

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

We would like to acknowledge the financial contribution of the Province of British Columbia.



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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

HELPFUL HINTS

Review Pre-Application Checklist and compile all necessary documentation saving electronic documents to folder on your desktop named “CGG Application 2016.”

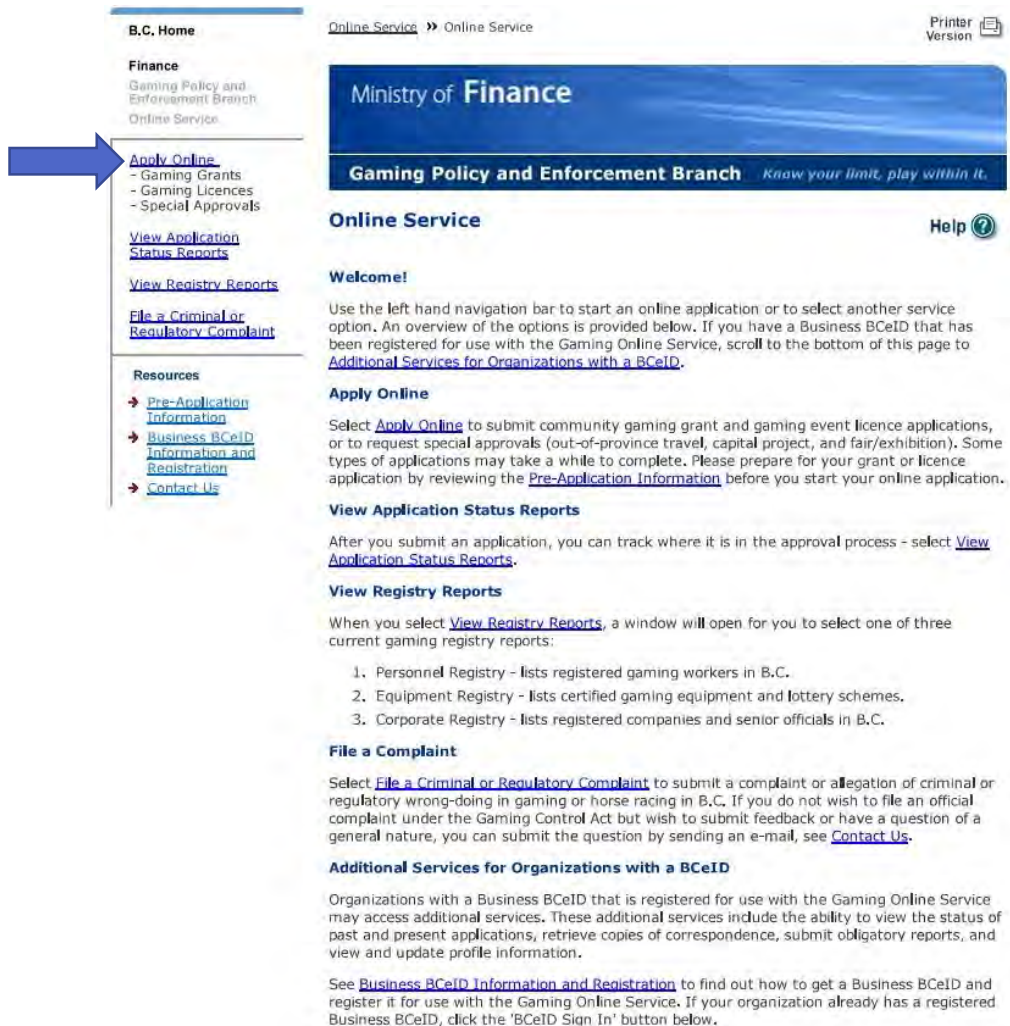
1. Ensure uninterrupted, smooth internet access
2. Application must be completed in one sitting
3. You are allotted two hours to complete the application. Glitches can occur after one hour.
4. Do not use the Back or Refresh buttons
5. Do not copy and paste into the online application.
6. The Application 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.



The screenshot shows the 'Ministry of Finance Gaming Policy and Enforcement Branch' online service page. The left-hand navigation bar contains the following links:

- B.C. Home**
- Finance**
 - Gaming Policy and Enforcement Branch
 - Online Service
- Apply Online** (highlighted with a blue arrow)
 - Gaming Grants
 - Gaming Licences
 - Special Approvals
- [View Application Status Reports](#)
- [View Registry Reports](#)
- [File a Criminal or Regulatory Complaint](#)
- Resources**
 - [Pre-Application Information](#)
 - [Business BCeID Information and Registration](#)
 - [Contact Us](#)

The main content area is titled 'Online Service' and includes a 'Welcome!' message, an 'Apply Online' section, a 'View Application Status Reports' section, a 'View Registry Reports' section, a 'File a Complaint' section, and an 'Additional Services for Organizations with a BCeID' section.

Online Service

Welcome!

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to [Additional Services for Organizations with a BCeID](#).

Apply Online

Select [Apply Online](#) to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the [Pre-Application Information](#) before you start your online application.

View Application Status Reports

After you submit an application, you can track where it is in the approval process - select [View Application Status Reports](#).

View Registry Reports

When you select [View Registry Reports](#), a window will open for you to select one of three current gaming registry reports:

1. Personnel Registry - lists registered gaming workers in B.C.
2. Equipment Registry - lists certified gaming equipment and lottery schemes.
3. Corporate Registry - lists registered companies and senior officials in B.C.

File a Complaint

Select [File a Criminal or Regulatory Complaint](#) to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see [Contact Us](#).

