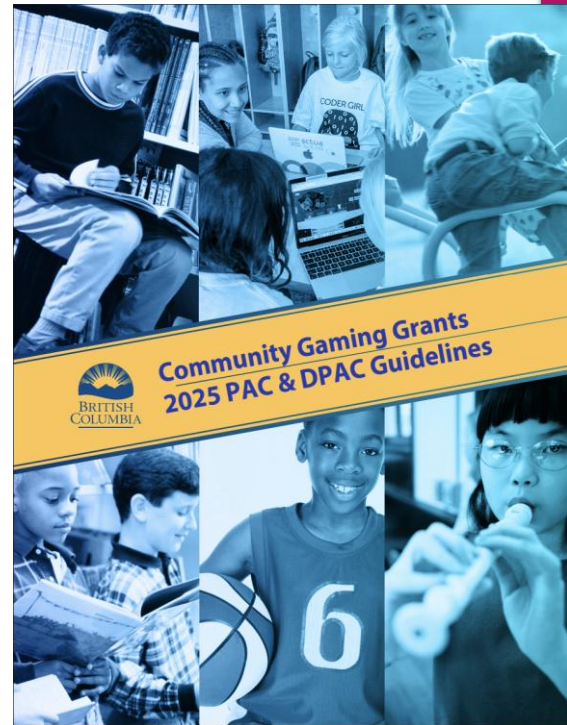




DPAC
DISTRICT PARENT
ADVISORY COUNCIL
ABBOTSFORD SCHOOL DISTRICT



Gaming Grant 101

PAC EXECUTIVE TRAINING

CONTACT: DPAC.SD34@GMAIL.COM

Gaming Grant Purpose

PAC:

- PAC grant funding is intended to **benefit students by enhancing extracurricular opportunities** of students who attend the school represented by the PAC.

DPAC

- DPAC grant funding is intended to **foster greater parental involvement in schools** and effective communication between schools, parents, students and the community.

PAC – DPAC Eligibility

- ▶ **PACs or equivalent groups at public schools**, group 1 or 2 independent schools, and First Nation band schools
- ▶ **Separate from the management and operation of the school**
- ▶ Not-for-profit – do not need to be registered
- ▶ **Open membership for parents/guardians** of students attending the school
- ▶ Provide **extracurricular programming** that is accessible and inclusive for all students
- ▶ **Democratically chosen volunteer executive**
- ▶ In operation for at least **12 months**

Funding Allocation

PAC:

- Receive **\$20 per student**, per year based on the pervious September enrollment
- Schools with fewer than 100 students will be provided a base rate of \$2,000.

DPAC

- Receive \$2,500 each

How to apply



Check your reporting history

up to-date filing of the Gaming Account Summary Reports



Have your BCeID login ready

If not, apply online for your free BCeID.



Prepare your documents

New PACs have to provide their C&B and AGM minutes.



Apply online

Have your L&G number ready to retrieve your account information.



Save and complete your application

Before you apply

Annually (have on-hand):

- **L&G number** from past decision letter to prepopulate the form
- A complete list of annexes/ school(s) that the PAC/DPAC represents
- Names, positions and **contact information of 2-4 members** of the PAC/DPAC responsible for the application
- **Ensure recent Gaming Account Summary Report(s) have been submitted**
- A **dedicated bank account to receive the grant** “Gaming Account” and the Direct Deposit Application form (FIN 312) is needed for new applicants and those who have not received funding in the past 12 months (April 2024 – March 2025)

Tips and Advice for Applying

- ▶ **Subscribe** to Community Gaming Grants' "News & Updates".
- ▶ Read the most recent **PAC/DPAC Guidelines**
- ▶ **Phone a help line**, if needed.
- ▶ **Ensure your Gaming Account Summary Reports are submitted**
- ▶ **Apply on time.** It is highly unlikely that late applications will be funded.

Some Eligible Expenses - PACs

- ▶ Uniforms and Equipment for **extracurricular** sports and clubs.
- ▶ **Student recognition** (e.g. certificates, trophies, grad memorabilia). **Student ceremonies** (e.g. graduation, dry grad).
- ▶ **Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference**
- ▶ **Emergency**, safety or earthquake related supplies or equipment **that is not ordinarily the responsibility of the school/school district.**
- ▶ **With prior approval, student transportation and travel outside of B.C**

- Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

4. Use of Funds

4.1 Use of Funds for Parent Advisory Councils (PACs)

Eligible Uses

PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who currently attend the school(s) represented by the PAC. Purchases should primarily be intended to support extracurricular activities. Funding cannot be used for curriculum-based activities or items and should not be used to cover costs for things that the school is responsible for covering. This is to ensure funds are used for extracurricular activities and PACs are not supplementing what would normally be the responsibility of the school to provide.

