



It starts with Scouts.

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TO: Group Commissioners and Group Treasurers

CC: Area Commissioners and Area Support Managers

FROM: Alamin Pirani, Council Executive Director

SUBJECT: Guidelines for applying for a Community Gaming Grant

DATE: October 8, 2016

[Community Gaming Grants](#) support the delivery of community organization programs that benefit the citizens of British Columbia. If you wish to obtain these funds for use by your Group, your Group Committee must complete and submit the Application by **November 30, 2016**. Please note, that only [Online Applications](#) are now accepted. This document has been prepared to provide you with some assistance, especially related to Scouting specific information. Therefore please review it in detail before preparing an application.

Those Scout Groups in British Columbia who have completed their **Spring & Fall 2016** Registration, are currently Active in myscouts, Chartered, and in good standing (***no outstanding Pending or Prospective members in myscouts, no outstanding registration fees, invoices and year-end Group financials have been submitted to the BCY Service Centre by November 30, 2016 and in compliance with B.P. & P.***) with Scouts Canada are eligible to apply.

In the past, Groups in good standing have been eligible for an annual grant of approximately **\$100 per registered youth member**. One of the eligibility criteria is that Groups must demonstrate that they have delivered programs within British Columbia for at least 12 months at the time of application.

Please click on the [Community Gaming Grants](#) for more information about these grants, including: eligibility; grant amounts; application periods; how to apply; online application resources (tutorials, tips, FAQs, etc.) and more. In particular, please click on the [Regular Community Gaming Grant Online Application Tutorial](#). This document provides instructions and tips on the completion of the regular community gaming grant (CGG) online application. Before you start, review this document along with the pre-application checklist for the regular application. This will provide you with an understanding of what information is required to complete the application.

The **Community Gaming Grants** represent a significant opportunity for Scout Groups to reduce the cost to families for their participation in Scouting. Removal of such financial barriers should assist additional families in joining Scouts Canada. This ability of groups to provide safe, scouting adventures will enable us to increase Scouting's positive impact on the lives of our members throughout B.C.

Acknowledgement of Gaming Funds

While an acknowledgment is generally not required, Scouts Canada Groups receiving a community gaming grant, should acknowledge the financial assistance of the Province of British Columbia, on their newsletters, promotional material, etc. The grant must be acknowledged by displaying the text shown below:

"We acknowledge the financial assistance of the Province of British Columbia".

Community Gaming Grant – Pre-Application Checklist

Prepare for your application by gathering all the required information outlined in the [Community Gaming Grant - Pre-Application Checklist](#). Completing an application will be faster and easier if you work through this checklist ahead of time and will avoid unnecessary delays in processing by the Community Gaming Grants Branch. As a tip, ensure that you have all the documents saved in PDF format in a folder on your computer, which you can then attach as you go through the Online Application.

Please note, only complete applications will be processed by the Community Gaming Grants Branch. An application is considered complete when all supporting documentation has been received. We recommend that you attach all requested documents, do not mail.

Scouts Canada Groups fall under the **Human and Social Services** sector and are eligible to apply as its **programs significantly contribute to the quality of life in a community**, including assisting the disadvantaged or distressed, promoting health, or **enhancing opportunities for youth 18 years and under**.

- Apply after **August 1**
- Deadline is **November 30**
- Approved grants are paid by **February 28**

1) Completing your Online Application

Completing an application takes some time. We suggest planning for 30 to 60 minutes. With the online application system you cannot save your work and return to it later. To get through your application as efficiently as possible, please prepare before you start your online application by reviewing the following pre-application information.

Pre-application checklists:

The documents below are intended to help you gather the correct information before you start your online application. Use the regular pre-application checklist unless you know your Group is eligible to apply using the short form application.