Additional Services for Organizations with a BCeID

Organizations with a Business BCeID that is registered for use with the Gaming Online Service may access additional services. These additional services include the ability to view the status of past and present applications, retrieve copies of correspondence, submit obligatory reports, and view and update profile information.

See [Business BCeID Information and Registration](#) to find out how to get a Business BCeID and register it for use with the Gaming Online Service. If your organization already has a registered Business BCeID, click the 'BCeID Sign In' button below.

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.

Ministry of Finance

Gaming Policy and Enforcement Branch *Know your limit, play within it.*

Organization Search [Help ?](#)

All fields with an asterisk (*) must be completed.

Search

Have you prepared for your application? Some applications take a while to complete. We suggest planning for 30 to 60 minutes. With this system you cannot save your application and return to it later. To get through your application as efficiently as possible, please prepare before you start by reviewing the [pre-application information](#) (includes pre-application checklists, frequently asked questions and more).

Please use the **Search** function to determine whether your organization exists in our system.

If more than one result appears for your search, please select the applicable record.

If your organization does not appear in this list, please refine your search or click New Applicant.

Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).

Name: Avoid using punctuation marks (i.e. periods, apostrophes) and words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search.

OR **L&G File #**

SELECT YOUR ORGANIZATION

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



Organization Search

All fields with an asterisk (*) must be completed.

Search Results

L&G File # 1XXXXXX 45 Some Street, Vancouver, BC, Canada, V9R 3K9	Name: GPEB Test	Select
L&G File # 123 Some Street, Victoria, BC, Canada, V8R 2L9	Name: GPEB Test 100	Select
L&G File # 123 Some Street, Victoria, BC, Canada, V8R 2L9	Name: GPEB Test 101	Select
L&G File # 123 Some Street, Victoria, BC, Canada, V8R 2L9	Name: GPEB Test 102	Select



REVIEW ORGANIZATION INFORMATION

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



Organization

Help ?

GBC ID: 131897

GPEB Test

All fields with an asterisk (*) must be completed.

Organization

*** Name:**

The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

GPEB Test

Addresses

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

Address Type	Effective Date	Address
Mailing	12-Aug-2014	123 Some Street, Victoria, BC, Canada, V8T 2L9
Physical	23-May-2015	45 Some Street, Vancouver, BC, Canada, V9R 3K9

Organization Details

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:

S-0028975

On what date did your organization start operating (approximate)?

01-Jun-1966

Fiscal Year End:

Month **Day**

March 31

Programs/Services or Purpose

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

SELECT GRANT APPLICATION

Click the **Grant** toggle.

Click the **Next** button.

Ministry of Finance

Gaming Policy and Enforcement Branch *Know your limit, play within it.*

Application Selection [Help ?](#)

GBC ID: 131897 GPEB Test

All fields with an asterisk (*) must be completed.

Application Type

* Please select an Application Type

- ☒ Grant Government gaming grants are available through the Community Gaming Grant Program (includes grants for PACs/DPACs and Major Capital Projects). Other, non-gaming grants may also be available.
- ☐ Licence Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker and Limited Casinos.
- ☐ Special Approval request forms (includes Fairs and Exhibitions, request to use gaming Approvals revenue for out-of-province travel and major capital projects).

[Back](#) [Next](#)

SELECT COMMUNITY GAMING GRANT

Click the **Community Gaming Grant** toggle.

Click the **Next** button.

Ministry of Finance

Gaming Policy and Enforcement Branch *Know your limit, play within it.*

Grant Selection Help ?

GBC ID: 131897 GPEB Test

All fields with an asterisk (*) must be completed.

Grant Types

*** Please select a Grant Type**

- ☒ Community Gaming Grant
 - Arts and Culture (apply Feb 1 - May 31)
 - Sport (apply Feb 1 - May 31)
 - Public Safety (apply Jul 1 - Aug 31)
 - Human and Social Services (apply Aug 1 - Nov 30)
 - Environment (apply Jul 1 - Aug 31)
- ☐ DPAC District Parent Advisory Council (apply Apr 1 - Jun 30)
- ☐ PAC Parent Advisory Council, Category 1 or 2 Independent School Parent Organization, or First Nations Band School Parent Organization (apply Apr 1 - Jun 30)

Back Next

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.

Edit New Application - Community Gaming Grant Application

Help ?

GBC ID: 131897

GPEB Test

All fields with an asterisk (*) must be completed.

Organization Information

Organization

Name:

GPEB Test

Addresses

Address Type:	Effective Date:	Address:
Mailing	12-Aug-2014	123 Some Street, Victoria, British Columbia, Canada, V8T 2L9
Physical	23-May-2015	45 Some Street, Vancouver, British Columbia, Canada, V9R 3K9

Organization Details

BC society number:

S-0028975

On what date did your organization start operating (approximate)?:

01-Jun-1966

Fiscal year-end (month / day):

March 31

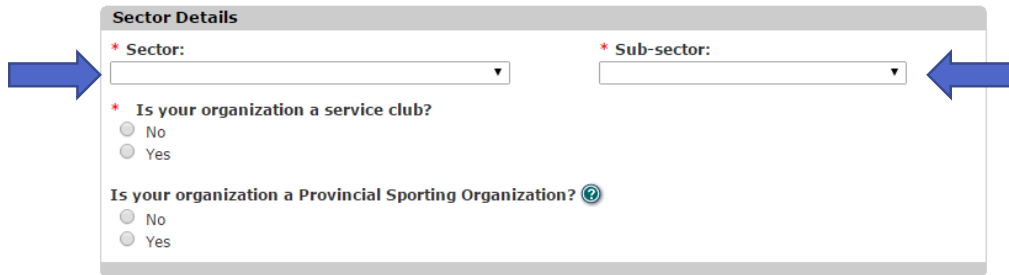
Organization Information Changes

For Returning Applicants Only: If you see something that is incorrect in the organization information above (e.g. organization name, address, etc.) or if there have been other organization changes, provide updated information below. You may type your changes into the following box. This information will be reviewed and updated when your application is received by the Gaming Policy and Enforcement Branch. (Maximum 4000 characters.)



