



**ROYAL CANADIAN MARINE  
SEARCH & RESCUE**

*Saving Lives on the Water*

# COMPLETING YOUR GAMING APPLICATION

July 2012 Edition.

# BEFORE YOU START

## ✧ Provincial Form 11 Societies Act

Make sure you have submitted your FORM 11 within 30 DAYS of your AGM. AGMs Must be held once every calendar year and within 15 MONTHS of your last AGM.

<http://www.fin.gov.bc.ca/registries/Corppg/forms/0731BFILL.pdf>

## ✧ Gaming Account Summary

If you received a GAMING GRANT last year, you must submit a GAMING ACCOUNT SUMMARY within 90 DAYS of your fiscal year-end.

<http://www.pssg.gov.bc.ca/gaming/docs/form-acct-summary-rpt.pdf>

## ITEMS TO HAVE ON HAND:

- ✓ Financial statements for last Fiscal Year
    - Statement of Financial Position (Revenue & Expenses)
    - Statement of Operations (Balance Sheet)
  - ✓ Budget for Current Year & Following Year
  - ✓ Project Estimates
  - ✓ Supporting Information for your Society & project
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# TIPS

- ❑ Make sure the voting membership of your organization is more than double the number of board members.
- ❑ Normally Gaming will only cover 75% of the program costs ( 25% should be covered by the organization). The 25% can be in the form of sale proceeds, fundraising, donations, or in-kind contributions.
- ❑ Project description should include: 1. WHAT you are asking for 2. HOW much it will cost 3. WHEN it will be completed. Include estimates, budgets and explain how the society will secure the 25% required for the project on its own. Clearly describe how the public and your community will benefit from your proposal.
- ❑ Include station supporting documents, which describe the work of the station in the last year. You can include any newspaper clippings or recent achievements, milestones, successes, number of incidents if significant, and community involvement. [PAGE 24](#)
- ❑ **Budget:** For the Current and following year.
  - ❑ The budget should be approved in the minutes.
  - ❑ Revenue from this application should be shown as “Anticipated Gaming revenues” at the bottom of the Revenue section and associated expenses should be shown under a separate heading under Expenses . [PAGE 20](#)
    - ❑ Note: You can not show an anticipated profit from this Gaming Grant.



# TIPS

## ❑ Financial Statements:

- ❑ Year-end bank statements as of your fiscal year end are to be included.
- ❑ Statement of Operations (INCOME STATEMENT) – shows revenues & expenses for the fiscal year.
- ❑ Statement of Financial Position (BALANCE SHEET) –
  - ❑ Funds to be used for a specific purpose at a future date should be shown as internally restricted
  - ❑ Note: If you have excess unrestricted cash it is hard to demonstrate why you need the funds.
  - ❑ Note: Internal restrictions should be recorded in the minutes and signed off by a board member
  - ❑ The Gaming Account Balance should be separate from other funds and shown as restricted funds.
- ❑ Financial statements should be signed by a Board member.

## ❑ Other Supporting Documentation. Some examples are:

- ❑ Statistics of number of incidents that your unit responded to, or Boating Safety Events. Other activities for public benefit.
- ❑ Letters from your community, MLA, in support of your application.
- ❑ Newspaper articles of the work you unit has done,
- ❑ Pictures,

# TIPS

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## ❑ Gaming Summary Report

- ❑ Please include a completed Gaming Summary Report with your application if you received a Gaming Grant in the previous year.
- ❑ The report is to show the activity in your Gaming Bank account for your last fiscal year and how the funds were used.
- ❑ The report is due within 90 days of your fiscal year end and is to be signed by a member of your board.
- ❑ The opening balance should be the balance of the Gaming Account at the beginning of your fiscal year and match the prior year amounts reported to Gaming. The final balance on page 2 Box 47 should equal the Gaming Bank Balance Box 52 on page 3 and should equal the amount shown on your year end Financial Statements.
- ❑ Withdrawals from your Gaming Account can be listed in the space provided Under Section 5 on Page 2 or on an attached sheet.
  - ❑ Annotate all cheques with the purpose of the disbursement. The purpose should have been approved in your application.
  - ❑ Keep your financials free of questionable disbursements ( i.e. payments to society members/personal credit cards)

