

Community Gaming Grants Branch

Short Community Gaming Grant Online Application Tutorial

This document provides instructions and tips on the completion of the short Community Gaming Grant (CGG) online application. Before you start, review this document along with the pre-application checklist for the short application This will provide you with an understanding of what information is required to complete the application.

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1. Before you start your online application

Before starting a Community Gaming Grant application, familiarize yourself with important, related information, including: eligibility criteria; grant amounts and conditions; application periods and timelines; and more. We also recommend that you prepare for your application by reviewing the pre-application checklist for the short application.

The information and resources mentioned above are available on the Community Gaming Grants page (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants) on the Community Gaming Grants website.

Additional notes about completing your online application:

- You must complete your application in one session; you cannot save your application and return to it later.
- 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 (see link above).
- 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, or .jpg.
 - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- 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.

2. Visit the Gaming Grants website and click the "Online Service" button

You can start a Community Gaming Grant application by visiting the Branch website at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants. To start your application, click the "Online Service" button, as shown below.



3. Click the "Launch Online Service" button

BRITISH C <u>OLUMBI</u> A		Q	≡ Menu			
Home > Sports, Recreation, A	Arts & Culture > Gambling & Fundraising > Gambling in B.C. >					
Laws, Regulations & Policies	Gaming Online Service					
Reports, Publications & Statistics	and supporti	ng				
Where the Money Goes						
Gambling Local set						
	Using the Online Service Tystem by the putton below: Using the Online Service Using the Online Service you can apply for a gambling event licence or gamin application status, or report gambling wrongdoing.	g grant, checl	k your			
If you've never applied before or need a refresher, please prepare for your application beforehand l reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questi and more) at the following links:						
Gaming Grants						
	Caming Grants (gapara) information about gaming grants)					
	Community Gaming Grants (for community programs)					
	 PAC & DPAC Grants (for parent advisory councils) 					
	 <u>Multiculturalism Grants</u> (for cultural expression and anti-racism programs) 	/projects)				
	Gambling Event Licences					
	 <u>Gambling Event Licence Fundraising</u> (general information about gamblin 	g event licenc	es)			
	 <u>Class A Licence (More than \$20,000 in Gross Revenue)</u> 					
	 <u>Class B Licence (\$20,000 or Less in Gross Revenue)</u> 					
	 <u>Class C Licence (Fairs & Exhibitions)</u> 					
	 <u>Class D Licence (\$5,000 or Less in Gross Revenue)</u> 					

4. Click "Community Gaming Grants" on the Online Service web page



5. Search for and select your organization

Search for your organization by entering the organization's L&G file number. If you do not know your L&G file number, please make every effort to find your organization's name in our system, to avoid creating a duplicate. The best way to search is to use an asterisk (*) before and after each word you want to include in your search. For example, type "*GPEB* *test*" in the search box. See the text above the search box for more tips (see image below).



GAMING BC VERSION: 24101 | BUILT ON: 2019-02-26 11:18 AM | DATABASE VERSION: 4.5.3.02

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Review your organization information and click "Apply for a CGG Grant." Ensure that the organization information is accurate. If you have selected the wrong organization, navigate back to the search screen (click "Search for Organization" in the left-hand navigation bar).

If there are any changes or updates that need to be made to your organization's information, these changes can be noted in the "Organization Information Changes" section of the grant application (see Step 7 of this tutorial).

B.C. Home	Online Service » View Organization	Printer Version
Attorney General		
 Gaming Policy and Enforcement Bran 	d Gaming Policy and	2100
Emorement bran	Enforcement Branch	MUMA
Search for		
Organization	Gaming Online Service (GOS)	
RESOURCES		
Apply for a CGG Grade	View preanization	Help
 Pre-Application Checklists 	Apply for a CGG Grant	
Business BCeID		
Information and Registration	- 4AN	
 Contact Us 	Organization Name	
_	Organization name:	
	GPEB Test	
	Addresses	
	Address Type: Effective Date: Address:	
	Mailing 04-Jun-2009 1234 Test Street, Vancouver, British Columbia, Ca	nada, V9F 7E8
	Organization Details	
	PC society number:	
_	5-0028975	
	On what date did your organization start operating (approximate)?	
	01-Jul-1999	
	Fiscal year-end (month / day):	
	July 31	
		T 1

6. Choose "Short Application" or "Regular Application"

If your organization is given the option to use the short Community Gaming Grant application, you will see the screen pictured below, which gives the choice of "Short Application" or "Regular Application".

Please read the information beside each option (Short Application or Regular Application) carefully; having the option to submit a short application does not necessarily make it the best choice for your organization.