- [Community Gaming Grant - Pre-Application Checklist - Regular \(PDF\)](#)
- [Community Gaming Grant - Pre-Application Checklist - Short \(PDF\)](#)
- Have all your documents ready in one file folder for attaching when requested to do so.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time by reviewing the pre-application checklist.
- Please be aware that you may run into issues if you take longer than one hour to complete your application.
- **Do not click your web browser back button or refresh button while completing your application.**
 - Make sure that any supporting documents you attach are in one of the following formats: DOC, DOCX, XLS, XLSX, PDF, JPG. (We would recommend in PDF file format).
 - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
 - When naming documents add your L&G# to the file name.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

TIP: Please print and save as a PDF file each page as you go through the application. There is a small printer icon at the top right of each page. Click and either print the actual page or save as a PDF file. You cannot go back. You need to complete the application in one session. Have all the documents ready, in one file folder, in one of the above formats preferably PDF format. If you go over 60 minutes, the system will time itself out and you will have to start all over again!

2) “Online Service” Link

Click [Community Gaming Grant](#) and look for and click the “[Online Service](#)” link and then [Go to the Online Service system](#) . Then select [Apply Online](#).

3) Click “[Apply Online](#)” on the Online Service web page

[Online Service – Welcome!](#)

4) Search for and select your organization

If your Group has applied in the past, enter your **Group’s L&G** file number. If you do not know the L&G file number, please make every effort to find your Group’s name in the online system to avoid creating a duplicate. If Group is applying for the first time, then click on “**New Applicant**” and register.

[Organization Search](#)

5) Review your organization information and click the “Next” button

If there are any changes or updates that need to be made to your Group’s information, the changes can be added in the “Organization Information Changes” section (this section appears twice in the application, please include your changes in the second box as well when you get to it). If your Group is new, you will need to provide your Group’s name, address, etc. before clicking “Next”.

[Organization](#)

Organization Information

Name

All Scout Groups must use the approved format “**Scouts Canada - XXth Anywhere Scout Group**”

Addresses

The address of the Group Commissioner or Group Treasurer.

Organization Details

B.C. Society Number

Scouts Canada groups are not registered societies so leave this blank. Scouts Canada is incorporated by an Act of the Canadian Parliament.

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

The date the Group was originally chartered with Scouts Canada. Check the Charter that your Group would have received. If in doubt, please contact the BCY Service Centre.

Fiscal Year End

August 31st is the standard year-end throughout Scouts Canada.

Program/Services or Purpose

Scouts Canada programs

Organization Information Changes

If you see something incorrect, enter the correct information in the text box provided.

6) Select "Grant" application type then click the "Next" button

Application Selection

7) Select "Community Gaming Grant" then click the "Next" button

Grant Selection

8) Choose "Short Application" or "Regular Application"

Most Groups will apply using the regular application. Some Groups that are re-applying for a Community Gaming Grant may be eligible to use the short form application if they meet the following requirements:

- A regular Community Gaming Grant was approved for the previous two years;
- The previous year's grant was awarded with conditions, and those conditions have been addressed; and
- This year's request is for the same program(s) and same level of funding approved in the last fiscal year.

Groups may only use the short form application for a maximum of two years in a row. Groups that received a grant as a result of reconsideration must use the regular application. Groups may be advised that they are ineligible to use the short application.

Short form application eligibility is determined by the online application system. If your Group believes it is eligible, but it is not given the option to use the short form application, please contact the Community Gaming Grants Branch by email CommunityGamingGrants@gov.bc.ca. Please include your Group's name and L&G number.

If your Group is given the option to use the short community gaming grant application, you will see the web page and be given the choice of "Short Application" or "Regular Application".

Please pay attention to the messages beside each button (short or regular). Just because your Group is given the option for a short application, it may not be the appropriate choice.

Community Gaming Grant Application

9) Provide information about your organization

This part of the application requests information about your Group. As noted in section 5, please include any Group information changes in this section as well.

Edit New Application - Community Gaming Grant Application

Organization Information

Name

All Scout Groups must use the approved format "**Scouts Canada - XXth Anywhere Scout Group**"

Addresses

The address of the Group Commissioner or Group Treasurer.

Organization Details

B.C. Society Number

Scouts Canada groups are not registered societies so leave this blank. Scouts Canada is incorporated by an Act of the Canadian Parliament.