SECTOR DETAILS

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



The screenshot shows a form titled "Sector Details". It contains two dropdown menus: "Sector:" and "Sub-sector:". A blue arrow points to the "Sector:" dropdown, and another blue arrow points to the "Sub-sector:" dropdown. Below these are two questions with radio button options:

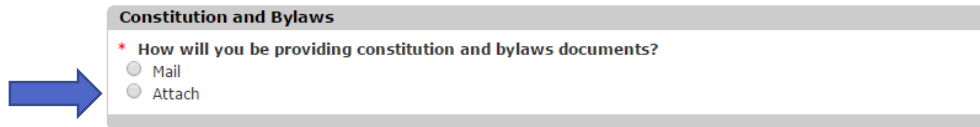
- * Is your organization a service club?
 - ☐ No
 - ☐ Yes
- Is your organization a Provincial Sporting Organization? ⓘ
 - ☐ No
 - ☐ Yes

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.



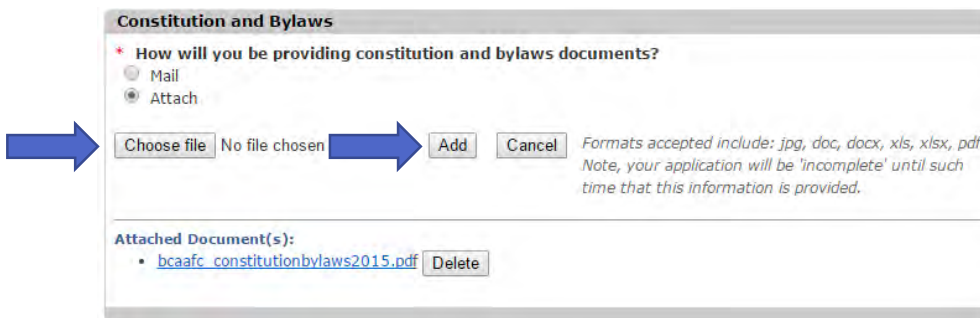
The screenshot shows a form titled "Constitution and Bylaws". Below the title is a question: "* How will you be providing constitution and bylaws documents?". There are two radio button options: "Mail" and "Attach". The "Attach" option is selected. A blue arrow points to the "Attach" radio button.

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.

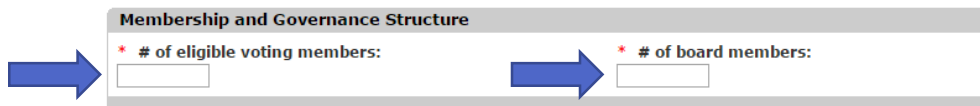
Click the **Add** button. The screen should look like the following:



The screenshot shows the "Constitution and Bylaws" form. The "Attach" radio button is selected. Below the radio buttons are two buttons: "Choose file" and "Add". A blue arrow points to the "Add" button. Below the "Add" button is a "Cancel" button. To the right of the "Add" and "Cancel" buttons is a note: "Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided." Below the note is a section titled "Attached Document(s):" which contains a list of documents: "bcaafc_constitutionbylaws2015.pdf" and a "Delete" button. A blue arrow points to the "Choose file" button.

MEMBERSHIP AND GOVERNANCE STRUCTURE

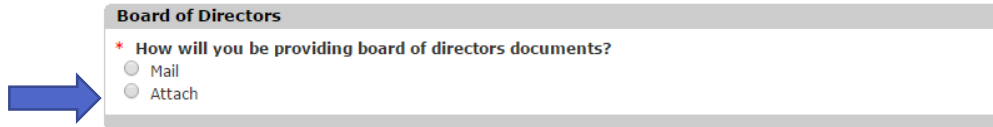
Enter the number of eligible voting members and board members into the text boxes.



The screenshot shows a form titled "Membership and Governance Structure". There are two text input fields. The first field is labeled "* # of eligible voting members:" and the second field is labeled "* # of board members:". A blue arrow points to the first text input field.

BOARD OF DIRECTORS

Click the **Attach** toggle.



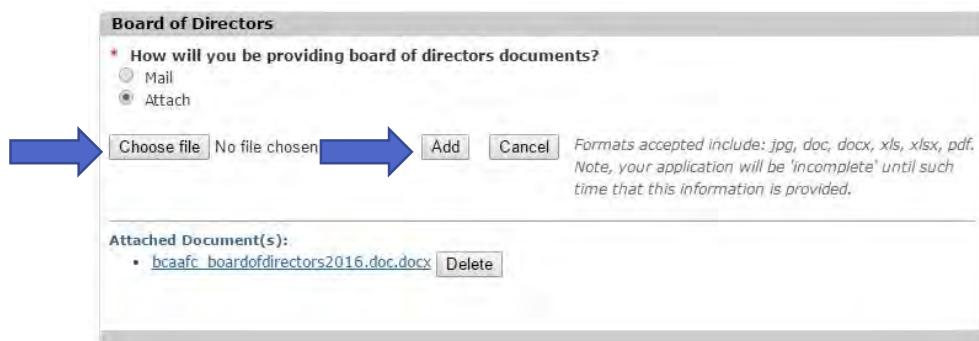
A screenshot of a web form titled "Board of Directors". Below the title is a question: "* How will you be providing board of directors documents?". There are two radio button options: "Mail" and "Attach". The "Attach" option is selected. A blue arrow points to the "Attach" radio button.

