



It starts with Scouts.

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**TO:** Group Commissioners, Group Administrators and Group Treasurers  
**CC:** Area Commissioners, Council Commissioner, Council Treasurer & CFEs  
**FROM:** Alamin Pirani, Council Executive Director  
**SUBJECT:** Community Gaming Grants for 2011 - 2012  
**DATE:** September 23, 2011

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Grants continue to be available to Scouting Groups through the **Community Gaming Grants Program** which is administered by the **BC Gaming Policy and Enforcement Branch**. This document has been prepared to provide you with some assistance, therefore please review it in detail before preparing an application. You need to share this information with your Group Committee and bring this to the attention of your Group Committee Treasurer.

Grants are available from the [Gaming Policy and Enforcement Branch](#) for British Columbia Scout Groups who meet their eligibility criteria. In the past, Groups in good standing have been eligible for an annual grant of approximately \$100 per registered youth and adult member. This may change in the near future. Although the Gaming Policy and Enforcement Branch are constantly reviewing criteria and eligibility, this should not impede your Group in making an 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 additional and improved quality programs will enable us to increase Scouting's positive impact on the lives of our members throughout B.C.

If you wish to obtain these funds for use by your Group, your Group Committee must complete and submit the **Community Gaming Grant Application Form** to the Gaming Policy and Enforcement Branch by **November 30, 2011**.

Those Scout Groups in British Columbia who have completed their Fall 2011 Registration, are currently chartered, and in good standing (*no outstanding prospective members, no outstanding invoices and year-end Group financials have been submitted to the BCY Operations Centre by November 30, 2011 and in compliance with B.P. & P.*) with Scouts Canada are eligible to apply. The following information will assist you in completing the **Community Gaming Grant Application Form**.

Please visit the [Gaming Policy and Enforcement Branch](#) website to read the latest news on program grants.

## How to apply for Community Gaming Grants

Prepare for your application by gathering 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.

### Option #1: Online application

Proceed to the [Online Service](#) page to apply electronically for a Community Gaming Grant.

### Option #2: Mail-in application

Download and print the [Community Gaming Grant - Application Form](#) 📄. Complete the form and mail or courier it, along with supporting documents, to the Gaming Policy and Enforcement Branch in Victoria. The address can be found on the application form or on the [Contact Us](#) page.

**NOTE: Faxed or e-mailed applications will NOT be accepted.**

The Gaming Policy and Enforcement 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**).

To check on an application's status please see the [Online Service](#) page or contact the Branch by phone (see the [Contact Us](#) page.)

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

## APPLICATION FOR A COMMUNITY GAMING GRANT

### Sectors and annual application timelines

Scouts Canada Groups fall under the **Human and Social Services** sector. Apply after **August 1**. Deadline is **November 30**. Approved grants are paid by **February 28**.

### SECTION 1 - ORGANIZATION INFORMATION

#### Organization name:

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

#### Organization mailing address:

The address of the Group Commissioner/Group Administrator or Group Treasurer.

#### B.C. Society number

Scouts Canada groups are not registered societies so leave this blank.

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

The date the Group was originally chartered with Scouts Canada

#### Fiscal Year End:

August 31<sup>st</sup> is the standard year-end throughout Scouts Canada.

#### General programs/service(s) or purpose(s) of your organization:

Scouts Canada programs

## SECTION 2 - ORGANIZATION DETAILS

### Sector

Human and Social Services

If Sports for Youth and People with a Disability was chosen, is your organization a provincial sport organization?

NO

Is your organization a service club? (e.g. Lions, Elks, etc.):

NO

If your organization is a service club, list the recipient organization(s), or your own programs? (attach an additional sheet if necessary)

Leave Blank

Number of eligible voting members:

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

Number of Board Members:

This is the number of Registered Group Committee Executive members.

Date of last annual general meeting:

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 attending the last annual general meeting:

Provide the number of voting members that attended the last annual general meeting.

## SECTION 3 - PROGRAM FUNDING REQUEST

Program name: (list the program names for which you are seeking grant funding)

Requested amount:

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

Request a total amount based on \$100 per **registered youth participants** and **fully screened volunteers in MMS**.