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

The date the Group was originally chartered with Scouts Canada. Check the Charter that your Group would have received. If in doubt, please contact the BCY Service Centre.

Fiscal Year End

August 31st is the standard year-end throughout Scouts Canada.

Organization Information Changes

If you see something incorrect, enter the correct information in the text box provided.

Sector Details

Human and Social Services

Sub-Sector

Enhancement of Youth

Is your organization a service club?

NO

If your organization a Provincial Sporting Organization?

NO

Constitution & Bylaws

This is **not** required of Scout Groups. The Community Gaming Grants have recognized that all Scout Groups operate under Scouts Canada, and has already been provided them with a copy for their files. If they do ask, please **attach a PDF** of the [By-Law, Policies & Procedures](#) from www.scouts.ca.

Membership and Governance Structure

Number of eligible voting members:

Provide a number that is made up of the parents of currently registered youth, registered Scouters and registered Group Committee members. At the AGM, you must ensure that your Group Committee Executive is democratically elected.

Number of Board Members:

Number of Registered & Active Group Committee Executive members.

Board of Directors

Attach a list of **Registered and Active Group Committee Executive as shown** in myscouts. These are the Group Commissioner, Group Administrator, Group Treasurer, Group Secretary, Group Registrar, Fundraising Coordinator, etc. Please make sure that you have **elected/ratified** these individuals at an Annual General Meeting and that this is recorded in the minutes.

On the spreadsheet you must include names; addresses; home and work phone numbers; e-mail addresses; and positions on the Group Committee.

Name	Home Address	Home Phone	Work Phone	E-Mail	Position
John Smith	#123 - 12345 St, Town, BC Code	778-555-5555	604-555-5565	jsmith@telus.net	Group Commissioner
Ken Brown	#222 - 123 Blvd, Town, BC Code	604-555-5656	604-555-5686	kbrown@gmail.com	Treasurer
Jane Doe	#454 - 12345 Ave, Town, BC Code	604-555-5656	604-555-5686	jdoe@shaw.ca	Group Administrator
Sally King	#454 - 12345 Ave, Town, BC Code	604-555-5656	604-555-5686	sking@telus.net	Group Registrar
Mike Chaps	#222 - 123 Blvd, Town, BC Code	604-555-5656	604-555-5686	mchaps@gmail.com	Fundraiser

Annual General Meeting Details

Date of last Annual General Meeting: (DD-MMM-YYYY)

Provide the date of when your Group had its last Annual General Meeting. In most cases this would be either at the end of the scouting year and/or within **90 days after** the fiscal year end (**August 31**).

Number of voting members that attending the last Annual General Meeting:

Provide the number of voting members that attended the last Annual General Meeting.

How will you be providing the minutes from the last Annual General Meeting?

Attach the minutes of the most recent Annual General Meeting. This must include an election of Group Committee Executive and the number of eligible voting members who attended the meeting.

Voting members include the parents of currently registered youth, registered Scouters and registered Group Committee members.

The minutes should also include a motion approving the submission of the Community Gaming Grant. You may use the following ***Motion: Move that, the Group Committee submit an application for the Community Gaming Grant.***

Organization Financial Statements and Budgets

You must attach complete financial statements for the Group. At a minimum, you must include the following:

Group's Financial Statement

- Complete Revenue and Expense Statements must be provided for your Group's previous fiscal year
- Revenue and expense statements clearly showing all sources of revenue with gaming funds (if applicable) as a separate entry and clearly identified

Balance Sheet for the previous fiscal year

- Balance sheet listing all assets and liabilities of your Group and with restricted funds clearly identified (e.g. Jamboree fund, Equipment replacement fund, etc.)

Budgets for the current and next fiscal years

- The Group's budget for the current fiscal year and next fiscal year must be provided
- Include anticipated gaming revenue and expenditures

The documents below are examples of financial documents that you will be asked to provide during your online application. These types of documents are referenced in the pre-application checklists.

