2016

Community Gaming Grant Online Application Tutorial

BCAAFC | **BC Association of Aboriginal Friendship Centres**

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"Keep encouraging people to gather, wherever and whenever, it is in those times that we get things done, but more importantly we share in our strength and hope."
- *Basil "Buzz" Morrisette*

Contents

INTRODUCTION

This tutorial has been developed for the Community Gaming Grant (CGG) - Regular Online Application. The BCAAFC Aboriginal Capacity Support Program does not represent the Gaming Policy and Enforcement Branch (GPEB). The GPEB administers the CGG program and determines which organizations receive grants, grant amounts and makes grant payment to approved applicants.

Please review the GPEB Guidelines for further details regarding criteria, eligibility and responsibilities.

PRE-APPLICATION CHECKLIST

On your computer desktop, you should create a folder named "CGG Application 2016."

Within the folder, you should have the following documents:

1. Constitution and Bylaws
    a. CompanyAcronym_ConstitutionBylaws2016.pdf
2. Board of Directors
    a. CompanyAcronym_BoardofDirectors2016.doc
3. Annual General Meeting Minutes
    a. CompanyAcronym_AGM2016.doc
4. Financial Statements and Budget
    a. CompanyAcronym_FinancialInformation2016.pdf
5. Void Cheque
    a. CompanyAcronym_VoidCheque2016.pdf, if applicable
6. Program Description (Must have for each program)
    a. CompanyAcronym_"Name of Program"Description2016.doc
7. Program Description Budgets
    a. CompanyAcronym_"Name of Program"Actuals_Budgets2016.xlsx
8. Daycare licence, if applicable
9. Personal address and telephone number for Officers Responsible for the application

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HELPFUL HINTS

Review Pre-Application Checklist and compile all necessary documentation saving electronic documents to folder on your desktop named "CGG Application 2016."
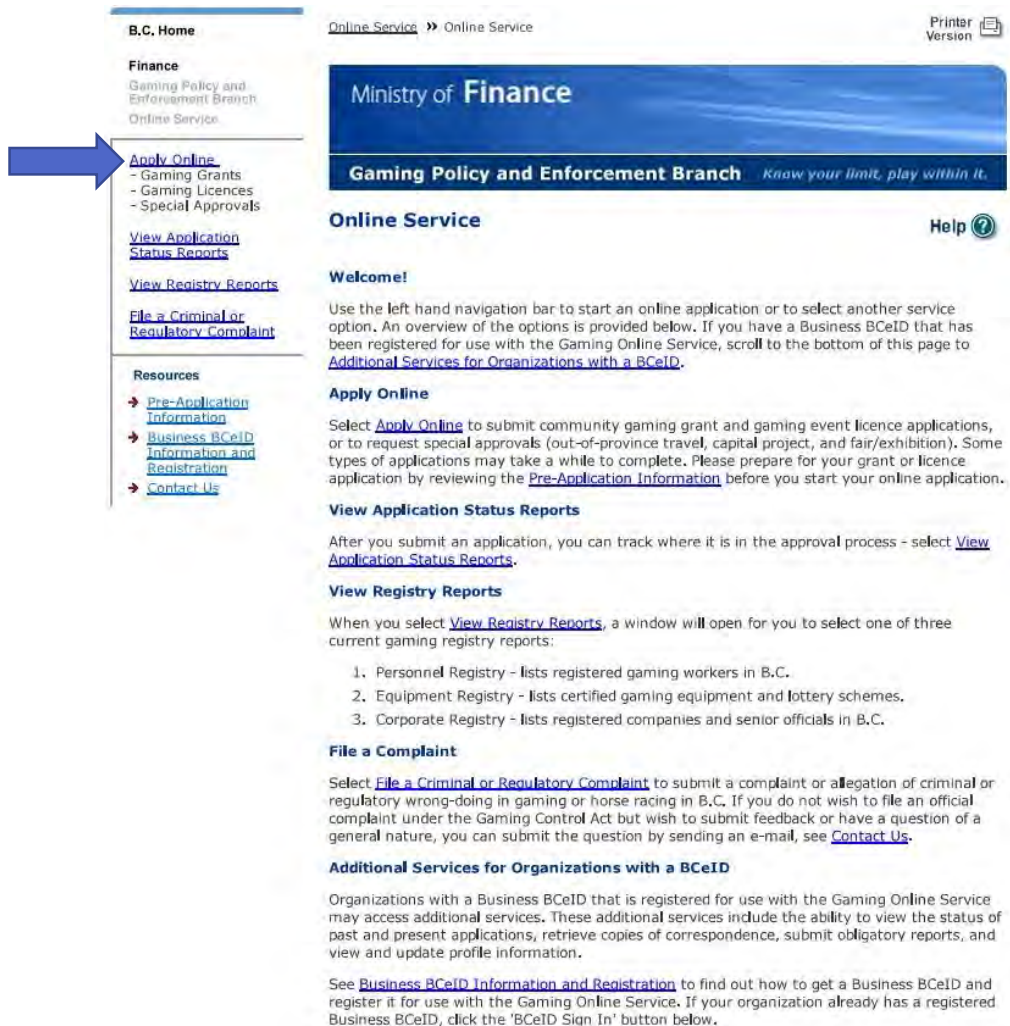
1. Ensure uninterrupted, smooth internet access
2. Application must be completed in one sitting
3. You are allotted two hours to complete the application. Glitches can occur after one hour.
4. Do not use the Back or Refresh buttons
5. Do not copy and paste into the online application.
6. The Application Confirmation and Summary can be saved as a PDF at the end of the application.