## ❑ Section 9 Community Benefit

- ❑ Please describe how your community benefited from these funds

# TIPS

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## ❑ Gaming Use of Funds Report

To be completed for Multi-year grants ONLY

- ❑ Purpose: to track disbursements associated with an approved grant.
- ❑ Needs to be submitted before further funds are disbursed.
- ❑ Due: 12 months from the day the funds were received
- ❑ If you have not disbursed all the funds you can include a section for accounts payable. This can show total disbursements and funds allocated for Accounts Payable.
  - ❑ Eg. An engine has been ordered but not received. Payment is due when the engine is received.

Hint: An excel spreadsheet can help with itemizing the disbursements and then showing the amount by category.



# THE PROCESS AND WHO TO CONTACT

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- ❑ Please complete and submit your Application with supporting documentation directly to the RCM-SAR office.
  - ❑ 25 Huron Street, Victoria, BC V8V 4V9
- ❑ The applications are then reviewed and prepared for submission to Gaming by
  - ❑ Preet Grewal 250-480-2731 - documentation
  - ❑ Laura Davis 250-413-2859 – financial statements
  - ❑ Stan Warlow -250- 413-2850 – final review before submission and solutions after submission.
- ❑ The applications are submitted to Gaming on line by the RCM-SAR Office 250-480-2798
- ❑ All inquiries are to go through the RCM-SAR office. DO NOT contact GAMING on your own, as the RCM-SAR has developed a special working relationship with GAMING and will advocate on your behalf.
- ❑ Stan Warlow will contact Gaming directly on your behalf if required .

# APPLICATION CHECK LIST

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- ☒ **Society ACT** (FORM 11)
- ☒ **Completed Application Form**
  - ☒ Include L&G File Number
  - ☒ Signed by 3 Society Board Members
- ☒ **Constitution & Bylaws** (if changed since last application)
- ☒ **List of Current Board of Directors** (showing names, addresses, occupations, phone numbers, emails and positions held on the Board).
  - ☒ This is different from FORM 11
- ☒ **Last AGM Minutes**
  - ☒ AND number of voting members at last AGM.
- ☒ **Void Cheque for Gaming Acct** (only needed if you are submitting your first application or your banking information has changed)
- ☒ **Program Revenue & Expenses**
  - ☒ Statement of Financial Position (Balance Sheet)
  - ☒ Statement of Operations (Income Statement)
  - ☒ Budget for current year
  - ☒ Budget for next fiscal year
- ☒ **Gaming Account Summary** (for single year grants)  
**or Use of Funds Report** (for multi-year grants)
- ☒ **Supporting Documentation** (newspaper clippings; photos, letters of support from the community, statistics)



# GAMING APPLICATION SAMPLES

## ☐ Form 11

- ☐ <http://www.fin.gov.bc.ca/registries/Corppg/forms/0731BFILL.pdf>
  - ☐ Page 11

## ☐ Application

- ☐ <http://www.pssg.gov.bc.ca/gaming/grants/docs/appl-cgg.pdf>
  - ☐ Page 12

## ☐ Supporting Documents

- ☐ List of Board of Directors
  - ☐ Page 17
- ☐ Last AGM Minutes
  - ☐ Page 18
- ☐ Budget for Current fiscal Year (signed by Board member)
  - ☐ Page 20
- ☐ Budget for next fiscal year (signed by Board member)
  - ☐ Page 20
- ☐ Balance Sheet (signed by Board member)
  - ☐ Page 21
- ☐ Statement of Operations (signed by Board members)
  - ☐ Page 22
- ☐ Void Cheque
  - ☐ Page 23
- ☐ Documents supporting & Promoting your station, programs, etc.
  - ☐ Page 24

## ☐ Gaming Account Summary Report

- ☐ <http://www.pssg.gov.bc.ca/gaming/docs/form-acct-summary-rpt-sample.pdf>
  - ☐ Page 25

## ☐ Gaming Use of Funds Report

- ☐ <http://www.pssg.gov.bc.ca/gaming/grants/docs/form-grant-fund-use.pdf>
  - ☐ Page 29



