



CPF *Canadian Parents for French*

British Columbia & Yukon Branch

2013 CPF BC Gaming Grant Application Resource

Resource compiled by: CPF BC & Yukon Branch, 8/21/13

Introduction: This document is a summary of information found on the BC Gaming Grant Website. The aim is to provide CPF Chapters with an overview and tips regarding the BC Gaming grant application process. We hope this summary document will clarify some points about gaming grants. All the official application details are found here: <http://www.gaming.gov.bc.ca/grants/index.htm>

With successful fundraising practices, chapters can reliably plan events for members and youth in their area. **BC Gaming grants are one effective way chapters have secured substantial funding in the past.**

1. BC Gaming Grants - What are they?

Gaming grants are awarded through the provincial government (Specifically, the ministry of Community, Sport and Cultural Development- Gaming Policy and Enforcement Branch.)

There are three types of BC Gaming Grants to apply for, Community, PAC/DPAC, and Major Capital Project Grants. The type of gaming grant most applicable to CPF Chapters is “Community.”

The Community gaming grants “provide funding to eligible organizations for direct delivery of approved projects.” As such, an organization – like a CPF chapter - can apply for funding as long as the proposed event meets certain eligibility requirements outlined by BC Gaming Grant website. Often, this may involved applying to do projects that support our mandate, but also benefit the general public.

2. So, who's Eligible to apply?

CPF Chapters are eligible!

- Non-profit community organizations – like CPF branches and chapters - that directly deliver “programs” to their community may be eligible.
Note: A “program” is defined as an ongoing service or activity designed to achieve one or more defined objectives.

3. How do we go about getting money?

- For a program to be eligible for funding, an organization must demonstrate that it has delivered the program within British Columbia for at least 12 months.
Note: This can be an issue if you have a “new” idea you want funded because a grant will **not be awarded for a program that is being offered for the first time. If you are trying to start a new program, please contact your local gaming representative for tips and suggestions.*
- To apply for a grant in “Community” the program must fall into one of the following **sectors**:
 - **Arts and Culture** - Programs that enhance the performing arts, media arts, visual arts, literature, heritage or culture in the community. Ie.



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- **Sport** - Community-based youth and amateur sport programs that consist of organized and competitive physical activities. Motorized sports are generally not eligible. Ie.
- **Environment** – Programs that enhance British Columbia’s environment or protect the welfare of animals and wildlife. Ie.
- **Public Safety** - Programs that enhance and support public safety initiatives, disaster relief and emergency preparedness within British Columbia. Ie.
- **Human and Social Services** - Programs that 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. Service clubs (see section 3.4) are included in this sector. Ie.
- **Parent Advisory Councils and District Parent Advisory Councils** - Funds must be used to benefit students by enhancing extracurricular opportunities.

As well as falling into an above sector, applications must clearly articulate the following in their application:

- **Clear community benefit:**
 - Describe community benefits of the program.
 - Demonstrate strong community interest or community priority.

Note: The “Community” scope should ideally extend beyond the French language community we target, and include the community at large. Ie. Past successful events have involved a “Carnaval d’hiver event” that was part of a community festival.
- **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.
 - Gaming grants are not to be used for organization’s core funding or for any program delivered under contract.
- **Community support:**
 - Financial or in-kind contributions (donated cash, labour, professional services, equipment, materials), corporate sponsors, and individual donors.
 - Letters of support from others knowledgeable about the sector, community or program.
 - Involvement of multiple partners (private, public or non-profit sector) in planning, doing or evaluating the program’s activities

Note: Useful to think about potential community and organizing partners well in advance.

4. How much can BC CPF Chapters Receive?

Under the ‘community’ umbrella, local organizations have the potential to receive up to \$100,000 per year. In the past, successful CPF Chapter applications have received amounts from \$2,000 to \$4,000 to \$13,000 for their various programs.

**Note: although you propose a budget, if funding is awarded you will have the opportunity to re-do the budget using the actual funding awarded.*



5. Using the community grant funds

Grant funds must be used within BC to cover costs essential to the direct delivery of an approved program. Eligible costs include, but are not limited to:

- Operational costs like wages, utilities, facility rental, supplies, etc.
- Equipment rental /purchase essential to program delivery
- Travel essential to program delivery. (Note: Refer to Gaming guidelines re: out of province travel)
- Capital acquisitions required for the delivery of an organization's eligible programs, such as computers, furniture, or vehicles, which will be owned by the organization.