PACs should not be making purchases for the school/school district and should retain management and control over any assets purchased using PAC grant funds. Instances where the ownership of eligible assets are transferred over to the school or school district for storage, maintenance, operation, or liability insurance purposes is acceptable, but should be agreed to in writing. PACs should be working together with their school and/or school district to implement projects. PACs should seek any necessary permissions or permits required from their school, school district and/or city prior to making purchases for any projects that require installation, or which take place on school grounds. Installation fees should be paid by the school/school district and/or city.

PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines. Eligible uses of grant funds may include, but are not limited to, the following:

- Field trips within B.C.
- Presentations or performances (e.g. music, theatre, science).
- PAC school spirit and family engagement events (e.g. school carnivals, movie nights, school dances, other social activities).
 - Please note: Grant funds may not be used for any fundraising activities at PAC events (see prohibited uses below).
- Entertainment or leisure activities for non-instructional times (e.g. graphic novels/comics, magazines, extracurricular fiction and non-fiction books, board games, colouring books).
- Beautification for common spaces, such as hallways, library, multi-purpose room, etc. (e.g. art, posters, "sensory paths," holiday decorations).

More Eligible Expenses - PACs

- ▶ **Field trips within B.C.**
- ▶ **Presentations or performances** (e.g. music, theatre, science).
- ▶ **PAC school spirit and family engagement events** (e.g. school carnivals, movie nights, school dances, other social activities).
- ▶ **Entertainment or leisure activities for non-instructional times** (e.g. graphic novels/comics, board games, colouring books).
- ▶ **Student clubs or societies** (e.g. drama club, chess club).

- Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia.
- Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

4. Use of Funds

4.1 Use of Funds for Parent Advisory Councils (PACs)

Eligible Uses

PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who currently attend the school(s) represented by the PAC. Purchases should primarily be intended to support extracurricular activities. Funding cannot be used for curriculum-based activities or items and should not be used to cover costs for things that the school is responsible for covering. This is to ensure funds are used for extracurricular activities and PACs are not supplementing what would normally be the responsibility of the school to provide.

PACs should not be making purchases for the school/school district and should retain management and control over any assets purchased using PAC grant funds. Instances where the ownership of eligible assets are transferred over to the school or school district for storage, maintenance, operation, or liability insurance purposes is acceptable, but should be agreed to in writing. PACs should be working together with their school and/or school district to implement projects. PACs should seek any necessary permissions or permits required from their school, school district and/or city prior to making purchases for any projects that require installation, or which take place on school grounds. Installation fees should be paid by the school/school district and/or city.

PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines. Eligible uses of grant funds may include, but are not limited to, the following:

- Field trips within B.C.
- Presentations or performances (e.g. music, theatre, science).
- PAC school spirit and family engagement events (e.g. school carnivals, movie nights, school dances, other social activities).
 - Please note: Grant funds may not be used for any fundraising activities at PAC events (see prohibited uses below).
- Entertainment or leisure activities for non-instructional times (e.g. graphic novels/comics, magazines, extracurricular fiction and non-fiction books, board games, colouring books).
- Beautification for common spaces, such as hallways, library, multi-purpose room, etc. (e.g. art, posters, "sensory paths," holiday decorations).

Some Eligible Expenses - DPAC

- ▶ Informational and promotional materials **for parents** (e.g. newsletters, websites, social media, etc.)
- ▶ Administrative costs (e.g. meeting room rental, printing costs, presenter/guest speaker fees, etc.).
- ▶ **Parent training and workshops** (e.g. Foodsafe, student health or wellness classes, Robert's Rules for Boards, etc.)
- ▶ British Columbia Confederation of Parent Advisory Councils membership fees for the DPAC only.

4.2 Use of Funds for District Parent Advisory Councils (DPACs)

Eligible Uses

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in schools and effective communication between schools, parents, students and the community.