FINDING THE ONLINE APPLICATION WEBPAGE

To begin, go to the webpage: www.gaming.gov.bc.ca/gaming/Home.do

Click the **Apply Online** link.

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BEGIN SEARCH

Click in the text box below **Name:** to search for your **Organization/Company**.

The search system requires a wild card. This means you need to enter a % at the start of the organization name, replaces spaces and the end of the name. For example: %GPEB%Test%.

Then, click the **Search** button.

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SELECT YOUR ORGANIZATION

Find your organization then click the **Select** button.

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REVIEW ORGANIZATION INFORMATION

If you are revising an application, please review the following information. Any changes can be made in a later section.

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SELECT GRANT APPLICATION

Click the **Grant** toggle.

Click the **Next** button.

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SELECT COMMUNITY GAMING GRANT

Click the **Community Gaming Grant** toggle.

Click the **Next** button.

EDIT NEW APPLICATION – ORGANIZATION INFORMATION

Make any applicable corrections regarding Society Number, Organization Start and Fiscal Year End in this section.

Enter any changes into the text box below. The changes will be entered at the GPEB office.

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SECTOR DETAILS

To choose your sector, select **Human and Social Services** from the first drop down list.

Sector Details

* Sector: [dropdown]   * Sub-sector: [dropdown]
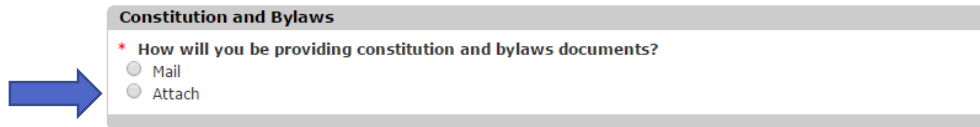
* Is your organization a service club?
○ No
○ Yes

Is your organization a Provincial Sporting Organization? ⊙
○ No
○ Yes

To choose your sub-sector, select from the second drop down list. The choices are:

- Advancement of Religion
- Community Service Organization
- Disadvantage Distress Poverty
- Community Education
- Enhancement of Youth
- Public Community Facilities
- Public Health in the Community

CONSTITUTION BYLAWS

Click the **Attach** toggle.
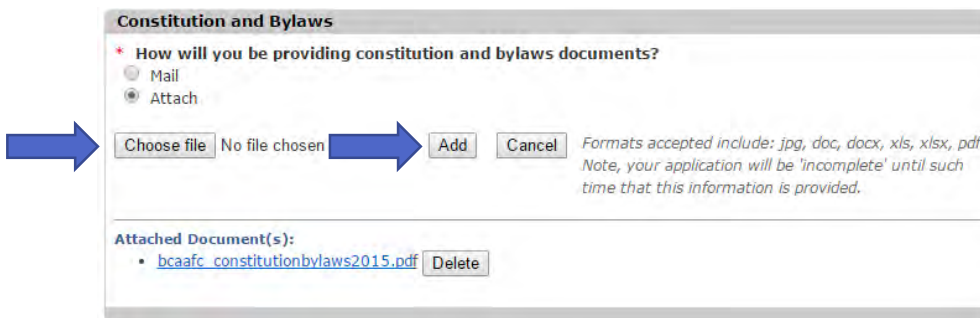
Then, click the **Choose file** button to open a Desktop window, locate Desktop folder you created titled "CGG Application 2016." Select:

CompanyAcronym_ConstitutionBylaws2016.pdf.