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 **Open** button.

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



A screenshot of the "Board of Directors" form after the "Add" button has been clicked. The "Attach" radio button is still selected. The "Choose file" button is now disabled, and the text "No file chosen" is displayed. The "Add" button is still visible. The "Attached Document(s):" section shows a list with one item: "bcaafc_boardofdirectors2016.doc.docx" with a "Delete" button next to it. A blue arrow points to the "Choose file" button, and another blue arrow points to the "Add" button. To the right of the "Add" button, there is a note: "Formats accepted include: jpg, doc, docx, xls,xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided."

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:

The screenshot shows a web form titled "Annual General Meeting Details". It contains the following fields and controls:

- Date of last Annual General Meeting: (DD-Mon-YYYY)**: A date picker field with a blue arrow pointing to it.
- Number of voting members that attended last Annual General Meeting:**: A text input field with a blue arrow pointing to it.
- How will you be providing the minutes from the last Annual General Meeting?**: Radio buttons for "Mail" and "Attach". The "Attach" option is selected.
- Choose file**: A button to select a file, with "No file chosen" text next to it. A blue arrow points to this button.
- Add**: A button to submit the form. A blue arrow points to this button.
- Cancel**: A button to cancel the form.
- Attached Document(s):**: A section showing a list of attached files. One file is listed: [bcaafc_agmmminutes2016.doc.docx](#). A **Delete** button is next to the file name.

Below the "Add" button, there is a note: "Formats accepted include: jpg, doc, docx, xls,xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided."

ORGANIZATION FINANCIAL STATEMENTS AND BUDGETS

Enter the number of voting members that attended.

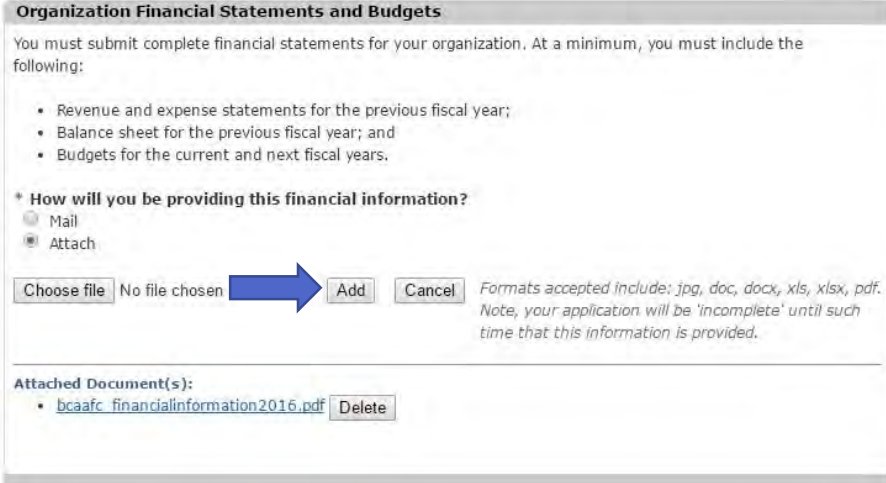
Click the **Attach** toggle.

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.

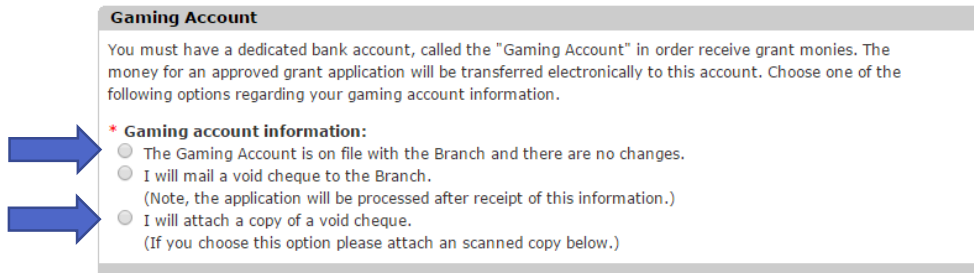
Click the **Add** button. The screen should look as follows:



The screenshot shows a web form titled "Organization Financial Statements and Budgets". The form contains instructions: "You must submit complete financial statements for your organization. At a minimum, you must include the following:" followed by a bulleted list: "Revenue and expense statements for the previous fiscal year;", "Balance sheet for the previous fiscal year; and", and "Budgets for the current and next fiscal years." Below this is a section titled "* How will you be providing this financial information?" with two radio buttons: "Mail" (unselected) and "Attach" (selected). To the left of the "Attach" radio button is a large blue arrow. Below the radio buttons is a "Choose file" button, followed by the text "No file chosen", and then "Add" and "Cancel" buttons. A large blue arrow points from the "Add" button to the right. To the right of the "Add" and "Cancel" buttons is a note: "Formats accepted include: jpg, doc, docx, xls,xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided." Below this section is a section titled "Attached Document(s):" which contains a list item: "bcaafc_financialinformation2016.pdf" with a "Delete" button next to it.

GAMING ACCOUNT

Click the **...on file...** or **I will attach...** toggle.