Telephone: 250 356-8609

**IMPORTANT: Please read instructions on reverse before completing this form.**

Page of

<b>A NAME OF SOCIETY</b>	<b>B ADDRESS OF SOCIETY – MUST BE A PHYSICAL ADDRESS</b>	<b>C CERTIFICATE OF INCORPORATION NUMBER</b> Located on top right-hand corner of certificate of incorporation. OFFICE USE ONLY – DO NOT WRITE IN THIS AREA
Xoxo Marine Rescue Society 12 Johnson Street Victoria, BC V9A 7G6		
<b>D ANNUAL GENERAL MEETING DATE</b> This report contains information about the society as at the close of the annual general meeting held on <div style="text-align: right;">YYYY / MM / DD 2009-Sept-26</div>		

<b>E DIRECTORS</b>			
LAST NAME	FIRST NAME & INITIALS (IF ANY)	RESIDENTIAL ADDRESS (MUST BE A PHYSICAL ADDRESS)	POSTAL CODE
Aboon	Zahara	1234 Richmond, Victoria, BC	V8V5E7
Bookooms	Tyson	4355 Edgelow Street, Victoria, BC	V8V8R8
Lee	Michelle	3765 Redmont Road, Victoria, BC	V9A3T6
Montessori	Devon	4576 Boyd Drive, Victoria, BC	V8V379
Pollefson	Angela	9898 Divers Hill	V8P5E1
Singh	Ravinder	9867 Wilson Road.	V8R0E7

<b>F CERTIFIED CORRECT – I have read this form and found it to be correct.</b> Signature of a current Director, Officer, or Society Solicitor <b>X</b>	<b>DATE SIGNED</b> YYYY / MM / DD 2010-JUL-18
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**Gaming Policy and Enforcement Branch – Licensing and Grants Division**

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1  
 Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3  
 Telephone: (250) 387-5311 | Web: [www.hsd.gov.bc.ca/gaming/](http://www.hsd.gov.bc.ca/gaming/)

L&G File#: (for your organization)

## BEFORE YOU START

Use this form to apply for a community gaming grant to support community programs.

- Review the 'Guidelines – Applying for a Community Gaming Grant'. \*
- Review the 'Community Gaming Grant – Pre-Application Checklist'. \*
- Submit only one application for a community gaming grant per year.
- Applications can be completed and submitted using the online service at: [www.hsd.gov.bc.ca/gaming/](http://www.hsd.gov.bc.ca/gaming/)
- If applying by mail, use the latest version of this form. \*
- Items in 'Section 5 – Additional Requirements (Application Attachments)' are required to complete this application.
- Late or incomplete applications will generally be returned to the applicant without being processed.
- Do not fax or e-mail your application, it will not be accepted.
- Confirm your application has been received by viewing application status at: [www.hsd.gov.bc.ca/gaming/](http://www.hsd.gov.bc.ca/gaming/)

\* Available at: [www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm](http://www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm)

**NOTE: Do not use this form to apply for a major capital project grant or PAC/DPAC grant.**

### Sectors and annual application timelines:

<b>Arts and Culture</b> (youth programs, and fairs, festivals and museums)	Apply between Feb 1 and May 31. Final notification by Aug 31.
<b>Sports for Youth and People with a Disability</b>	Apply between Feb 1 and May 31. Final notification by Aug 31.
<b>Public Safety</b>	Apply between Jul 1 and Aug 31. Final notification by Nov 30.
<b>Human and Social Services</b> (including service clubs/organizations)	Apply between Aug 1 and Nov 30. Final notification by Feb 28.
<b>Environment</b>	Not available in fiscal year 2010/11.

## SECTION 1 – ORGANIZATION INFORMATION

**PLEASE PRINT CLEARLY**

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

**Xoxo Marine Rescue Society**

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

**12 Johnson Street**

City

**Victoria**

Postal Code

**V9A 7G6**

Organization physical address: (if different than above) Unit and/or Street

City

Postal Code

B.C. society number: (if the organization is a registered society in B.C.)

