fundraising (e.g. activities such as concessions, the sale of goods or services with the intent to generate revenue, etc.).
- ◆ Out-of-province travel, unless approved in advance by the Branch (see Section 4.3).
- ◆ Out-of-province or out-of-country aid.
- ◆ Out-of-province field trips.
- ◆ Extra lighting, curtains, props, etc. for in-school theatre/drama classes.

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2 Community Gaming Grant funds may cover the reimbursement of attendance fees or travel costs to the BCCPAC conference for up to two volunteers, to maximum limits as follows:

- \$1,000 maximum for travel originating more than 400km from conference location
- \$500 maximum for travel originating less than 400km from conference location

- ◆ Replacing or repairing school facilities that are the responsibility of the school or school district (e.g. structural repairs, replacing the gymnasium floor, bathroom renovations, water refill stations, outdoor maintenance, landscaping, etc.).
- ◆ Purchasing items that are the responsibility of the school or school district (e.g. audio-visual equipment, digital news reader boards, curriculum-related books for the library, outdoor classrooms, personal protective equipment, etc.).
- ◆ Goods and services that benefit the parents (e.g. parent education, parent workshops, etc.).
- ◆ Administrative and/or operational costs incurred to support the PAC program (e.g. office supplies and equipment, accounting or insurance fees, etc.).
- ◆ Costs related to paid staff, teachers on call, education assistants (e.g. luncheons, wages, travel, training/professional development, etc.).
- ◆ Monetary prizes or gift cards.
- ◆ Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- ◆ Sustaining or endowment funds.
- ◆ Mortgage payments.
- ◆ Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- ◆ Financial assistance, monetary support, donations, or items/services purchased on behalf of other organizations or individuals.

## 4.2 *Use of Funds for District Parent Advisory Councils (DPACs)*

### *Eligible Uses*

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community.

Eligible uses of DPAC grant funds may include:

- ◆ Informational and promotional materials for parents.
- ◆ Administrative costs (e.g. meeting room rental, printing costs, presenter/guest speaker fees, etc.).
- ◆ British Columbia Confederation of Parent Advisory Councils (BCCPAC) annual membership fees for the DPAC only.
- ◆ Travel for regular DPAC meetings.
- ◆ Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference, up to Branch limits.<sup>3</sup>

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3 CGG funds may cover the reimbursement of attendance fees or travel costs to the BCCPAC conference for up to two volunteers, to maximum limits as follows:

- \$1,000 maximum for travel originating more than 400 km from conference location
- \$500 maximum for travel originating less than 400 km from conference location

## *Prohibited Uses*

Ineligible uses of DPAC grant funds include, but are not limited to:

- ◆ Payment of annual membership fees (e.g. BCCPAC) for member PAC groups.
- ◆ Costs related to paid staff, teachers on call, education assistants (e.g. luncheons, wages, travel, training/professional development, etc).
- ◆ Fundraising (e.g. activities such as concessions and sale of goods with the intent to generate revenue).
- ◆ Out-of-province travel or expenditures without prior approval (see Section 4.3).
- ◆ Out-of-province or out-of-country aid.
- ◆ Monetary prizes or gift cards.
- ◆ Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- ◆ Mortgage payments.
- ◆ Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- ◆ Sustaining or endowment funds.
- ◆ Donations to other organizations or individuals.
- ◆ Scholarships and bursaries for post-secondary education.

### **4.3** *Out-of-Province Travel*

Under exceptional circumstances, grant applicants may request pre-approval to use a portion of 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 if the student group attending:

- ◆ Is representing its school as a result of merit achieved through organized competition.
- ◆ Is competing in a sport that involves cross-border travel.
- ◆ Has been selected because of its level of creative achievement or success.
- ◆ Is entered in a recognized competition in which there is a formal evaluation or adjudication process.

**Note:** Out-of-province field trips are not an eligible use of PAC funds.

To request pre-approval to use grant funds for out-of-province travel, grant recipients must submit a Request for Out-of-Province Travel Approval online, at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>. The online application for pre-approval is located under the “Special Approvals” link; applicants must select the “Licence” as the application type and “Special Approvals” as the licence type.

## 4.4 Scholarships and Bursaries

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.

PACs representing elementary and middle schools may not use grant funds to provide scholarships/bursaries to former students. DPACs may not use grant funds to provide scholarships or bursaries.