Click the **Open** button.

Click the **Add** button. The screen should look like the following:

MEMBERSHIP AND GOVERNANCE STRUCTURE
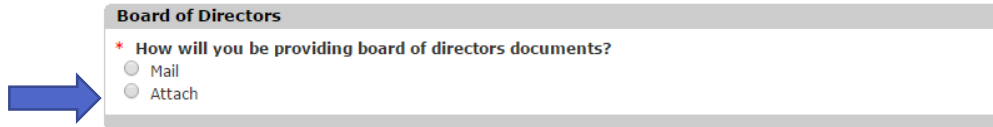
Enter the number of eligible voting members and board members into the text boxes.

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BOARD OF DIRECTORS

Click the **Attach** toggle.
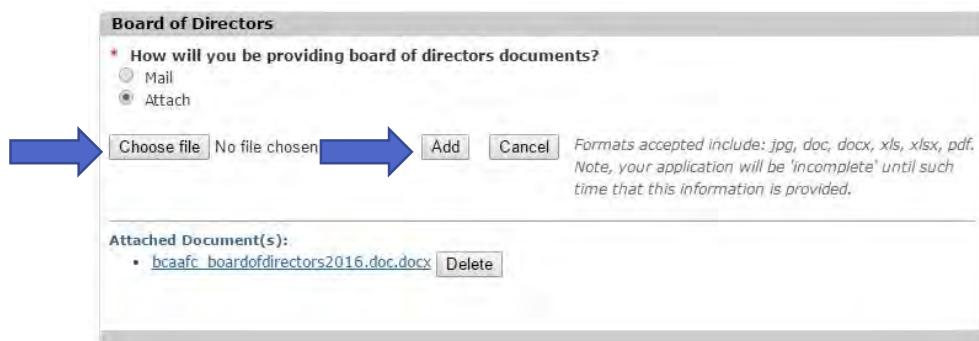
Then, click the **Choose file** button to open a Desktop window, locate Desktop folder you created titled "CGG Application 2016." Select:

CompanyAcronym_BoardofDirectors2016.pdf.

Click the **Ope**n button.

Click the **Add** button. The screen should look as follows:

ANNUAL GENERAL MEETING DETAILS

Use the calendar tool to select the date of the Organization's latest Annual General Meeting (AGM).

Enter the number of voting members that attended.

Click the **Attach** toggle.

Click the **Choose file** button to open a Desktop window, locate Desktop folder you created titled "CGG Application 2016." Select:

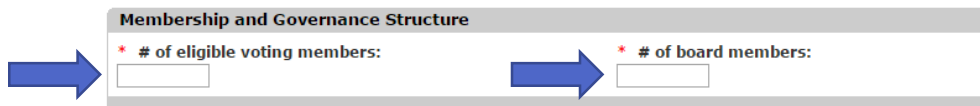**CompanyAcronym_AGMMinutes2016.pdf**.

Click the **Open** button.

Click the **Add** button. The screen should look as follows:

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ORGANIZATION FINANCIAL STATEMENTS AND BUDGETS

Enter the number of voting members that attended.

Click the **Attach** toggle.

Then, click the **Choose file** button to open a Desktop window, locate Desktop folder you created titled "CGG Application 2016." Select:

CompanyAcronym_FinancialInformation2016.pdf.

Click the **Open** button.

Click the **Add** button. The screen should look as follows:

