

Gaming Webinar notes July 12, 2016

These notes accompany the PowerPoint presentation entitled
“FRP-BC Gaming Webinar July 12 2016”.

This webinar was presented by David Sheach, Executive Director of the
BC Association of Charitable Gaming. www.bcagc.com

*Please note that some of the links in the relevant PowerPoint presentation
have been updated since July 12, 2016.

1. The objective of this webinar is to provide the information needed to submit successful gaming applications. When you submit an application, you will generally hear back within 12 weeks of your submission.
2. Major capital projects are not funded. Smaller ones, less than \$25K, will be considered. You have a better chance of getting a minor capital grant if you have a related program that has already been funded.
3. For a successful gaming application:
 - a. You need to provide an ongoing service to the community.
 - b. You must prove the value of your program, especially to increase the level of funding.
 - c. Talk about the community benefit. This is what is funded.
 - d. Don't say you can't run your program without the money. It raises a flag. If you are governed well, you are more likely to be sustainable.
 - e. You must prove you have financial need. To demonstrate financial need for something you are already doing, you need to show what you've done through financial statements.

BC Association of Family Resource Programs

Healthy Family. Healthy Community.

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- f. “Proper signing” of cheques includes two signatures, at least one from a person who is not an agency employee. Gaming likes it when money comes out of operating account and then the operating account invoices the gaming account. That, or the board authorizes the payments and this is recorded in meeting minutes. Ex. “We authorize the organization to pay salaries within the next time frame to a limit of.....\$”.
 - g. If you invoice your gaming account, make the amount specific so you can correlate to your specific expenses. Do not need to charge gst to the gaming account as it is reimbursable.
 - h. In order to increase grant funding, address how you are responding to an immediate, demonstrable need.
 - i. If you changed a program more than a year ago, you may now apply for a grant for it.
 - j. It is wise that you acknowledge your funders (not just gaming) on your website, brochures, etc. There is a statement example in the relevant PowerPoint presentation.
4. Online tutorials are available to assist you in completing the gaming applications.
- a. The links are included in the PowerPoint.
 - b. Historically, the “Regular Form” had to be completed each year; now it is to be completed every third year unless there are changes to your application; there is a “Short Form” for the in-between years.
5. The application process:
- a. You have one hour to complete the online application (hard copy applications are no longer accepted) so have all your relevant documents ready to go before you start. Ensure you use your checklist. You will be kicked out of the application after an hour and it will not save.

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- b. You can include pictures and links in your program description. You may also add up to 4 other programs. If your programs are similar and can be combined, do so. It will make it easier for you to report.
 - c. Attach your documents electronically, don't mail them – this will delay the process.
 - d. Where the application asks you to describe the workplan in detail, there is nowhere to attach a document; attach it to the previous page.
 - e. "Save and return" is to add another program as needed. Choose email for delivery method to speed up the process. Include an email address for one of your contact people.
 - f. Open your application summary pdf in a new tab to print or save.
 - g. You would ask for reconsideration if you believe gaming made a mistake. If you made the mistake, do not ask for reconsideration. If you got part of what you asked for, do not ask for reconsideration. No new information is allowed.
6. Other helpful information:
- a. Make sure the gaming account closing balance of the previous year is carried forward to current year. Include raffle income, etc. in the gaming report. All gaming must be included in this report even if it is not used/intended for the same program. All those funds must go into your gaming account.
 - b. In-Kind donations:
 - i. Gaming will not cover anything to do with your governance, board meetings, AGM, etc. This time may not be included as in-kind donations.
 - ii. If a board member gives you time and expertise to fix a computer, for example, that counts as skilled labour. Committee work that is related to projects and/or essential to the completion of program delivery may be counted as in-kind donations.
 - iii. If activities are directly related to program delivery, volunteers' activities can be logged as in-kind. Volunteers do not have to be members of your organization even if the volunteering is for fundraising.

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