**S-47274**

On what date did your organization start operating? (approximate date)

**01/1997**

Fiscal year end: (month and day)

**Mar-31**

General program/service(s) or purpose(s) of your organization: (e.g. food bank, meal program, youth sports programs, etc.)

**Public Safety - Marine Search & Rescue**

## SECTION 2 – ORGANIZATION DETAILS

Sector: (this application is for grant funding for programs within which of the following sectors – choose one only – funding sector is based on purposes outlined in your organization's constitution)

- ☐ Arts and Culture (youth programs, and fairs, festivals and museums)
 ☐ Sports for Youth and People with a Disability
 ☒ Public Safety
 ☐ Human and Social Services (incl. service clubs/organizations)
 ☐ Environment (not available in fiscal year 2010/11)

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

☐ Yes ☐ No

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

☐ Yes ☒ No

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

Number of eligible voting members:

**27**

Number of board members:

**9**

Date of last annual general meeting: (DD-Mon-YYYY)

**26-Sept-09**

Number of voting members attending the last annual general meeting:

**18**

**SECTION 3 – PROGRAM FUNDING REQUEST**

List the programs for which you seek grant funding and indicate the amount being requested for each program. Attach an additional sheet if more space is required. **For each program listed, Section 4 must be completed.**

'Total Grant Request' cannot exceed \$100,000, unless the program is delivered province-wide. Organizations delivering programs in communities throughout the province may be approved for up to \$250,000.

If applying for capital project funding, see the last page of this application form.

Program name: (list the program names for which you are seeking grant funding)	Requested amount:
Marine Search & Rescue -Year 1	\$ \$100,000
	\$
	\$
	\$
Total grant request:	>>> \$ \$100,000

**SECTION 4 – PROGRAM INFORMATION**

This section must be completed for each program listed in 'Section 3 – Program Funding Request'. If you have more than one program, print and complete this page for each.

<b>Program name:</b>	
<b>Describe the activities and delivery of the program:</b> (i.e. the activities provided and how they are delivered, community benefit, accessibility, sustainability, and community support – attach an additional sheet if necessary)	
<p>The Xoxo Marine Rescue Society is a not-for-profit volunteer organization whose primary focus is to support Unit 12 Victoria of the Canadian Coast Guard Auxiliary -Pacific (CCGA-P). Xoxo has supported the CCGA-P's marine search and rescue activities for the past 12 years and is responsible for the capital, maintenance, and other costs associated with the operations of the search and rescue vessel James Bay I and her crew. Unit members volunteer their time to provide 24-hour marine search and rescue services, boating safety information, and courtesy vessel safety exams to the communities in the Capital Region. The goal of Xoxo is to ensure the vessel, equipment, and training provided to our volunteers is of the highest possible standard. Aligned with that goal is the ongoing operation of the society to support and involve the unit in fundraising activities and community events.</p>	
How long has your organization delivered this program: (in years and months)	12 years & 8 months
What level of grant funding are you requesting for this program?	\$ \$100,000
<b>Describe in detail how the grant funds will be used:</b> (e.g. wages, rent, etc. – attach an additional sheet if necessary)	
<p>\$15,000 will be used for unit operating costs such as Safety Equipment, fuel, insurance and training exercises.</p> <p>List type and quantity of Equipment: \$ _____; Fuel: \$ _____, Insurance: \$ _____.</p> <p>Total Amounts \$ _____.</p> <p>\$85,000 will fund the first of three installments on a new search and rescue vessel that has been approved by the Canadian Coast Guard Auxiliary - Pacific.</p> <p>Include total cost of SAR Vessel.</p>	
Does this program receive any provincial or federal funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How many people will participate in, or benefit from, this program?	30,000
Does this program have a child care / day care licence(s)? (If YES, a copy of each must be submitted with this application)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