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GAMING ACCOUNT

Click the **…on file…** or **I will attach…** toggle.
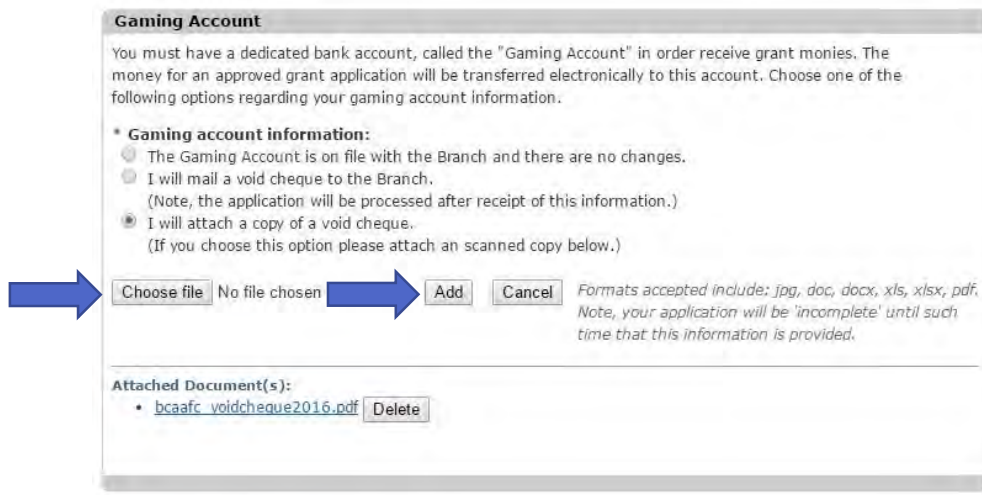
If attaching, click the **Attach** toggle.

Then, click the **Choose file** button to open a Desktop window, locate Desktop folder you created titled "CGG Application 2016." Select:

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PROVIDE ORGANIZATION INFORMATION

PROGRAM DETAILS

Click the **Add Program** button to add the first program.

Program Details

Provide information about your organization's programs (only those for which you are seeking grant funding). The total requested amount for your programs cannot exceed $100,000 for individual organizations, $225,000 for regional organizations and $250,000 for provincial organizations.
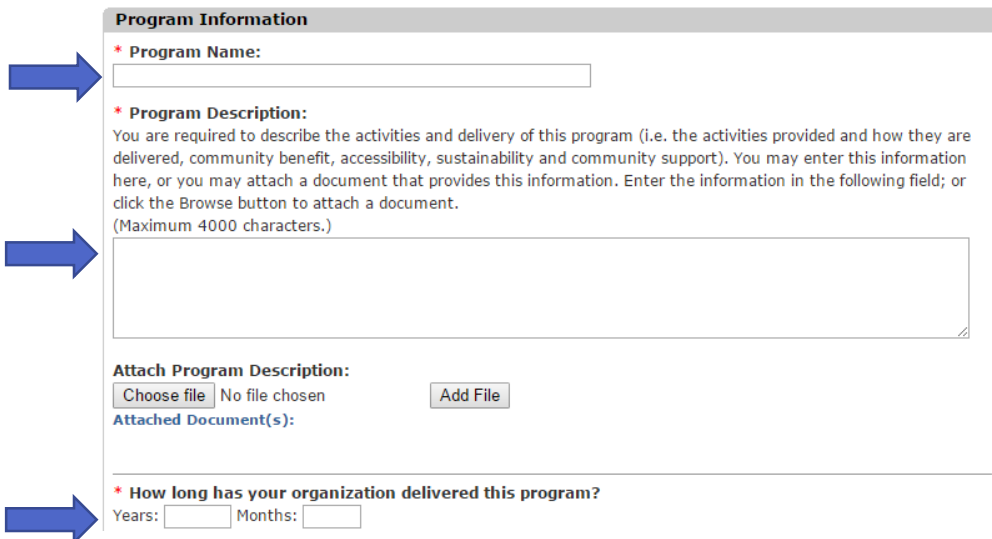
Programs:

* Click 'Add Program' below to add programs.

Add Program

Enter the first **Program Name** in the first text box.

Enter the **Program Description** into the second text box.

Enter the **years and months** of program delivery into the third and fourth text boxes.

Program Information

* **Program Name:**

* **Program Description:**
You are required to describe the activities and delivery of this program (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability and community support). You may enter this information here, or you may attach a document that provides this information. Enter the information in the following field; or click the Browse button to attach a document.
(Maximum 4000 characters.)