Eligible uses of DPAC grant funds may include:

- Informational and promotional materials for parents.
- Administrative costs (e.g. meeting room rental, printing costs, presenter/guest speaker fees).
- British Columbia Confederation of Parent Advisory Councils (BCCPAC) annual membership fees for the DPAC only.
- Travel for regular DPAC meetings.
- Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference, up to branch limits.²

Prohibited Uses

Ineligible uses of DPAC grant funds include, but are not limited to:

- Payment of annual membership fees (e.g. BCCPAC) for member PAC groups.
- Costs related to paid staff, teachers on call, education assistants (e.g. lunchtime, wages, travel, training/professional development).
- Fundraising (e.g. activities such as concessions and sale of goods with the intent to generate revenue).
- Out-of-province travel or expenditures without prior approval (see Section 4.3).
- Out-of-province or out-of-country aid.
- Monetary prizes or gift cards.
- Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- Mortgage payments.
- Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- Sustaining or endowment funds.
- Donations to other organizations or individuals.
- Scholarships and bursaries for post-secondary education.

² DPAC Grant funds may cover the reimbursement of attendance fees or travel costs to the BCCPAC conference up to a maximum of:

- \$1,000 maximum for travel originating more than 400km from conference location
- \$500 maximum for travel originating less than 400km from conference location

Ineligible Expenses – PAC/DPAC

- ▶ **Curricular activities** or items (e.g. instructional materials, textbooks).
- ▶ **Items used primarily in the classroom to assist in the delivery or completion of curriculum** (e.g. tablets, smart boards).
- ▶ Grant funds **may not be used for any fundraising** components at PAC events (e.g. the sale of goods/services to generate revenue).
- ▶ **Out-of-province travel, unless approved by the Branch.**
- ▶ **Replacing/repairing school facilities that are the responsibility of the school/school district** (e.g. structural repairs, water refill stations, school infrastructure).

More Ineligible Expenses – PAC/DPAC

- ▶ **Items that are the responsibility of the school/school district** (e.g. audio-visual equipment, PPE).
- ▶ (PACs-only): **Goods and services that benefit the parents** (e.g. parent education, parent workshops).
- ▶ **PAC Administrative and/or operational costs** (e.g. office supplies, accounting).
- ▶ **Costs related to paid staff, teachers on call, education assistants** (e.g. luncheons, wages, travel, training/professional development).
- ▶ **Monetary prizes or gift cards, financial assistance, scholarships**

Spending Timeline



PACs: 24 months of receipt.

DPACs: 12 months of receipt.



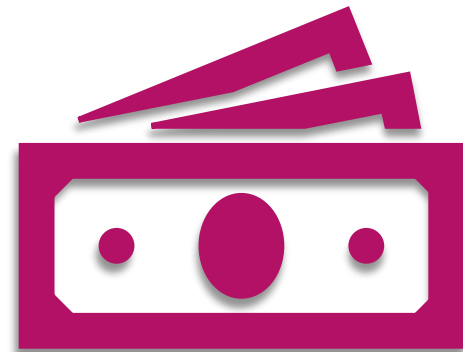
Grant funds can back-pay expenses incurred in the same fiscal year the grant is received.



This is done by transferring funds from the Gaming Account to the General Account for previously incurred eligible expenses. You cannot pay past debt or future costs not yet incurred.

Spending Rules

- ▶ Grant funds are deposited into an organization's "**Gaming Account**"
- ▶ **All eligible expenses should be paid directly from the Gaming Account.**
Grant funds may be from the Gaming Account to the General Account for the reimbursement of eligible program expenses.
- ▶ Method of payment - **Cheque or board-approved electronic transfer.**
- ▶ Invoices and receipts must be retained for **five years.**



Financial Reporting

- ▶ All Gaming Grant spending must be reported in the **“Gaming Account Summary Report (GASR)”**
- ▶ All organizations that receive Community Gaming Grants or have previously received a grant and still have money in their Gaming Account, must submit a GASR.
- ▶ **Must be submitted within 90 days of the organization’s fiscal year end** (do not submit prior to FYE)
- ▶ **GASR also requires a description of how the funding benefited the community – ie. students.**

Sample Gaming Account Summary Report



Gaming Policy and Enforcement Branch

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
 Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
 Phone: (250) 387-5311 | Web: <https://gaming.gov.bc.ca>

Community Gaming Grants Branch

Mail: PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6
 Courier: 6th Floor, 800 Johnson Street Victoria, B.C. V8W 1N3
 Phone: 1-800-463-7867 or 250-356-1081 | Email: CommunityGamingGrants@gov.bc.ca
 Web: <https://gov.bc.ca/communitygrants>