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

- ◆ The scholarship/bursary program is offered by a PAC whose board/executive committee determines the selection criteria and procedure.
- ◆ The scholarship/bursary is paid directly to a student who attends a school represented by the PAC.
- ◆ The grant funds are used for post-secondary education only at a provincially authorized post-secondary institution, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent.

**Note:** The 2022-23 grant year will be the last year PAC funding may be used for scholarships or bursaries. In 2023-24, scholarships and bursaries will no longer be an eligible use of PAC funding.



## 5. ***Applying for a PAC/DPAC Grant***

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### 5.1 ***Online Application Resources***

Applications for a Community Gaming Grant must be completed online at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>.

The Branch has prepared the following helpful online resources to assist with the application process:

#### ***Pre-Application Checklist:***

Before beginning the online application process, please ensure that you have reviewed the PAC/DPAC pre-application checklist. The pre-application checklist is provided in Appendix I of these guidelines and is also available online at:

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/chklist-pac-dpac.pdf>.

#### ***Frequently Asked Questions:***

Questions related to the Community Gaming Grants PAC and DPAC Guidelines: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-faq-pac-dpac.pdf>

Questions related to the Gaming Online Service (GOS): <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bc/info-faq-gaming-online-application.pdf>

### 5.2 ***Notification of Decision***

Applicants will receive notification of the results of their application by email, to the addresses provided in the “Notification Method” section of the application. Notification emails are usually sent by the final notification date of September 30.

### 5.3 ***Reconsideration of a Decision***

An organization may request that the Branch reconsider its decision regarding an application for a PAC or DPAC 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. As funding levels for PACs and DPACs are based on a set rate, grant amounts are not eligible as a reason for a reconsideration.

Requests for reconsideration must be submitted in writing, by email, to the Branch within 30 days of the notification of decision. The request must clearly state the reasons for the requested reconsideration and must address each disputed point in the decision letter.

The Executive Director of the Community Gaming Grants Branch will conduct a thorough review to ensure that the Branch's procedures, rules and conditions were applied fairly and properly and to decide whether to vary or uphold the original decision. The Executive Director will send 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.

For more information about the Internal Review process, please see: [https:// www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bc/ internal-review-procedures-grants.pdf](https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/gambling-in-bc/internal-review-procedures-grants.pdf).

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. This includes clarifications regarding eligible use of funds. A formal reconsideration request is not required and response times to questions will be much faster than a formal review.



## 6. *Disbursement of Funds and Reporting Requirements*

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### 6.1 *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.

Recipients must also obtain cheques for the organization's Gaming Account which are imprinted with the organization's full name and the words "Gaming Account." New applicants must open their Gaming Account and obtain cheques before applying.

### 6.2 *Timeframe to Disburse Grant Funds*

Grant funds provided to PACs and DPACs must remain under the management and control of the PAC/DPAC that received them. PACs and DPACs may not transfer any gaming funds to schools or school districts unless it is to reimburse the school or school district for a purchase made on behalf of, and at the request of, the PAC/DPAC. Funds may not be transferred to schools or school districts to support their activities or programs.

#### *Disbursement of PAC Grant Funds*

PACs must disburse grant funds within 36 months of the date the Community Gaming Grant was received by the PAC.

PAC 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 36 months following the date the grant was received.

#### *For Example:*

ABC PAC has a fiscal year end date of June 30. They receive a \$5,000 Community Gaming Grant PAC grant on September 23, 2022.

- ◆ ABC PAC may use these grant funds to reimburse the General/Operating Account for eligible expenses incurred anytime between July 1, 2022 and June 30, 2023 (the fiscal year during which the grant was received).
  - ◆ See Section 6.3 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 three fiscal years, up until September 23, 2025 (36 months from the date the grant was received).
- ◆ The PAC must disburse \$5,000 from the Gaming Account by September 23, 2025.

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

### ***Disbursement of DPAC Grant Funds***

DPACs must disburse grant funds within 12 months of the date the Community Gaming Grant was received by the DPAC.

DPAC 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:***

ABC DPAC has a fiscal year end date of June 30. They receive a \$2,500 Community Gaming Grant DPAC grant on September 23, 2022.