Attach Program Description:
Choose file   No file chosen   Add File
Attached Document(s):

* **How long has your organization delivered this program?**
Years: Months:

PROGRAM BUDGETS

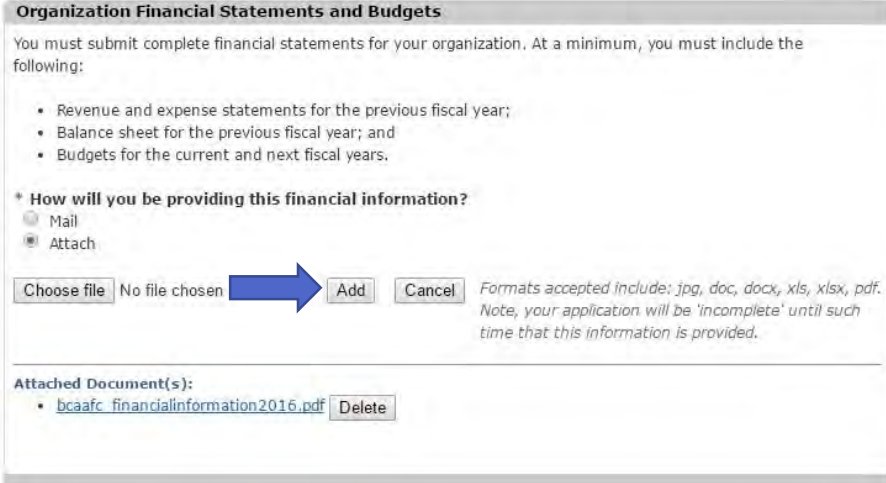Attach the same Excel budget document for the next three sections.

Click the **Attach** toggle.

Click the **Choose file** button to open a Desktop window, locate Desktop folder you created titled "CGG Application 2016." Select:

CompanyAcronym_"NameofProgram"Actuals_Budgets2016.pdf.

Click the **Open** button.

Click the **Add** button. The screen should look as follows:

REQUESTING GRANT AMOUNT(S)

In the first textbox, enter the amount you are requesting for this program.

For example, 42520 or 91350.
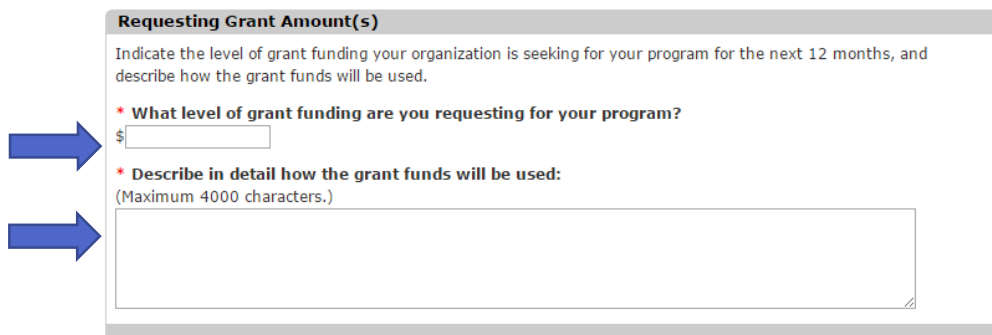
In the second textbox, enter only the budget expense list. Do not describe each budget item. Enter the list in the following manner:

MERCs

Wages

Travel

Supplies

Requesting Grant Amount(s)

Indicate the level of grant funding your organization is seeking for your program for the next 12 months, and describe how the grant funds will be used.

* **What level of grant funding are you requesting for your program?**
$ [   ]

* **Describe in detail how the grant funds will be used:**
(Maximum 4000 characters.)

[   ]

OTHER PROGRAM DETAILS
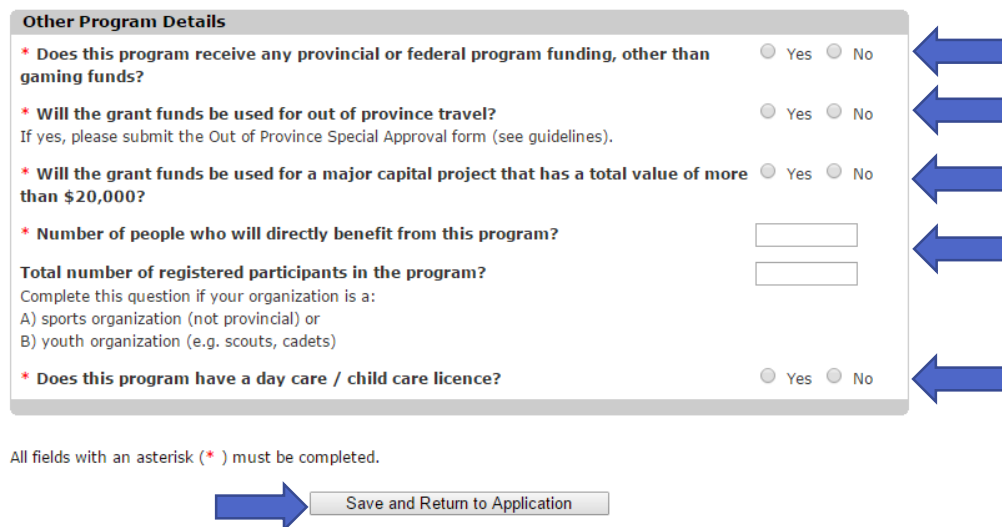
Click the applicable toggle for each question.