- [Example: Organization Balance Sheet \(PDF\)](#)
- [Example: Organization Revenue and Expense Statement \(PDF\)](#)
- [Example: Organization Budget \(PDF\)](#)
- [Example: Program Financial Statements and Budgets \(PDF\)](#)
- [Example: In-Kind Contributions Summary \(PDF\)](#)

Gaming Account

- The Group must have a dedicated bank account, called the “**Gaming Account**” in order to 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 is on file with the Branch and there are no changes.**
 - I will mail a void cheque to the Branch.** (Do not choose this option as mail tends to get misplaced)
 - I will attach a copy of a void cheque.** (If you choose this option, which we recommend, please attach a scanned copy)The **void cheque** from your **Gaming Account**, must have your Group’s full legal name and the words “Gaming Account” imprinted on the account and each cheque. The correct wording for the account is:

Scouts Canada XXth Anywhere Scout Group – Gaming Account

10) Provide information about your organization’s programs

This part of the application asks you to provide information about your Group’s programs.

Edit CGG Program Details

Program Information

Program Details

Click the “Add Program” button. This will take you to a separate web page.

On the “**Edit CGG Program Details**” page add your program information and then when you are done, click the “Save and Return to Application” button to return to the grant application page.

Program Name

For Scouting groups there is only one program. **Scouting Programs**

Program Description

This is the most important part of the application. Elaborate on how your Group/Sections provides a unique service that meets the [vision, mission, values and method](#) of Scouts Canada. You can find more information at www.scouts.ca and the [Canadian Path](#) Website.

Although it suggests that you may enter this information in the text box provided (up to 4,000 characters long). We would suggest that you attach a document that provides this information. Click the browse button to attach a document. **Attach** the Program Description in a DOC, DOCX or PDF format.

Describe the activities and delivery of the program: (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability, and community support - attach an additional sheet if necessary). This information is pertinent to your community and your Group. Through the [Canadian Path](#), our Scouting program breaks down quite easily into four cycles. Each cycle offers new possibilities. With each new season, we can imagine great new Adventures. Use the Self-Assessments to demonstrate your Group's programs and activities.

Tell your Group's story.

- Who better to describe your program than you and your Scouters!
- What does your Group/Sections Do and Why does it Matter?
- Think about the reasons why you and members of your Group are members of Scouts Canada and why you feel strongly about what your group and Scouts Canada does in the community.
- How do you describe your program to someone who doesn't know what you do or why you are important?
- Is your program sustainable & does it have community support?

Use the [Canadian Path](#) as the framework, describe the components of The Path that your Group has implemented, which include:

- A non-formal approach to learning
- The seven components of the Scout Method
- The Four Elements: Youth-led, Plan-Do-Review, Adventure and SPICES (the six attributes Scouting aims to foster: Social, Physical, Intellectual, Character, Emotional and Spiritual)
- A balanced program in six Program Areas: Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Creative Expression and Beliefs & Values
- A personal journey of growth

Write about how your group incorporates the 4 elements of the Canadian Path and especially SPICES, which is a framework to ensure well-rounded program offerings. How are your Scouters, at each Section level, using the Canadian Path to support youth development and growth in each of the following areas: Social, Physical, Intellectual, Character, Emotional and Spiritual.

Use the following sub headings to describe your programs and the impact on the local community that you serve.

Clear community benefit

- Describe community and social benefits of the program
- Are there measurable benefits?
- Demonstrate strong community interest or community priority

Accessibility and inclusiveness

- Provide opportunity for anyone to participate in the program, regardless of age, ability, ethnicity, gender, religion, income or sexual orientation, wherever possible

Sustainability and lasting impact

- Demonstrate viable plan for ensuring resources are in place to continue the program.
- Demonstrate potential for long-term community benefit resulting from the program

Community support

- Financial or in-kind contributions (donated cash, labour, professional services, equipment, materials), corporate sponsors, and individual donors. (Account for Volunteer Hours as In-Kind Income, with an equal amount under Expenses for In-Kind Labour. As a practice most non-profits use General Labour at \$10/hr and Skilled Labour at \$25/hr). (As an example Parents helping out at a Fundraiser or camp can be allocated the \$10/hr rate while Scouters who are trained can be allocated \$25/hr rate.)