An organization may submit the short form Community Gaming Grant application if:

- Two (2) regular Community Gaming Grant applications, or one short and one regular application, were approved in the previous two (2) years;
- Neither of the two (2) previous year's grants were received as a result of a reconsideration; and
- This year's request is for the same program(s) and the same level of funding approved in the last fiscal year.

For more information about short applications, see the Community Gaming Grant information at: https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guidecgg.pdf.

The remainder of this tutorial provides information for "short" applications only. To see the regular application tutorial, please see the following link:

https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-cgg-application-tutorial-regular.pdf.



7. Provide information about your organization

This part of the application requests information about your organization. Please include any organization information changes (i.e. address changes, changes to fiscal year end, etc.) in the "Organization Information Changes" section.

Ensure that all required sections (marked with an asterisk) are completed.



8. Provide updated information about your organization's programs

This part of the application asks you to provide updated information about your organization's programs. When submitting a short application, you cannot add new programs. Please read the important note above the list of programs.

Click the "Edit" button for each listed program; this will direct you to the "Edit CGG Program Details" page where you can add updated program information.

Program Details	
rovide updated information for all prog Lequired information for each program i	rrams listed below by clicking the "Edit" button for each. includes, but is not limited to the following:
 Program revenue and expense state Program budgets for current fiscal Participant numbers. 	atements for previous year; year; and
mportant: The programs listed below n n the previous year. Requests for increa r if you are seeking a funding increase, egular application or contact the Gamin communityGamingGrants@gov.bc.ca	must be the same programs that received gaming grant funding ases will not be considered. If the programs don't look correct , please do not continue with this application. Start a new, ng Policy and Enforcement Branch by email at:
Programs:	
rogram name: Creation / Production (updated infor	mation required, click the edit button)
rogram name: * Festival Production and Presenting (L	updated information required, click the edit button

On the "Edit CGG Program Details" page, update your program information. Ensure that all required sections (marked with an asterisk) are completed, then click the "Save and Return to Application" button to return to the grant application page. Repeat these steps for each program listed on the grant application page.



Once your programs are updated, you can edit them, if needed, by clicking the "Edit" button on the grant application page.

Program Information	
Program Details	
Provide updated information for all programs listed below by clicking the "Edit" button for each. Required information for each program includes, but is not limited to the following:	
 Program revenue and expense statements for previous year; Program budgets for current fiscal year; and Participant numbers. 	
Important: The programs listed below must be the same programs that received gaming grant funding in the previous year. Requests for increases will not be considered. If the programs don't look correct or if you are seeking a funding increase, please do not continue with this application. Start a new, regular application or contact the Gaming Policy and Enforcement Branch by email at: <u>CommunityGaminaGrants@qov.bc.ca</u>	٨
Programs:	1
Program name: Creation / Production (successfully updated)	5
Program name: Festival Production and Presenting (successfully updated)	N

9. Provide information about the officers responsible for the application

After you have finished adding your program information, continue with the grant application by adding the officers responsible for the application.

Click the "Add Person" button for each officer responsible, submitter, or contact person you wish to include. You can remove a person by clicking the button that looks like a garbage can.

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: Unit# / apt#: • Street address: • Output: • Province: • Postal code: • British Columbia • Last name: • Cell phone:	Officers Responsible f	or the Application
 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: Unit# / apt#: * Street address: * Province: * Postal code: * British Columbia * Business phone: Ext: * Home phone: Cell phone: 	Provide names and conta application. Here's what	ct information for people from your organization who are responsible for this we need from you:
Officers Responsible for the Application: * Position: * First name: * Last name: Officer: Submitter: Contact: Unit# / apt#: * Street address: Image: City: * Province: * Postal code: * City: * Province: * Postal code: Image: The Business phone: Ext: * Home phone: Cell phone:	 Two (2) officers / bo One (1) submitter (2) One (1) contact per 	bard members of your organization who are responsible for the application. an officer may be the submitter). son (an officer may be the contact person).
Position: First name: Last name: Officer: Submitter: Contact: Unit# / apt#: Street address: City: Province: Province: Province: Province: Province: Postal code: British Columbia Ext: Home phone: Cell phone:	Officers Responsible for	the Application:
Unit# / apt#: * Street address: * City: * Province: * Postal code: British Columbia • * Business phone: Ext: * Home phone: Cell phone:	* Position: * F	First name: * Last name: Officer: Submitter: Contact:
City: Province: Postal code: British Columbia Business phone: Ext: Home phone: Cell phone:	Unit# / apt#: * S	treet address:
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10. Enter the delivery method and click "Next"