The number of people who will directly benefit from this program is the ripple effect. Remember you must be able to defend this number.

The number of registered participants is only for sports (not provincial) or youth organizations, such as Scouts or Cadets. Otherwise, enter 0.

Attach the day care/child care licence, if applicable.

Click the **Save and Return to the Application** button.
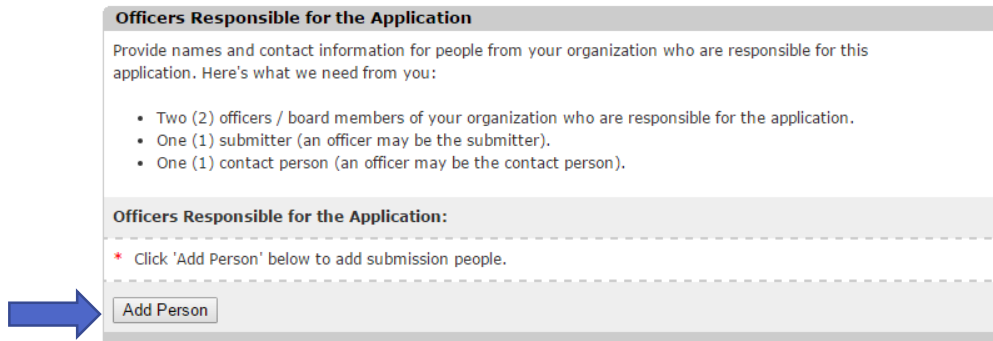
If your organization is applying for multiple programs then repeat directions starting on page 16.

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SUBMISSION INFORMATION AND DELIVERY METHOD

OFFICERS RESPONSIBLE FOR THE APPLICATION

The persons responsible for this application are the Board of Directors, General Manager or Executive Director.
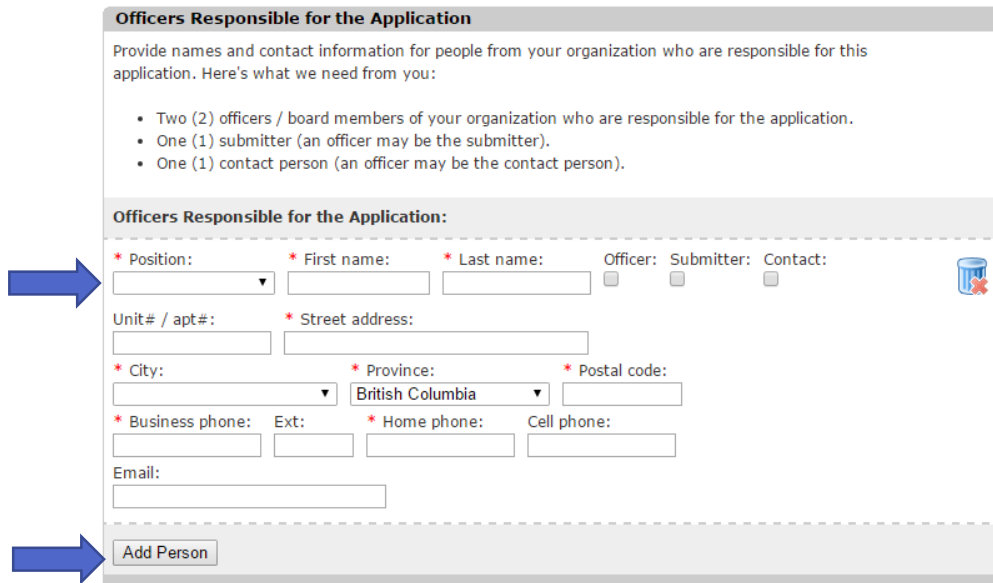
To begin adding the first person, click the **Add Person** button.