Gaming Account

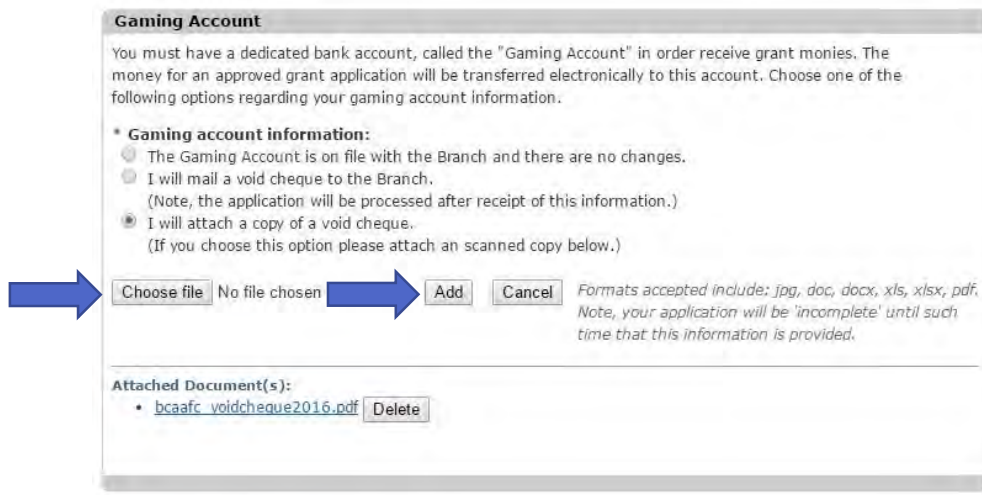
You must have a dedicated bank account, called the "Gaming Account" in order receive grant monies. The money for an approved grant application will be transferred electronically to this account. Choose one of the following options regarding your gaming account information.

*** Gaming account information:**

- ☐ The Gaming Account is on file with the Branch and there are no changes.
- ☐ I will mail a void cheque to the Branch.
(Note, the application will be processed after receipt of this information.)
- ☐ I will attach a copy of a void cheque.
(If you choose this option please attach an scanned copy below.)

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:



Gaming Account

You must have a dedicated bank account, called the "Gaming Account" in order receive grant monies. The money for an approved grant application will be transferred electronically to this account. Choose one of the following options regarding your gaming account information.

*** Gaming account information:**

- ☐ The Gaming Account is on file with the Branch and there are no changes.
- ☐ I will mail a void cheque to the Branch.
(Note, the application will be processed after receipt of this information.)
- ☒ I will attach a copy of a void cheque.
(If you choose this option please attach an scanned copy below.)

No file chosen *Formats accepted include: .jpg, .doc, .docx, .xls, .xlsx, .pdf. Note, your application will be 'incomplete' until such time that this information is provided.*

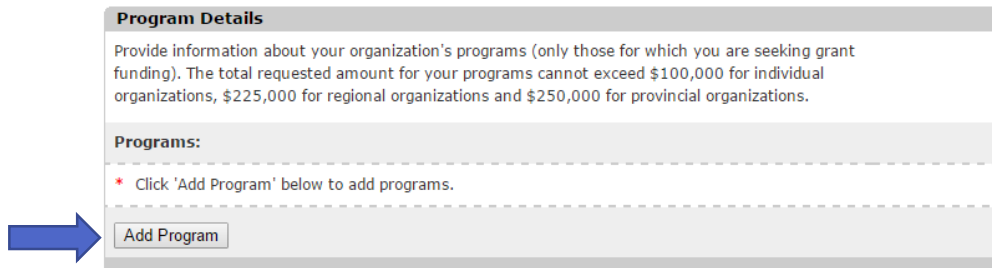
Attached Document(s):

- [bcaafc_voidcheque2016.pdf](#)

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.

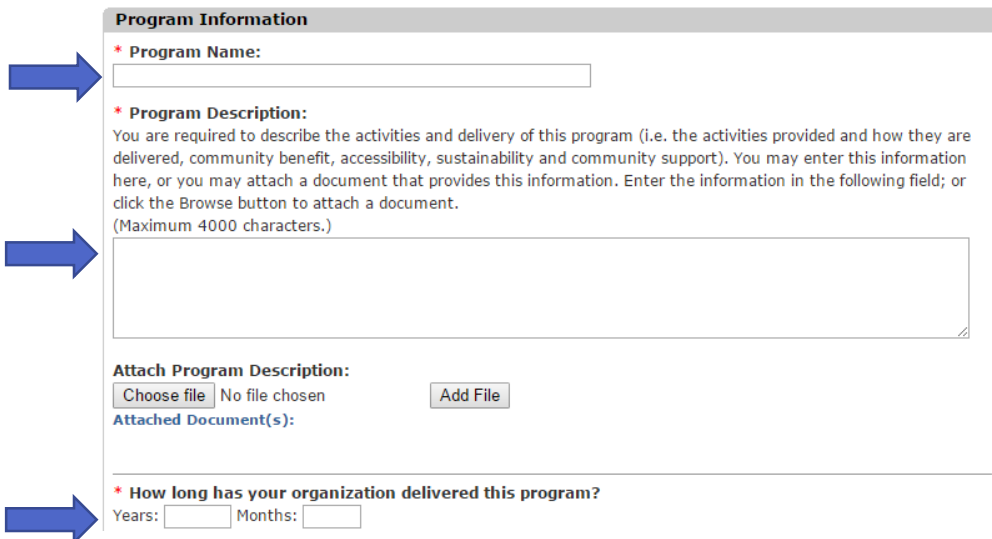
Programs:

* Click 'Add Program' below to add programs.