6. Submission Timeline*

Depending on the grant sector you are applying for, application periods vary. Check the website for the most up-to-date deadlines. **Here is an example of the 2013 deadlines, for different community sectors:**

- Arts and Culture**** - Apply between Feb 1 - May 31 (You will be notified by: Aug 31)
- Sport**- Apply from Feb 1 - May 31 (You will be notified by: Aug 31)
- Public Safety** - Apply from Jul 1 - Aug 31 (You will be notified by: Nov 30)
- Human and Social Services** - Apply from Aug 1 - Nov 30 (You will be notified by: Feb 28)
- Environment** - Apply from Jul 1 - Aug 31 (You will be notified by: Nov 30)

(Community Charitable Gaming Associations may apply from Aug 1 to Nov 30.)

**Note: The Website will have the most current deadlines*

***Note: CPF Chapters gaming grant applications typically fall under the "Arts & Culture" funding sector.*

7. Helpful Hints & resources to consider--

a) Words of the wise from CPF Chapters who have experience successfully applying for grants:

- "We have several events for which we use the money. We apply for a community grant as a single program."
- "The president typically fills in the application."
- "Most of our event/activities have been going on for years. However, you can certainly have new activities." ***Author's Note: You cannot apply for funding if this is the first time you have done an event. Please contact your local gaming rep (see "contacts" below, for more information on how your event can be eligible for funding.*
- "We don't get much communication with the representatives from the gaming grant office but they are certainly there to help."
- "The most important thing to do is ensure that everything is complete especially in regards to financial. Because we have been applying for years, our application is much the same from year to year."
- "You sort of do 2 budgets - one with the gaming grant aka. your "dream", and one after you know how much you have been awarded. Typically, you get maybe 1/2 of what you are asking for. You



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need to be careful because there are some things that you can't use the gaming grant monies for - like resources for the school (French books), but you could get French books for local libraries in the community. You should be able to find out what you can use the monies for online."

- We made sure we applied for activities that were French, community based, involved our towns, i.e. french picnics, books for library and much more.
- "In past used it for carnival celebration, open to general public."
- "Initially, the greatest challenge is filling out the application correctly, but after that it is straight-forward."
- "The paper work takes a lot of time and effort, and I can see why people might not want to do it."
- "Rules surrounding gaming grants have changed."
- "Bursaries not broad enough to encompass community that you're accessing."

b) Useful CONTACTS:

i) Your local community gaming representatives --

Rhonda Dickson

North Central BC

Northern Interior Communities Association

coordinator@northernica.org

Codie Thompson

Victoria

Capital Region Charitable Gaming Association

admin@charityworks.ca

Art Villa

Lower Mainland

Fraser Valley Community Charitable Gaming Association

fvccga@gmail.com

Caroline Miller

Okanagan/Kootenays (East & West)

Central Okanagan Charitable Gaming Association

cmiller@kelownachamber.org

Gerri Foster

Courtenay

Valley Charitable Gaming Society

vcbsociety@telus.net

Richard Le Gear

Northern BC

Northern Lights Charitable Gaming Association

rlegear@hotmail.com



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ii) **CPF members with a wealth of knowledge --**

Heidi LeFaive, 2013 Tri-Cities Chapter President, *has experience successfully applying for Gaming grants, and has kindly offered to respond if chapter representatives have questions*

She can be contacted at: chemgirl@shaw.ca

c) **Refer to past CPF Chapter application documents for reference to see how it was done, what was applied for, examples of successfully funded programs etc.**

See past applications posted on webpage.

8. In summary:

Start Early:

- Ask questions and use the contacts provided in this document
- Talk to those who have been successful in the past
- Understand where to find any required documents
- Talk to your chapter about potential partnerships

Propose for a project that makes sense for you:

- Ensure the scope of your project is manageable

Be thorough:

- Be sure the financial aspect of your application is thorough
- Hit specifically on all the points they ask ie. How project will affect community, diverse populations etc.

Get Help:

- Consider splitting up the work on the application
- Have a plan in place for someone to proofread to ensure clarity/continuity of application

Keep it Simple!

- Submit online rather than mailing it in. More efficient.

BC Gaming grant website: <http://www.gaming.gov.bc.ca/grants/index.htm>