Enter the personal information for the person responsible. This includes their home address and personal phone number.

You will repeat this process for the 2 Officers, the Submitter, and the Contact Person. and Officer/Contact. For example, Officers (President of Board of Directors), Submitter (you), Contact (Executive Director).

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DELIVERY METHOD

Click the **Email** toggle.

Type the email address of a person that regularly checks their email.

Click the **Next** button.

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AGREE TO TERMS AND CONDITIONS

Review the terms and conditions. Once you agree, click the box at the bottom.

Then, click the **Submit** button.

Terms and Conditions Details

CONFIRMATION AND ACCEPTANCE:

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

- I am a bona fide member of the organization (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.
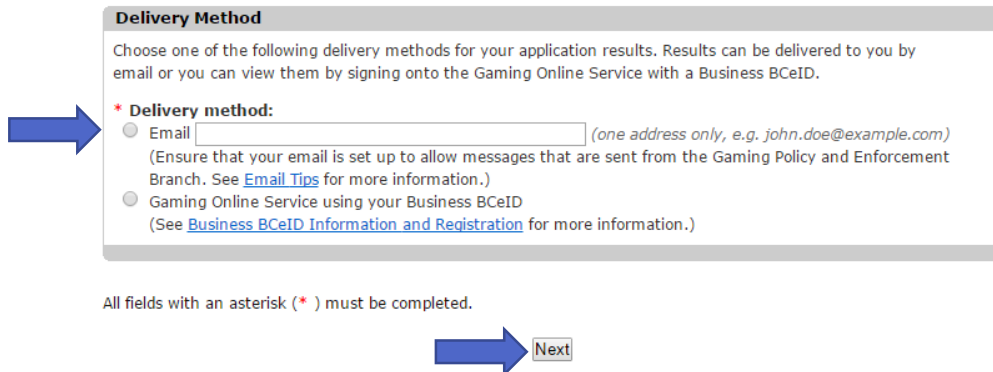- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming Policy and Enforcement Branch ("GPEB") and all directives issued by the General Manager, whether published or issued before or after the date of this application.
- 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.
- The applicant understands that this is only an application and that the applicant can only conduct a gaming event if and when the application may be approved and a licence has been issued by GPEB.

I/WE EXPRESSLY ACKNOWLEDGE THAT I/WE HAVE READ THIS APPLICATION AND UNDERSTAND THE RIGHTS, OBLIGATIONS, TERMS AND CONDITIONS SET FORTH HEREIN, AND BY CLICKING ON THE ACCEPT BUTTON EXPRESSLY CONSENT TO BE BOUND BY ITS TERMS AND CONDITIONS SET FORTH HEREIN.

* I agree to the terms and conditions as stated above. ☐

Submit

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SAVE PDF APPLICATION SUMMARY

The next step is very important for the organization's historical records.

Click the blue link: **Open application summary PDF in new tab / window.**

A new window will open with your application information.

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To save, move your cursor to the bottom right of your screen. Click the **Save** icon; it looks like an old floppy disk.

Save the summary to the CGG Application 2016 folder. Name the PDF file: CGG Application Summary2016.