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 One (1) contact 	person	(an officer	may be the con	tact person).			
Officers Pesponsible	a for the	Applicatio					
	. Tor the	Application					
* Position:	* First	name:	* Last name:	Officer:	Submitter:	Contact:	
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Unit# / apt#:	* Street	t address:					
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* City:		* Provinc	e:	* Postal co	le:		
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* Business phone: E	Ext:	* Home	phone: Cell	phone:			
(123) 456-7890		(456) 78	9-1230				
Email:							
tester_one@gpebtest.c	:om						
* Position:	* First	name:	* Last name:	Officer:	Submitter:	Contact:	1
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* City:		* Provinc	e:	* Postal co	le:		
Victoria	•	British Co	lumbia 👻	V9V 9V9			
* Business phone: E	Ext:	* Home	phone: Cell	phone:	_		
(789) 123-4560		(987) 65	4-3210				
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Delivery Method Your application resu * Delivery Method: Email admin@gpebtest	Its will be	e delivered	l via email. Plea	se enter your Iress only, e.g	email addre . john.doe@e	ss below. xample.com)	
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Delivery Method Your application resu * Delivery Method: Email admin@gpebtest (Ensure that your em	Its will b t.com Iail is set isk (*) n	e delivered t up to allo nust be co	d via email. Pleas (one add w messages that mpletter	se enter your fress only, e.g at are sent fro	email addre . <i>john.doe@e</i> m the Comn	ss below. xample.com) nunity Gaming Gra	ants Branch.)
Delivery Method Your application resu * Delivery Method: Email admin@gpebtest (Ensure that your em	lts will b t.com Iail is set isk (*) n	e delivered t up to allo nust be co	d via email. Pleas (one add w messages that mpleter	se enter your iress only, e.g at are sent fro	email addre . <i>john.doe@e</i> .m the Comn	ss below. xample.com) nunity Gaming Gra	ants Branch.)
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Delivery Method Your application resu * Delivery Method: Email admin@gpebtest (Ensure that your em	lts will b t.com Iail is set	e delivered t up to allo nust be co	d via email. Pleas	se enter your iress only, e.g at are sent fro	email addre . <i>john.doe@e</i> m the Comn	ss below. <i>xample.com)</i> hunity Gaming Gra	ants Branch.)

11. Agree to the terms and conditions then click "Submit"

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



12. Review application confirmation screen and PDF application summary

Congratulations! Your application was successfully submitted. Please make a note of your application number and save a copy of the application summary. *It is important to note* that once you click "OK" at the bottom of the screen, you will no longer be able to access the application summary PDF.

Please review the notes about mailing supporting documents. Send only the necessary documents along with a note that references your application number. Do not include your application summary or any other documents.

B.C. Home	Online Service » Application Submi	tted - Community Gaming Grant Application	Printer Version			
➡ Gaming Policy and Enforcement Prench						
▼ Online Service	Gaming Policy and					
Create CGG Application	Enforcement Bran	ch Strike	NAME.			
 Application Status 	Gaming Online Service (G	OS)				
RESOURCES						
 Pre-Application Checklists 	Application Submitted	Community Gaming Grant Application	Help 🔞			
 Business BCeID Information and Registration 	GBC ID: 16046	GPEB Test				
➔ Contact Us	Web Confirmation					
	Application ID:	1101867				
	Application Summary: Branch:	Open application summary PDF in new tab / window Community Gaming Grants Branch				
	Thank you for your applicat	ion.				
	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 docume	nts (only required if "Mail" was chosen for any supporting d	locuments):			
	Please note, if you indicated in your application that you will "mail" specific supporting documents, please send only those documents (you do not need to send this Application Confirmation and Summary or any other documents). Be sure to indicate your organization name and your application ID. The required supporting documentation must be received at the Branch within two weeks of the online form submission by mail, courier or e-mail. If any required supporting documentation is not received within the two week timeframe, the application may not be considered.					
	Mail: Community Gaming Grants B PO Box 9892 Stn. Prov. Govt Victoria, B.C. V8W 9T6	ranch				
	Courier: Community Gaming Grants B 6th Floor, 800 Johnson Stree Victoria, B.C. V8W 1N3	ranch st				
	E-mail: CommunityGamingGrants@g	ov.bc.ca				
	Notification Emails Please make sure your email about your application. See	l is set to allow messages sent from the Gaming Policy and En our <u>Email Tips</u> page. OK	forcement Branch			
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13. Contact Information

Mailing Address:

Community Gaming Grants Branch Community and Legislative Services Division PO Box 9892 Stn Prov Govt Victoria, BC V8W 9T6

Physical Location (for courier deliveries or visiting in person): Community Gaming Grants Branch Community and Legislative Services Division 6th Floor, 800 Johnson Street Victoria, BC V8W 1N3

Web:

https://www2.gov.bc.ca/gov/content/sportsculture/gambling-fundraising/gaminggrants/community-gaming-grants

E-mail: CommunityGamingGrants@gov.bc.ca

Phone: 250 356-1081 Or call toll-free: 1 800 663-7867 and ask to be transferred to 250 356-1081.