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:

No file chosen

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:

*** Program Revenue & Expenses For Previous Fiscal Year:**
You are required to provide last year's actual revenue and expenses for this program. This can be attached now or forwarded by mail/courier. How will you be submitting this information?
☐ Mail
☒ Attach
[Choose file](#) No file chosen [Add File](#)
Attached Document(s):
• [bcaafc_name_of_programactuals_budgets_2016.xlsx](#) [Delete](#)

*** Budget for Current Fiscal Year:**
You are required to submit the budget for the current fiscal year for this program. This can be done by attaching it now or forwarding it by mail/courier. How will you be submitting this information?
☐ Mail
☒ Attach
[Choose file](#) No file chosen [Add File](#)
Attached Document(s):
• [bcaafc_name_of_programactuals_budgets_2016.xlsx](#) [Delete](#)

*** Budget for the Next Fiscal Year:**
You are required to submit next year's projected budget for this program. This can be done by attaching it now or forwarding it by mail/courier. How will you be submitting this information?
☐ Mail
☒ Attach
[Choose file](#) No file chosen [Add File](#)
Attached Document(s):
• [bcaafc_name_of_programactuals_budgets_2016.xlsx](#) [Delete](#)

REQUESTING GRANT AMOUNT(S)

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

For example, 42520 or 91350.

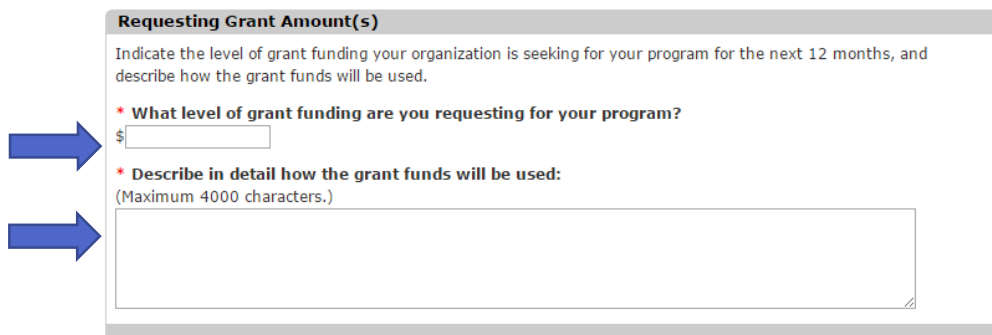
In the second textbox, enter only the budget expense list. Do not describe each budget item.
Enter the list in the following manner:

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

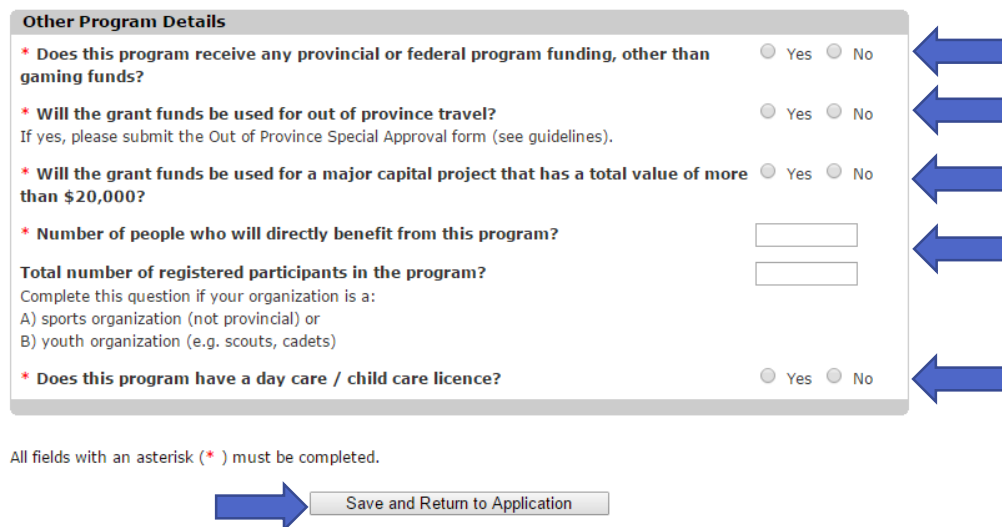
Click the applicable toggle for each question.

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.



Other Program Details

* Does this program receive any provincial or federal program funding, other than gaming funds? ☐ Yes ☐ No

* Will the grant funds be used for out of province travel? ☐ Yes ☐ No
If yes, please submit the Out of Province Special Approval form (see guidelines).

* Will the grant funds be used for a major capital project that has a total value of more than \$20,000? ☐ Yes ☐ No

* Number of people who will directly benefit from this program?

Total number of registered participants in the program?
Complete this question if your organization is a:
A) sports organization (not provincial) or
B) youth organization (e.g. scouts, cadets)

* Does this program have a day care / child care licence? ☐ Yes ☐ No

All fields with an asterisk (*) must be completed.

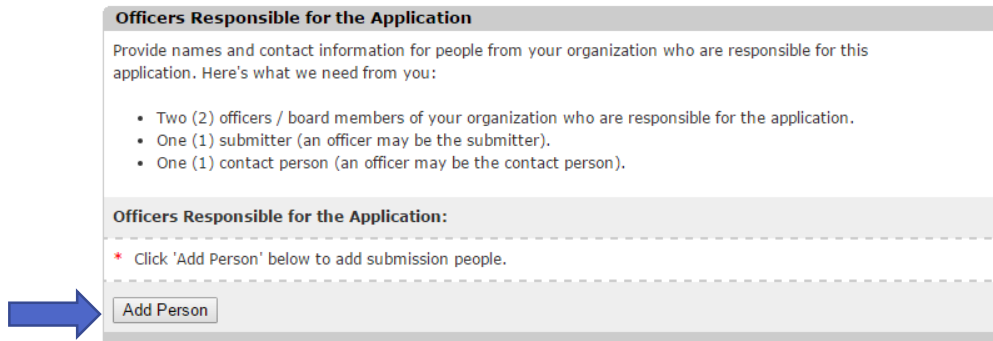
If your organization is applying for multiple programs then repeat directions starting on page 16.