**SECTION 5 – ADDITIONAL REQUIREMENTS (APPLICATION ATTACHMENTS)**

<input checked="" type="checkbox"/>	The following are required to complete this application: (submit all necessary documentation with this application)							
<b>Organization information:</b>								
<input type="checkbox"/>	Constitution and bylaws	New applicants must submit their organizations constitution and bylaws. Repeat applicants must submit changes to their organization's constitution and bylaws.						
<input checked="" type="checkbox"/>	Board of directors list	Up-to-date information about the organization's board of directors must be provided; the list must include: names; addresses; home and work phone numbers; e-mail addresses; and positions held on the board.						
<input checked="" type="checkbox"/>	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 was held. If the most recent election of the board was not held during the AGM, provide additional, dated documentation (meeting minutes) showing details.						
<input type="checkbox"/>	Sports organization information	Sports organizations that are <u>not</u> provincial sport organizations must provide the following information: Number of registered players: Number of registered players 18 years and under:						
<input type="checkbox"/>	Scout / cadet organization information	Scout / cadet organizations must provide the following information: Number of registered scouts / cadets:						
<b>Program information: (for each program, in section 3 and 4, for which funding is requested, provide the following)</b>								
<input checked="" type="checkbox"/>	Program budgets (for the current fiscal year and next fiscal year)	Program budgets for the <u>current fiscal year and the next fiscal year</u> (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.						
<input checked="" type="checkbox"/>	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.						
<input type="checkbox"/>	Minor capital project quotes	If applicable, professional quotes for minor capital projects that will use gaming funds are required.						
<input type="checkbox"/>	Child care / day care licences	If applicable, provide copies of any child care / day care licences for the programs for which you are seeking funding.						
<b>Financial information for the organization:</b>								
<input checked="" type="checkbox"/>	Organization financial statements	Complete annual financial statements must be provided for the organization's previous fiscal year, including: <ul style="list-style-type: none"> <li>Revenue and expense statements clearly showing all sources of revenue with gaming funds identified.</li> <li>Balance sheet listing all assets and liabilities of the organization and with restricted funds clearly identified.</li> </ul>						
<input checked="" type="checkbox"/>	Organization budgets	The organization's budget for the current fiscal year and next fiscal year must be provided. Include anticipated gaming revenue and expenditures.						
<input checked="" type="checkbox"/>	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. <table border="1" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/></td> <td>Choose one of the following options:</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Gaming Account information is on file with the branch and there are no changes.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>I will include a copy of a void cheque from the Gaming Account with this application.</td> </tr> </table>	<input checked="" type="checkbox"/>	Choose one of the following options:	<input type="checkbox"/>	Gaming Account information is on file with the branch and there are no changes.	<input checked="" type="checkbox"/>	I will include a copy of a void cheque from the Gaming Account with this application.
<input checked="" type="checkbox"/>	Choose one of the following options:							
<input type="checkbox"/>	Gaming Account information is on file with the branch and there are no changes.							
<input checked="" type="checkbox"/>	I will include a copy of a void cheque from the Gaming Account with this application.							
<input checked="" type="checkbox"/>	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 ( <a href="http://www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm">www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm</a> ).						

**SECTION 6 – CERTIFICATION**

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization (the "applicant") making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions, guidelines, rules and policies published by the Gaming Policy and Enforcement Branch ("GPEB") and all directives issued by the General Manager, whether published or issued before or after the date of this application.
- Upon dissolution of this organization, all unused grant funds and assets purchased with grant funds will be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within British Columbia.
- The applicant understands and confirms that any information submitted herein may be disclosed by GPEB publicly, in compliance with the Freedom of Information and Protection of Privacy Act.