## SECTION 4 – PROGRAM INFORMATION

**Program name: Scouting Programs**

**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)

Elaborate on how your Group provides a unique service that meets values, mission, principles and method of Scouts Canada (available from the Scouts Canada website [www.scouts.ca](http://www.scouts.ca)).

This information is pertinent to your community and your Group. Attach an outline indicating how your Group's program demonstrates:

### **Clear community benefit**

- Are there measurable benefits?
- Is the program responding to strong community interest or proven community priority?

### **Accessibility and inclusiveness**

- Is there opportunity for others to participate in the program, regardless of age, ability, ethnicity, gender, religion, income or sexual orientation, wherever possible?

### **Sustainability and lasting impact**

- Is there viable plans for ensuring resources are in place to continue the program?
- What is the potential for long-term community benefit from the program?

### **Community support**

- What are the financial and in-kind contributions (donated cash, labour, professional services, equipment, materials) from corporate sponsors or individual donors?
- Is the program supported by people knowledgeable about the sector, targeted population, or program?
- Is there involvement of multiple partners (private, public or non-profit sector) in planning, delivering or evaluating the program's activities?

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

Number of years your organization has delivered this program: ***Years of operation of your Scout Group***

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

Total amount based on ***\$100 per registered youth participants and fully screened volunteers***

### **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 Standards](#). See Scouts Canada's website at [www.scouts.ca](http://www.scouts.ca) → Home Page → For Scouters → Program Tools → Program Standards/Quality Award.

Some of these could be:

- Camp and transportation costs (within BC) associated with the delivery of regular Scouting programs, outings and activities unique to your Sections/Group
- Assistance with uniform supplies and proficiency badges
- Training fees for external adult courses (not Wood Badge or Council/Area hosted courses)
- Section handbooks and section specific publications available externally
- 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

**We have now been advised that Scouting groups are permitted to use Gaming Funds for Registration. Groups now have the freedom to subsidize individuals thereby removing financial barriers to membership.**

The Gaming Policy and Enforcement Branch needs to see applications that are directly connected to programs that your Sections/Group provides to the youth and volunteers in your community.

Please take note that **Groups should not apply for the following:**

- Activities that are not directly related to the Scout Program (e.g. season tickets to hockey games!!)
- Activities that your Council (Cascadia, Fraser Valley and Pacific Coast Council) already funds and applies separately to the Gaming Policy and Enforcement Branch for Grant Funds – i.e. Training of Adult Leaders, Training of Youth Leaders through Sixers/Seconds Training, Patrol Leaders Training, FOCUS and Council hosted Summer Camps, etc.

**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 **Gaming Policy and Enforcement Branch** are 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 guidelines on Fundraising. Refer to [B.P.& P SECTION 11000 – FINANCIAL AND FUNDRAISING PROCEDURES](#)

**Does this program receive any provincial or federal funding?** **NO**

**Will the grant funds be used for out of province travel?** (if YES, a ‘Request for Out-of-Province Travel Approval’ must be submitted with this application) **NO**

**Will the grant funds be used for a major capital project that has a total value greater than \$20,000?** (if YES, see the information about using gaming funds for capital projects on the last page) **NO**

**How many people will participate in, or benefit from, this program?**  
 Number of people who directly benefit from this program: **Total number of registered youth participants and fully screened volunteers in MMS**

**Does this program have a child care / day care license(s)?** (if YES, a copy of each must be submitted with this application) **NO**

## SECTION 6 – ADDITIONAL REQUIREMENTS (APPLICATION ATTACHMENTS)

### Organization Information

Constitution and Bylaws:

This is **not** required of Scout Groups. The Gaming Policy and Enforcement Branch have recognized that all Scout Groups operate under “[Scouts Canada’s By Law, Policies & Procedures](#)”, and has already been provided with a copy for their files.