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.




Officers Responsible for the Application

Provide names and contact information for people from your organization who are responsible for this application. Here's what we need from you:

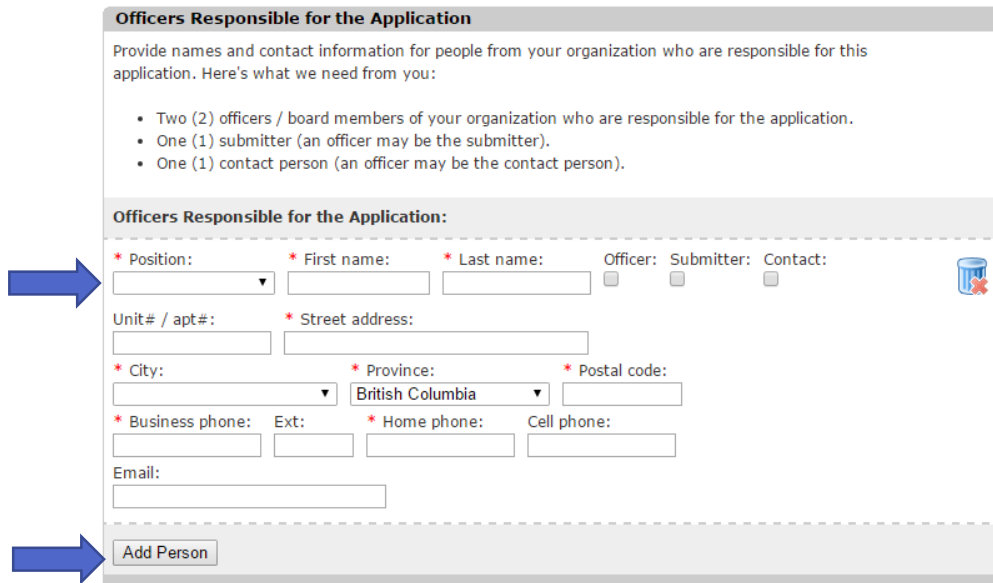
- Two (2) officers / board members of your organization who are responsible for the application.
- One (1) submitter (an officer may be the submitter).
- One (1) contact person (an officer may be the contact person).

Officers Responsible for the Application:

* Click 'Add Person' below to add submission people.



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




Officers Responsible for the Application

Provide names and contact information for people from your organization who are responsible for this application. Here's what we need from you:

- Two (2) officers / board members of your organization who are responsible for the application.
- One (1) submitter (an officer may be the submitter).
- One (1) contact person (an officer may be the contact person).

Officers Responsible for the Application:


* Position:	* First name:	* Last name:	Officer:	Submitter:	Contact:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unit# / apt#: Street address:

* City: * Province: * Postal code:

* Business phone: Ext: * Home phone: Cell phone:

Email:



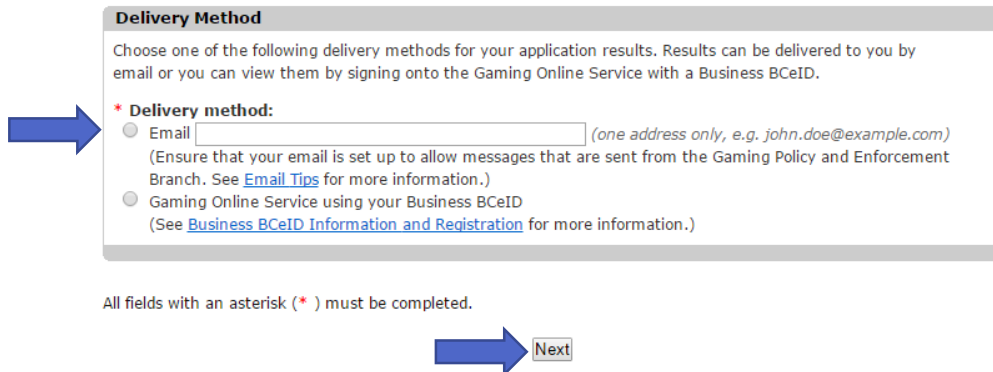
You will repeat this process for the 2 Officers, the Submitter, and the Contact Person. and Officer/Contact. For example, Officers (President of Board of Directors), Submitter (you), Contact (Executive Director).

DELIVERY METHOD

Click the **Email** toggle.

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

Click the **Next** button.




Delivery Method

Choose one of the following delivery methods for your application results. Results can be delivered to you by email or you can view them by signing onto the Gaming Online Service with a Business BCeID.

* **Delivery method:**

- ☐ Email (one address only, e.g. john.doe@example.com)
(Ensure that your email is set up to allow messages that are sent from the Gaming Policy and Enforcement Branch. See [Email Tips](#) for more information.)
- ☐ Gaming Online Service using your Business BCeID
(See [Business BCeID Information and Registration](#) for more information.)

All fields with an asterisk (*) must be completed.



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. ☐

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.**

Application Submitted - Community Gaming Grant Application Help ?

GBC ID: 131897 **GPEB Test**

Web Confirmation

Application ID: 1060557
Application Summary: [Open application summary PDF in new tab / window](#) 
Branch: Gaming Policy and Enforcement Branch

Thank you for your application.

Please open and save the "Application Summary" (see link above) so you can refer to it later. The application summary may open in a new tab or a new window depending on your web browser. If you want to view this page again after viewing the application summary, be careful to close only the tab or window associated with the summary.