Two board members of the organization (officers) who are responsible for the application: (both must sign this form)					
1	Position: (with the organization) <b>Treasurer</b>	First name: <b>Lady</b>	Last name: <b>Gaga</b>		
	Address: Unit and Street <b>#211-1111 Rudlin Street</b>	City <b>Victoria</b>	Province <b>BC</b>	Postal Code <b>V9A 1Y7</b>	
	Business phone number: (XXX) XXX-XXXX <b>250-788-1234</b>	Ext:	Home phone number: (XXX) XXX-XXXX <b>250-788-1234</b>	Cell phone number: (XXX) XXX-XXXX <b>250-893-9876</b>	
	E-mail address: (provide a valid e-mail address) <b>lilmonster@hotmail.com</b>	Signature: <b>X</b>	Date signed: (DD-Mon-YYYY) <b>03-Jul-10</b>		
2	Position: (with the organization) <b>President</b>	First name: <b>Marshall</b>	Last name: <b>Mathers</b>		
	Address: Unit and Street <b>14 Eight Mile Drive</b>	City <b>Victoria</b>	Province <b>BC</b>	Postal Code <b>V8V4T7</b>	
	Business phone number: (XXX) XXX-XXXX <b>250-477-4343</b>	Ext:	Home phone number: (XXX) XXX-XXXX <b>250-383.6789</b>	Cell phone number: (XXX) XXX-XXXX <b>250-480-9876</b>	
	E-mail address: (provide a valid e-mail address) <b>eminem@slimshady.com</b>	Signature: <b>X</b>	Date signed: (DD-Mon-YYYY) <b>03-Jul-10</b>		
Submitter: (if the submitter is one of the people above, include only their name below)					
3	Position: (with the organization) <b>Treasurer</b>	First name: <b>Lady</b>	Last name: <b>Gaga</b>		
	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)				
Contact Person: (if the contact person is one of the people above, include only their name below)					
4	Position: (with the organization)	First name: <b>Lady</b>	Last name: <b>Gaga</b>		
	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)				

**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.

<input checked="" type="checkbox"/>	Select your preferred delivery / notification method: (choose one only)	
<input type="checkbox"/>	E-mail (provide a valid e-mail address in the space to the right – ensure that your e-mail is set up to allow messages that are sent from Gaming Policy and Enforcement Branch e-mail addresses – <a href="mailto:gamingonlineservice@gov.bc.ca">gamingonlineservice@gov.bc.ca</a> and <a href="mailto:gaming.branch@gov.bc.ca">gaming.branch@gov.bc.ca</a> )	
<input type="checkbox"/>	Canada Post (your organization's mailing address will be used; if we do not have a mailing address on file, the physical address will be used)	
<input checked="" type="checkbox"/>	Gaming Online Service (using your BCeID account – must be a Business BCeID account that is registered with the branch)	

**SECTION 8 – USING GAMING PROCEEDS FOR CAPITAL PROJECTS / ACQUISITIONS**

Capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development. See section 5.3 of the 'Guidelines for Applying for a Community Gaming Grant'.

**Minor Capital Project**

- A project with a total cost of \$20,000 or less that is essential to the delivery of your organization's approved programs is considered a minor capital project.
- Include the project as one of the planned uses of grant funding described for the program in Section 4 of this application form (please note, this is not considered a separate program). A separate application form is not required.

**Major Capital Project**

- A project with a total cost of more than \$20,000 that is essential to the delivery of your organization's programs is considered a major capital project. Major capital projects must provide significant community benefit and be accessible to the public.
- Service organizations planning to donate grant funds to a major capital project must ensure the project has been pre-approved by the branch.
- Separate from a community gaming grant, an organization can apply for a major capital project grant. For more information about the major capital project grant, refer to the 'Application for a Major Capital Project Grant'.

**Capital Acquisitions**

- Equipment essential for the direct delivery of an approved program (e.g. computers, furniture or vehicles) are considered an expense of the program.

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess your eligibility for a community gaming grant. Questions may be directed to the Gaming Policy and Enforcement Branch, Ministry of Housing and Social Development, Victoria.



## Xoxo Marine Rescue Society Board of Directors 2011/2012

Position	Details
President	Marshall Mathers 14 Eight Mile Drive Victoria, BC V8T 4E5 (250) 386-1242 (h) (250) 888-5978 (cell) E-mail: <a href="mailto:eminem@slimshady.com">eminem@slimshady.com</a> Occupation: Rapper Place of Employment: Victoria, B.C.
Vice-President	Valerie Lowe 1270 Shawnigan Avenue Victoria, BC V9G 3Y7 (250) 472-8755 (w) (250) 386-7854 (h) Email: <a href="mailto:vglowe@shaw.ca">vglowe@shaw.ca</a>
Treasurer	Lady Gaga 12 Oswego Street Victoria, BC V8V 4R5 (250) 383-2684 (w) (250) 388-6258 (h) (250) 383-2682 (fax) (250) 495-5789 (cell) E-mail: <a href="mailto:lilmonsters@hotmail.com">lilmonsters@hotmail.com</a> Occupation : Housekeeper Place of Employment : Victoria, B.C.
Secretary	Ken McDougall 54 Trincoma Place Victoria, BC V8T 4R6 (250) 386-9135 (h) E-mail: <a href="mailto:kmd@hotmail.com">kmd@hotmail.com</a>
Member at Large	Bill Rogerson 67 Government Street Victoria, BC V8R 4E5 (250) 389-2145 (h) (250) 268-4589 (cell)