- ◆ ABC DPAC may use these grant funds to reimburse the General/Operating Account for eligible expenses incurred anytime between July 1, 2022 and June 30, 2023 (the fiscal year during which the grant was received).
  - ◆ See Section 6.3 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 September 23, 2023 (12 months from the date the grant was received).
- ◆ The DPAC must disburse \$2,500 from the Gaming Account by September 23, 2023.

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



### 6.3 *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 program expenses (see Section 6.5 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 timeframes set out in Section 6.2 and are required to meet all of the following conditions:

- ◆ The reimbursement is for an eligible expense.
- ◆ 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 6.4) 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 at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/information-forms-resources>.



## 6.4 *Gaming Account Summary Report*

To ensure 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.

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 must be signed by two board of directors, one of which must be the treasurer (or equivalent).

The Gaming Account Summary Report is available on the Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms/information-forms-resources>.

## 6.5 *Gaming Account Cheques and Electronic Funds Transfers*

As per Section 17.e and Section 17.f of the Conditions for a PAC/DPAC 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, and the authorization document must identify the specific purpose and maximum dollar amount permitted (general purposes such as "supplies" are not sufficiently detailed).

## **7. *Role of the Community Gaming Grant Recipient***

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### **7.1 *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 PAC/DPAC Grant are provided in Appendix II of these Guidelines, as well as online at: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-pac-dpac.pdf>.

### **7.2 *Gaming Records***

As per sections 17.c and 17.d of the Conditions for a PAC/DPAC 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. Records can be stored physically or digitally; appropriate safeguarding measures should be in place to protect gaming records.

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 persons authorized by the recipient organization.

### **7.3 *Audit***

The Compliance Division of the Gaming Policy Enforcement Branch conducts audits to ensure that Community Gaming Grant funds are used for eligible purposes in accordance with the standards, policies, conditions and guidelines.

An organization may occasionally 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.

### **7.4 *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 Municipal Affairs 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 and 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, investigations and management of the Gaming Online Service.

## 8. *Contact Information*

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### **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  
6<sup>th</sup> Floor, 800 Johnson Street  
Victoria, BC V8W 1N3

**Telephone:** 250-356-1081

**Email:** [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

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



# Appendix I:

## Pre-Application Checklist

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Before beginning the PAC or DPAC application process, please review the pre-application checklist below to ensure that you have all required information and documentation available, to refer to or to upload to the application. This preparation will make applying faster and easier.

**The online application must be fully completed and submitted in a single session**, as the system will time out after approximately 60 minutes. If the system times out, attempting to submit the application may result in an error, and the information entered into the online application may be lost.

### Supporting Documentation

Applicants must attach a scanned copy of the required supporting documentation to the online application, in .pdf, .jpg, .doc(x) or .xls(x) format. If an applicant is unable to attach the supporting documentation at the time of application, it must be emailed to the Branch within two weeks of the application submission date. If the required supporting documentation is not received within the two-week time frame, the application may not be considered by the Branch. Where supporting documentation is required, it is indicated by a \* in the checklist below.

### Additional Notes

- ◆ Do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless the application is complete. Once the terms and conditions are accepted the application is submitted and takes time to load. Please do not click “Next” more than once.
- ◆ To print the online application, complete and print each screen before clicking the “Next” button. Once you have completed the PAC/DPAC application it cannot be printed.
- ◆ To attach documents to the online application, click the “Browse” button, to locate the file on your computer. Once you have located the correct file, click “Add” to attach it to the appropriate section of the application.
- ◆ Additional information, online resources and general contact information are available on the Community Gaming Grants Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>

### **Gaming Account Summary Reports:**

- Any outstanding or overdue Gaming Account Summary Reports, if applicable.
  - ◆ Reports should be submitted by email to the Branch.
  - ◆ Please see Section 6.4 of the PAC/DPAC Guidelines for details.

### **Organization Information:**

- ◆ Full, legal name (if applicable).
  - ◆ Mailing address associated with the PAC/DPAC.
  - ◆ Fiscal year end date.

- Complete list of schools and/or annexes that the PAC represents.

#### **Notes:**

- ◆ A parent organization may represent more than one school (e.g. a single PAC might represent students at multiple campuses or annexes within a community).
- ◆ If you are unable to find or select your school(s) when completing the online application, please contact the Branch.