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: <https://www2.gov.bc.ca/gov/content/other/sports/sportsgrantsandfundraising/gaming-grants/documents/summary>
- If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: gaming.branch@gov.bc.ca.
- If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: CommunityGamingGrants@gov.bc.ca

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Organization mailing address: Unit, Street, and/or PO Box City Postal Code

SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 – GAMING REVENUE

Gaming grant revenue: (Indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	\$	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	\$	3
Capital Project Grant revenue:	\$	4
Other Gaming Revenue: (provide short description, such as pre-approved transfers or repayments)	\$	5

Gross revenue from all gaming event licences: (attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY) To (DD-MM-YYYY)	Amount:
			\$ 6
			\$ 7
			\$ 8
			\$ 9
			\$ 10
			\$ 11
			\$ 12
			\$ 13

Gaming Account Summary Report

L&G File#: (for your organization)

Report completed on: (DD-MM-YYYY)

Report for your fiscal year ending on: (DD-MM-YYYY)

Other gaming revenue: (attach an additional sheet if necessary)

GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:	\$	14
Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)	\$	15
	\$	16
	\$	17
Total gaming revenue: (add lines 2 to 17)	\$\$\$	18

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events: (Indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)

Bingo prize costs: (total cost of all bingo gaming event licence prizes)	\$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)	\$	20
Other prize costs: (specify licence type Class A,B,C,D)	\$	21
Total prize costs: (add lines 19 to 21)	\$\$\$	22

Expenses for licensed gaming events: (Indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)

Bingo expenses: (total expenses for all bingo gaming event licences)	\$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)	\$	24
Other gaming event expenses: (specify licence type)	\$	25
Total gaming event expenses: (add lines 23 to 25)	\$\$\$	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)

Total gaming revenue available for disbursement: (add lines 1 and 27)

Total Capital Project Grant disbursements (if applicable): (Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only)

Gaming fund disbursements: (attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below.

Date: (DD-MM-YYYY)	Cheque, EFT, or Reference #	Disbursed to:	Purpose:	Amount:
				\$ 30
				\$ 31
				\$ 32
				\$ 33
				\$ 34
				\$ 35
				\$ 36
				\$ 37
				\$ 38
				\$ 39
				\$ 40
				\$ 41
				\$ 42
				\$ 43
				\$ 44
				\$ 45
Total gaming fund disbursements: (add lines 29 to 45)				\$\$\$ 46

Sample Gaming Account Summary Report

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 20) 47

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

SECTION 7 – GAMING ACCOUNT INFORMATION AT FISCAL YEAREND

Financial institution name: (the name of your bank, credit union, etc.)		
Financial institution address: Unit, Street, and/or PO Box		City
		Postal Code
Account information and balances: (attach an additional sheet if necessary)		
Account type:	Account number:	Balance:
Gaming Account at fiscal year-end:		\$ 48
Term deposit(s): (gaming funds only)		\$ 49
GIC(s): (gaming funds only)		\$ 50
Other: (short description)		\$ 51
Total of account balances: (add lines 48 to 51 – this total must agree with line 47)		\$ 52

SECTION 8A – SERVICE CLUBS

Service Clubs (e.g. Lions Club, Kiwanis Club, Rotary Club) may retain up to 15 per cent of the net proceeds from their licensed gaming activities and 15 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

Total percentage retained: (gaming event licence)	%	Gaming event licence number:
Total percentage retained: (community gaming grant)	%	Community gaming grant application number:

SECTION 8B – ORGANIZATION OPERATING COSTS

For grants received after April 1, 2022, Community Gaming Grant recipients can use up to 15 percent of the total grant funds toward organizational operational costs. These costs do not need to be related to the direct delivery of the program. Refer to the appropriate guidelines for additional information. Identify the applicable community gaming grant application number(s). Please note this does not apply to PAC or DPAC grants.

Total percentage retained: (community gaming grant)	%	Community gaming grant application number:
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SECTION 9 – COMMUNITY BENEFIT

Briefly describe how the broader community benefited from your organization's gaming grant funded programs for the fiscal year covered by this report. For each funded program, please provide statistics (if applicable), including, for example, the number of people served, attendees or participants, public access such as number of events, classes, sessions or operating times. Please note that this information may be made publicly available by the Community Gaming Grants Branch. (Limit your description to 300 words. A max of three photos may also be included in this report.)