Email the **CGG Application Summary2016** file to the Officers Responsible for the Application.
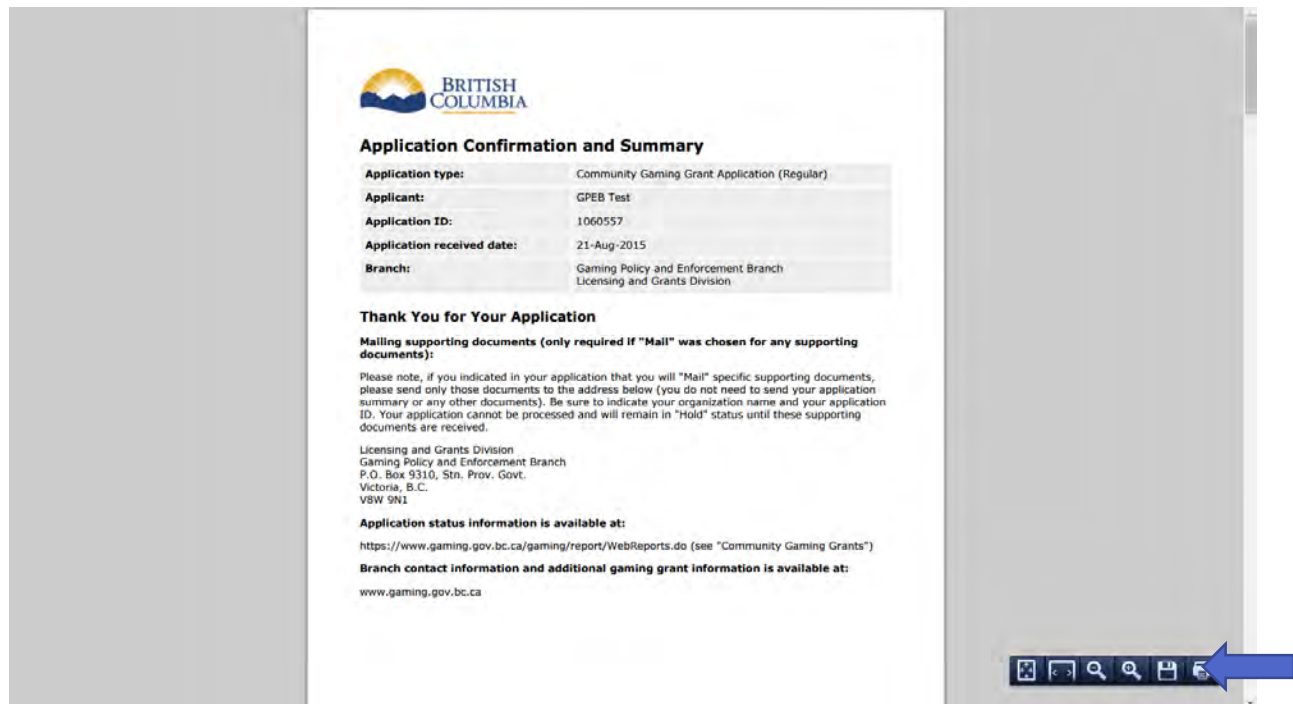
You will automatically return to the previous page. Click the **OK** button.
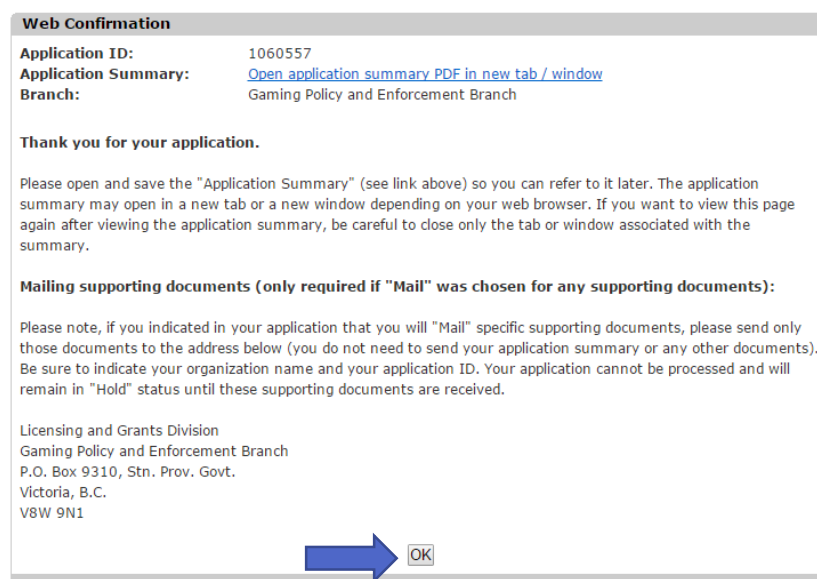
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CONTACT INFORMATION

BCAAFC

Ivy Shaughnessy, Aboriginal Capacity Support – Community Gaming Grants

Web: www.bcaafc.com/gaming

Email: gaminggrantsupport@bccafc.com

Phone: 250-388-5522 ext 244

GAMING POLICY AND ENFORCEMENT BRANCH

Mail:

Gaming Policy and Enforcement Branch

Licensing and Grants Division

PO Box 9202 Stn Pro Govt

Victoria, BC V8W 9J1

Web: www.gaming.gov.bc.ca/

Email: gaming.branch@gov.bc.ca

Phone: 250-387-5311