Description of In-Kind Contributions Summary	Value
# of Volunteers (Parent Helpers) doing General Labour x # of hours @ \$10/hour	
# of Volunteers doing Skilled Labour (describe) x # of hours @ \$25/hour	
Donated Materials from local businesses at verified fair market value (please describe)	
Donated Accredited Professional Services at verified fair market value (please describe)	

- Letters of support from others knowledgeable about the sector, community or program. This could be a thank you letter from the local Mayor or council person, MLA, MP, business or community leader.

How long has your organization delivered this program: (in years and months?)

Number of years your Group has delivered this program: ***Years and Months of operation of your Scout Group.***

Program Revenue and Expenses for Previous Fiscal Year

Attach last year's actual revenue and expenses information for the Group's programs from the previous fiscal year.

Budget for the Current Fiscal Year

Attach the budget of the current fiscal year of your Group's Programs and activities.

Budget for next Fiscal Year

Attach next year's projected budget for the Group. This could be similar to the current fiscal year (2016-2017), with slight adjustments. Please note to change the years to next fiscal years (2017-2018).

Requesting the Grant Amount

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

What level of grant funding are you requesting for this program?

Base this on **\$100 per Active youth participants in myscouts.**

Describe in detail how the grant funds will be used:

Describe the various unique events, outings and activities that your Group/Section conducts to meet Scouts Canada's [Program Quality Standards](#), through the Self Assessments, which now incorporates the four cycles. For more information see Scouts Canada's [Canadian Path](#) website.

Some of these could be:

- Camp and transportation costs (within BC) associated with the delivery of regular Scouting programs, adventures, outings and activities unique to your Sections/Group
- Assistance with uniform supplies, the Outdoor Activity Skills and Personal Achievement Badges
- Training fees for Wood Badge or Council/Area hosted courses
- Training fees for Youth leader courses such as FLEX for Cub Scouts and FAST for Scouts, FOCUS for Venturer Scouts and Rover Scouts
- External volunteer courses such as the Respect in Sport Activity Leader, First Aid, Food Safe and youth courses (Standard First Aid)
- Section specific publications available externally
- Section supplies and equipment
- Facility and equipment rentals that would enhance the program experience of youth with your Sections/Group
- First Aid and craft supplies which are associated with the delivery of regular scouting programs

- Youth Assistance. In order to ensure that every child has an opportunity to experience a local Scouts Canada program, Groups in addition to applying to NOLB, can request additional funding to subsidize children from families struggling with financial hardship. This will provide them a chance to benefit from the values, skills and experiences offered through Scouting. The opportunity to belong to a Group that teaches important life skills, self-esteem and community service has a huge impact on these youth.

The **Community Gaming Grants Branch** needs to see applications that are directly connected to programs that your Sections/Group provides to the youth and volunteers in your community. Do not apply for Activities that are not directly related to the Scout Program (e.g. season tickets or Scout night tickets to soccer, football or hockey games!!).

Purchases associated with the delivery of regular Scouting programs such as tents, canoes, etc., may also be **eligible** depending on the type of program your Group offers and the need.

If your Group is requesting funds for equipment such as tents or canoes, it is much easier to get approval if the Group can show that they have conducted their own fundraising to support the purchase of this equipment. Explain the type of fundraising conducted.

The **Community Gaming Grants Branch** is fully aware that **Scout Popcorn** is a major fund raiser for Scouting and is extremely supportive and very favourable to Groups that participate in this program. When showing the type of other fund raising conducted, please be aware of [Scouts Canada's Procedures on Fundraising](#).

Other Program Details

Does this program receive any provincial or federal funding, other than Gaming Funds? **NO**

Will the grant funds be used for out of province travel? **NO**

Will the grant funds be used for a major capital project that has a total value greater than \$20,000? **NO**

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

Total number of Active youth participants and fully screened & Active volunteers in myscouts.

Total number of registered participants in the program?