SECTION 10 – CERTIFICATION

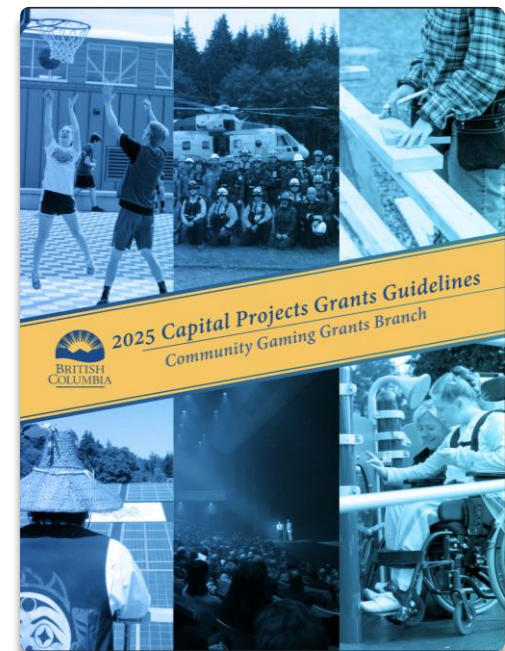
We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)			
1 Position: (with the organization)		First name:	Last name:
Address: Unit and Street		City	Province Postal Code
Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX
E-mail address: (provide a valid e-mail address)		Signature:	Date signed: (DD-MM-YYYY)
		X	
2 Position: (with the organization)		First name:	Last name:
Address: Unit and Street		City	Province Postal Code
Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX
E-mail address: (provide a valid e-mail address)		Signature:	Date signed: (DD-MM-YYYY)
		X	
Report prepared by: (if the report was prepared by one of the people above, include only their name below)			
3 Position: (with the organization)		First name:	Last name:
Address: Unit and Street		City	Province Postal Code
Business phone number: (XXX) XXX-XXXX	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX
E-mail address: (provide a valid e-mail address)		Signature:	Date signed: (DD-MM-YYYY)
		X	

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch and the Community Gaming Grants Branch pursuant to the *Gaming Control Act*. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant. Questions regarding licensing may be directed to the Gaming Policy and Enforcement Branch. Questions relating to grants may be directed to the Community Gaming Grants Branch.

Capital Project Grant

- ▶ **Capital projects with a total cost between \$20,000 - \$1,250,000**
- ▶ Between **20% and 50% of the total cost** of a project may be funded Grants up to \$250,000 (max); **Matching funds are required**
- ▶ **Competitive Process**
- ▶ Application intake period June – August; Notifications: December 31
- ▶ **You can still apply for your Community Gaming Grant**



Capital Project Grant Eligibility

▶ **Facilities**

- ▶ Build or renovate buildings (e.g., community facilities, HVAC, lighting, sports facilities)

▶ **Community Infrastructure**

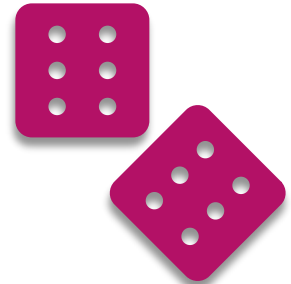
- ▶ Public spaces & amenities (e.g., playgrounds, trails, skate parks, restoration)

▶ **Acquisitions**

- ▶ Long-term assets (e.g., vehicles, equipment, technology)

Gaming Licences

- ▶ All gambling events require a licence (Class A–D), applied for online **before** the event
- ▶ Processing time: **10 weeks (A & C) | 10 days (B & D)**
- ▶ License type depends on the event and funds raised; **each event needs its own license**
- ▶ All proceeds go into the **gaming account** and a **revenue report is due within 90 days**
- ▶ Running an event without a license risks **loss of gaming funds**



Key Resources and Contacts

Community Gaming Grants Branch (CGG)

- Website: <https://gov.bc.ca/gaminggrants> • General Questions: communitygaminggrants@gov.bc.ca
- Phone: 250-356-1081

Confederation of Parent Advisory Councils (BCCPAC)

- Website: <https://bccpac.bc.ca/>
- Email: info@bccpac.bc.ca

British Columbia Association of Charitable Gaming (BCACG)

- Website: <https://bcacg.com>
- Email: gamingquestions@bcacg.com
- Chilliwack – Fraser Valley CCGA <https://fraservalleyccga.ca/>

Frequently Asked Questions

<https://www.abbotsforddpac.ca/faq>



Tip – try the search

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-faq-pac-dpac.pdf>

Questions?



Contact:
communitygaminggrants@gov.bc.ca



Thank you for
serving your PAC!