Mailing supporting documents (only required if "Mail" was chosen for any supporting documents):

Please note, if you indicated in your application that you will "Mail" specific supporting documents, please send only those documents to the address below (you do not need to send your application summary or any other documents). Be sure to indicate your organization name and your application ID. Your application cannot be processed and will remain in "Hold" status until these supporting documents are received.

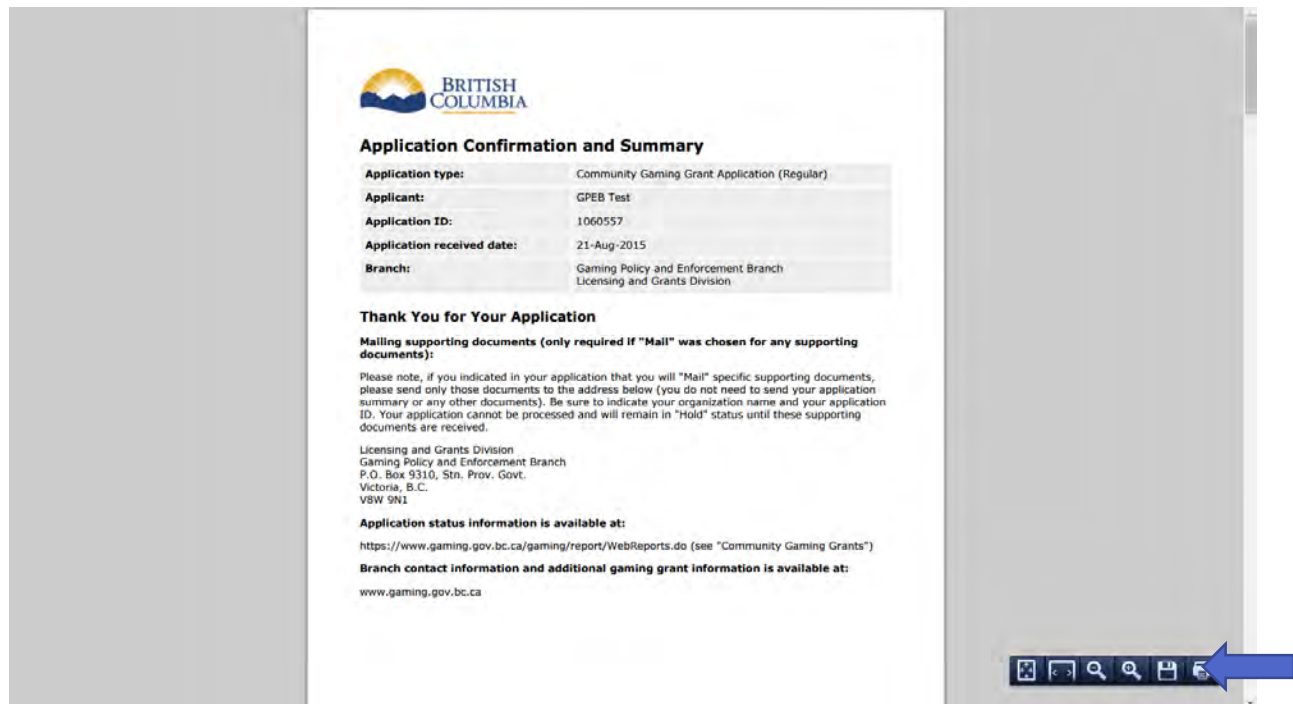
Licensing and Grants Division
Gaming Policy and Enforcement Branch
P.O. Box 9310, Stn. Prov. Govt.
Victoria, B.C.
V8W 9N1

A new window will open with your application information.

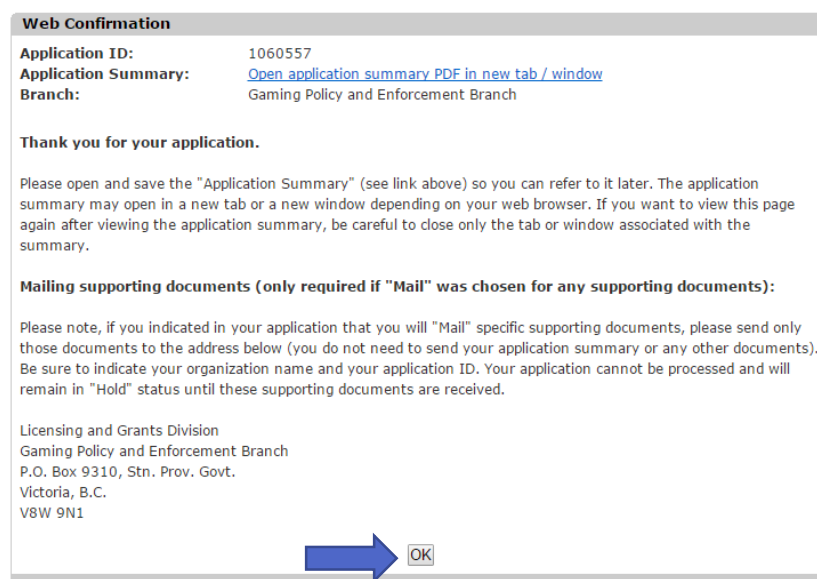
To save, move your cursor to the bottom right of your screen. Click the **Save** icon; it looks like an old floppy disk.

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.



CONTACT INFORMATION

BCAAFC

Ivy Shaughnessy, Aboriginal Capacity Support – Community Gaming Grants

Web: www.bcaafc.com/gaming

Email: gaminggrantsupport@bcaafc.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