Total number of Active youth participants in myscouts

B) Youth Organization (e.g. scouts, cadets)

Does this program have a child care / day care license(s)? **NO**

Save and Return to Application

11) Provide information about the officers responsible for the application

After you have finished adding your Group's program information, continue on the grant application page by adding the officers responsible for the application and the delivery method.

Click the **"Add Person"** button for each officer responsible, submitter and contact person. You can remove a person by clicking the button that looks like a garbage can.

Submission Information and Delivery Method

Officers Responsible for the Application

Provide names and contact information for people from your Group who are responsible for the application.

Two officers/ Group Committee Executive

- Group Commissioner
- Group Treasurer

One Submitter

- Group Commissioner or Group Treasurer

One Contact person

- Group Commissioner or Group Treasurer

Approval

The Group Committee must give prior approval of the submission of the application.

If you were not able to pass the motion to approve submitting the Community Gaming Grant application at your Annual General Meeting, then you can pass a motion at a regular Group Committee meeting.

Groups should ensure their Sponsor/Partner is supportive of the application.

Delivery Method

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

Select Email. Ensure that your email is set up to allow messages that are sent from the Community Gaming Grants Branch.

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

12) Agree to terms and conditions then click "Submit"

Terms and Conditions - Community Gaming Grant Application

Review the terms and conditions then click the checkbox to indicate your agreement. Click the "Submit" button to submit your application.

13) Review application confirmation screen and PDF application summary

Application Submitted - Community Gaming Grant Application

Congratulations! Your application was successfully submitted. Please make a note of your application number and save a copy of the application summary.

The Group should retain a copy of the application for their records.

The Group Commissioner or Group Treasurer should retain a copy of this application for your Group's records. Keep your personal information safe by storing completed electronic copies of this form in a safe and secure place.

Additional Information

Gaming Account Summary Report

This report must be provided for the previous fiscal year, if gaming funds were received during that year, or if there was a balance remaining in your gaming account. The [Gaming Account Summary Report](#) form is available on the Community Gaming Grants Branch [Forms and Guidelines - Grants](#) page.

Notification

The Community Gaming Grants Branch will respond to the applicant by the final notification date for the sector they applied under (For the **Human and Social Services sector** approved grants are paid by **February 28**).

Application status

To check the status of an application, please see the [Application Status Reports](#) page and then [Community Gaming Grants](#) and look for your Group or contact the Community Gaming Grants Branch, see the [Contact Us](#) page.

Inquires

To inquire about gaming grant applications, or to submit documentation related to a grant application, use the contact information below.

Email: CommunityGamingGrants@gov.bc.ca

Phone (Victoria): 250 356-1081

Toll-free within B.C.: 1 800 663-7867 ask to be transferred to the number above

Reconsideration

Applications that are denied may be eligible for [reconsideration](#).

Reconsideration is a comprehensive review of the original staff recommendation to ensure the program policies, guidelines, rules, and conditions were applied fairly and the recommendation made properly. Only one Reconsideration may be requested per application. Please note that a reconsideration is only accepted if the Community Gaming Grants Branch has made an error.

Please Note:

The Community Gaming Grants Branch **may** contact the BCY Service Centre to obtain confirmation that your Group is currently chartered, and in good standing (***no outstanding Pending or Prospective members in myscouts, no outstanding registration fees, invoices and year-end Group financials have been submitted to the BCY Service Centre by November 30, 2016 and in compliance with B.P. & P.***) with Scouts Canada, and to confirm the number of Active Youth and fully screened Active Volunteers.

Groups should be aware that it may take at least three months for the Community Gaming Grants Branch to process an application, once it has been sent to their office.

Frequently asked questions:

This document includes commonly asked questions about using the online service website to apply for a gaming grant.

- [Frequently Asked Questions - Gaming Online Service System \(PDF\)](#)

Apply after August 1. Deadline is November 30. Approved grants paid by February 28.

If you need further assistance please contact your Area Support Manager (ASM) or the Operations Manager at Scouts Canada - BCY Service Centre at 604-879-5721 or 1-888-726-8876.