Board of Directors List:

List those registered as your **Group Committee Executive**. These would be Group Commissioner, Group Administrator, Group Treasurer, Group Registrar, Fundraising Coordinator, etc. Please make sure that you have **ratified** these individuals at an Annual General Meeting. 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	<a href="mailto:jsmith@telus.net">jsmith@telus.net</a>	Group Commissioner
Ken Brown	#222 - 123 Blvd, Town, BC Code	604-555-5656	604-555-5686	<a href="mailto:kbrown@gmail.com">kbrown@gmail.com</a>	Treasurer
Jane Doe	#454 - 12345 Ave, Town, BC Code	604-555-5656	604-555-5686	<a href="mailto:jdoe@shaw.ca">jdoe@shaw.ca</a>	Group Administrator

Annual General Meeting minutes:

Minutes from the organization’s most recent annual general meeting must be provided. The AGM minutes must include verification that a democratic election of the board of directors (Group Committee Executive) was held. **If the most recent election of the board was not held during the AGM, provide additional, dated documentation (meeting minutes) showing details.**

Include in the minutes the number of voting members that attended. Voting members include the parents of currently registered youth, registered leaders and registered Group Committee members.

Scout / Cadet Organization information:

Provide the number of **registered youth participants that are in MMS**

**Program Information** (for the Scouting programs identified in Section 3 and 4, for which funding is requested provide the following)

Program budgets (for the current fiscal year and next fiscal year)

Program budgets for the current fiscal year and next fiscal year (for each program for which funding is requested) must be provided. The program budgets must detail confirmed and potential revenue sources and all planned expenditures. Federal or provincial government funding, including contract or grant monies, must be clearly identified.

Program revenues and expenditures (for the previous fiscal year)

Actual revenue and expenditure information for the programs from the previous fiscal year must be provided.

#### **Financial Information for the organization:**

Organization Financial statements:

- Complete annual financial statements must be provided for your Group's previous fiscal year, including:
  - Revenue and expense statements clearly showing all sources of revenue with gaming funds (if applicable) as a separate entry and clearly identified.
  - Balance sheet listing all assets and liabilities of your Group and with restricted funds clearly identified (e.g. Jamboree funds, Equipment replacement funds, etc.).

Organization Budgets:

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

Gaming Account Information:

- You must have a dedicated bank account, called the **"Gaming Account"** in order to receive grant monies. The money for an approved grant will be transferred electronically to this account.
- Choose one of the following options:
  - Gaming Account information is on file with the branch and there are no changes. (If you have previously applied and have received funds.**
  - I will include a copy of a void cheque from the Gaming Account with this application.(If this is your first application and/or the account information has changed.**
  - 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:  
**"Scouts Canada XXth Anywhere Scout Group" – Gaming Account**

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 [Gaming Policy and Enforcement Branch website](#)..

## **SECTION 6 - CERTIFICATION**

The Group Committee must give prior approval of the submission of the application. (A motion passed at a regular group committee meeting is sufficient).

A Board member is a member of your **Group Committee Executive**.

Groups should ensure their Sponsor/Partner is supportive of the application. The Group Treasurer and another registered Group Committee Executive Member (Group Commissioner or Group Administrator) must sign the application.

## **SECTION 7 – DELIVERY METHOD**

Results can be delivered to you by e-mail or by Canada Post, or you can view them by signing onto the Gaming Online Service with a BCeID username and password. For more information about BCeID, contact the branch.

Select your preferred delivery/notification method: (choose one only)

### **Mailing Address:**

The completed application should be sent by the Group directly to:

#### **Gaming Policy and Enforcement Branch**

PO Box 9310 Stn Prov Govt

Victoria BC V8W 9N1

Phone: (250) 387-0757

### **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 or paper copies of this form in a safe and secure place.

### **Please Note:**

The Gaming Policy and Enforcement Branch **may** contact the BCY Operations Centre to obtain confirmation that your group is currently chartered, and in good standing (***no outstanding prospective members, no outstanding invoices and year-end Group financials have been submitted to the BCY Operations Centre by November 30, 2011 and in compliance with B.P. & P.***) with Scouts Canada, and to confirm the number of active registered youth and fully screened volunteers.

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

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

If you need further assistance please contact your Council Field Executive or the Operations Manager at Scouts Canada – BCY Operations Centre at 604-879-5721 or 1-888-726-8876.