- Constitution and bylaws or equivalent documents, including any alterations.
  - ◆ This requirement applies to PACs that are new applicants or have made changes to these documents since submission.
  - ◆ Registered societies must provide copies certified by B.C. Registries and Online Services.

- Board of directors list, including the following information for each member:
  - ◆ name
  - ◆ position on board
  - ◆ home address
  - ◆ email address
  - ◆ phone number

**Note:** This requirement applies to PACs that are new applicants.

- Minutes from the last Annual General Meeting, providing evidence that a democratic election of the board occurred.
  - ◆ If elections were not held at the AGM, please attach minutes from the meeting at which the board of directors was elected.

**Note:** This requirement applies to PACs that are new applicants.

### **Gaming Account Information:**

- Void cheque for the PAC/DPAC's Gaming Account (required for applicants that are new to the Branch and those that have made changes to their Gaming Account since their last application). \*

- ◆ The voided cheque must be pre-printed by a financial institution and must have the PAC/DPAC's full name and the words "Gaming Account" imprinted on it.

#### **Notes:**

- ◆ Direct deposit/Authorization forms cannot be accepted.
- ◆ PACs/DPACs that are new to the Branch must open their Gaming Account and obtain cheques before applying.
- ◆ Some financial institutions de-activate accounts when there is no activity for a certain period of time. Please contact your financial institution to ensure the organization's Gaming Account is active.

### **Certification:**

- Two to four persons responsible for the application:
  - ◆ Two PAC/DPAC board/executive members serving as "Officers Responsible" for the application.
    - Position on board/executive committee, name, home address, email address and phone number for each officer responsible.
  - ◆ One application "Submitter."
    - Position in organization, name, address, email address and phone number.
  - ◆ One application "Contact" who must be accessible during regular office hours.
    - Position in organization, name, address, email address and phone number.

#### **Note:**

PAC/DPAC board/executive committee members may act as the submitter and/or the contact in addition to their role as Officer Responsible. However, the contact person and submitter do not need to be board/executive committee members.

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- Two "Notification Method" email addresses, to which application results will be emailed.
    - ◆ One preferred organization email notification address.
    - ◆ One email address for the President (or equivalent) of the PAC/DPAC.
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\* Applicants must provide a scanned copy of all required supporting documentation in .pdf, .jpg, .doc(x), or .xls(x) format, either by attaching to the online application or submitting by email to [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca). Applicants have up to two (2) weeks to submit supporting documents by email.

## Appendix II: Conditions for a PAC/DPAC Grant

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All Parent Advisory Councils (PAC) or equivalent groups and District Parent Advisory Councils (DPAC) that receive a Community Gaming Grant must comply with the following conditions:

### General Requirements

1. The grant recipient shall at all times fully comply with all provisions of the *Gaming Control Act*, all regulations and rules under the *Gaming Control Act*, all policies published by the Community Gaming Grants Branch, and all directives issued by the Community Gaming Grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
2. The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
3. The grant recipient shall notify the General Manager, Gaming Policy and Enforcement Branch (GPEB), without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the *Gaming Control Act* or Gaming Control Regulations, or that may affect the integrity of gaming.
4. All of the information contained in and submitted with the grant recipient's application for a Community Gaming Grant PAC/DPAC Grant must be true and correct. The Community Gaming Grants Branch may review publicly available materials and information concerning the Applicant's organization or program(s) to assist with application assessment.
5. All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

### Use of Grant Funds

6. PACs must only use grant funds to cover eligible costs as set out in Section 4.1 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.
7. DPACs must only use grant funds to cover eligible costs as set out in Section 4.2 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.



8. PACs must not use grant funds for ineligible costs as set out in Section 4.1 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.
9. DPACs must not use grant funds for ineligible costs as set out in Section 4.2 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.
10. A receipt must be obtained for each disbursement of gaming funds and retained as part of the gaming records set out in Condition 17.
11. PACs and DPACs must retain management and control of the grant funds awarded to them.
12. PACs and DPACs must not transfer any gaming funds to schools or school districts unless it is to reimburse a school or school district for a purchase made on behalf of the PAC/DPAC and at the PAC/DPAC's request.
13. Unless otherwise approved in writing by the Branch, grant funds must be fully disbursed within:
  - a. 36 months of receipt of the Community Gaming Grant for PACs.
  - b. 12 months of receipt of the Community Gaming Grant for DPACs.
14. In the case of a school closure or substantive downsizing, that school's PAC is encouraged to disburse funds from its Gaming Account to another eligible PAC proportionate to the reassignment of students. In the case of a new school, the previous school's PAC is encouraged to disburse funds from its Gaming Account to the newly formed PAC proportionate to the reassignment of students. Note that the newly formed PAC must have a Gaming Account in order to receive this funding and must comply with the PAC/DPAC Conditions.
15. In all other circumstances, if the grant recipient is unable to fully disburse the grant funds within the time period specified in Condition 13, all remaining funds must be returned to the Minister of Finance.



## **Financial Control Requirements**

- 16.** Gaming funds include any funds generated through gaming including licensed gaming events, Community Gaming Grants, gaming fund donations from Service Clubs, as well as any GST rebates, interest and/or revenues from the sale of assets purchased with gaming funds.
- 17.** The grant recipient must:
  - a.** 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.
  - b.** Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them.
  - c.** Maintain Gaming Account records that clearly show the amount and purpose of each transaction.
  - d.** As part of the gaming records, 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. Records can be stored physically or digitally; appropriate safeguarding measures should be in place to protect gaming records.
  - e.** Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials, at least one of whom must be an officer of the organization unless a formal exception has been approved by the Executive Director, Community Gaming Grants Branch. These signing officials must be unrelated. Cheques issued against the Gaming Account must not be pre-signed.
  - f.** Use electronic transfers and/or automated debits from the Gaming Account only where two current board members have authorized the transactions in writing; these board members must be unrelated. The authorization document must identify the specific purpose and maximum dollar amount permitted for each electronic transfer and/or automated debit and must be retained with the Gaming Account records.
- 18.** Cash transactions from the Gaming Account are not permitted (i.e. cheques cannot be paid out to "cash").

## ***Audit and Financial Reporting Requirements***

19. The grant recipient must file a Gaming Account Summary Report within 90 days of the end of the recipient's fiscal year.
20. The Gaming Account Summary Report must be signed by two board of directors, one of which must be the treasurer (or equivalent).
21. Occasionally, the grant recipient may be required to provide audited statements and other information that the Community Gaming Grants manager and/or general manager may request.
22. Occasionally, the grant recipient may be audited, as required by the Community Gaming Grants manager and/or general manager. Any reports resulting from those audits may be disclosed publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

## ***Suspension, Revocation and Repayment of Grant Funds***

23. If, in the opinion of the Community Gaming Grants manager and/or general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the grant recipient may be required to repay all or a portion of the grant funds, and/or the manager and/or general manager may suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the *Gaming Control Act*.



## **Appendix III:** **Financial Accountability and Preventing Fraud – Best Practices**

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To improve financial accountability and to reduce the likelihood of fraud, recipient organizations should follow these best practices:

- ◆ All board/executive committee members should review financial documentation (e.g. financial statements, budgets, bank statements, cleared cheques, etc.) on a regular basis.
- ◆ The PAC/DPAC's finances should be open and transparent to all board/executive committee members. The board/executive committee should feel comfortable asking questions about the PAC/DPAC's finances. If any board/executive committee member is hesitant to answer questions or provide information, this can be a sign of a problem.
- ◆ Have bank statements and cancelled cheques mailed to the PAC/DPAC's President, or equivalent, for review (as long as they are not also the Treasurer).
- ◆ Financial information should be presented to, and reviewed by, the board/executive committee on a regular basis (e.g. board/executive committee meetings, on a monthly basis, etc.). This may include a review of the budget and year to date spending. All questions or significant discrepancies should be resolved in a timely manner.
- ◆ It is recommended that the Treasurer not be granted signing authority, in order to ensure appropriate segregation of duties.
- ◆ Ensure that the PAC/DPAC's financial institution is aware of all approved signing authorities.
- ◆ Consider completing background checks (e.g. criminal record checks, reference checks, etc.) on new board/executive committee members to ensure that there are no relevant concerns regarding their suitability for the position.
- ◆ Notify the Community Gaming Grants Branch immediately of any changes to personnel with authority to obtain information on the organization's file with the Branch.

**Know your limit, play within it.**  
For Help: 1-888-795-6111 or [www.bcreponsiblegambling.ca](http://www.bcreponsiblegambling.ca)