**Minutes of the Annual General Meeting  
Xoxo Marine Rescue Society  
April 10, 2011**

**In Attendance:**

Marshall Mathers	Viola Jack
Lady Gaga	Nancy Randall
Valerie Lowe	Hayden Andrews
Joe Smith	Kelly Baker
Ken McDougall	John Walls
Bill Rogerson	Stuart Wilson
Wilfred Cartier	Melissa Bavington
Brent Case	Jake Rogers

Chairperson Jennifer Johnston called the meeting to order at 1900 hours. The chairperson read the minutes of the last meeting and the report of the nominating committee.

**Election of Officers:**

The following nominations were made:

President	Marshall Mathers
Vice President	Valerie Lowe
Secretary	Ken McDougall
Treasurer	Lady Gaga
Director	Bill Rogerson

A call for further nominations was made.  
No other nominations were made.  
Wilfred Cartier moved nominations cease.  
Seconded by Brent Case.  
Motion carried

The following were elected by acclamation:

President	Marshall Mathers
Vice President	Valerie Lowe
Secretary	Ken McDougall
Treasurer	Lady Gaga
Director	Bill Rogerson

**New Business:**

Joe Smith presented the financial statements.

Hayden Andrews reported on the vessel construction. Tubes have been ordered, but more gaming money is needed next year to complete the project.

Viola Jack reported on the *Scrambler 1* (owner operator vessel). The vessel needs new electronics. Jack noted that it will not always be available in the future. A dedicated response vessel is required in the area.

Jake Rogers reported on increased boating traffic in the area and the dangers of deadheads arising from the logging industry.

The meeting was adjourned at 1925.

Treasurer Lady Gaga

A handwritten signature in black ink, appearing to be 'Lady Gaga'.

President Marhsall Mathers

A handwritten signature in black ink, appearing to be 'Marhsall Mathers'.





**Xoxo Marine Rescue Society**  
**Statement of Financial Position**  
**as at March 31, 2011**

Page 21 of 31

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
Current Assets		
Bank Account operations	\$ 22,150	\$ XX
General Funds account (see note XX)	20,000	
Bank Account Gaming ( see note XXX)	550	
Bank Term Deposit Gaming ( see note XXX)	1,000	
Accounts Receivable	450	
GST HST Rebate Receivable - Gaming	475	
Prepaid expenses	100	
	<u>44,725</u>	
Other Assets		
Capital Assets		
Vessel	150,000	
less: accumulated amortization	<u>(75,000)</u>	75,000
Safety Equipment	18,000	
less: accumulated amortization	<u>(2,000)</u>	16,000
<b>TOTAL ASSETS</b>	<u><u>\$ 135,725</u></u>	
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	\$ 9,846	
Current portion of long term loans payable	-	
Accrued Liabilities	<u>-</u>	
	9,846	
Long Term Liabilities		
Loans payable	<u>-</u>	
<b>TOTAL LIABILITIES</b>	\$ 9,846	
<b>NET ASSETS</b>		
Invested in capital assets	91,000	
Externally restricted (see Note xxx)	1,550	
Internally restricted ( see Note xx)	20,000	
Unrestricted	<u>13,329</u>	
	<u><u>\$ 135,725</u></u>	
X		

**Date**      **Board Member's signature**

*Note XX    Funds internally restricted for new motors*

*Note XXX : Funds externally restricted*

\*\*\* you need to include complete financial statements for the previous fiscal year

**Xoxo Marine Rescue Society**  
**(Unaudited - Notice to Reader)**  
STATEMENT OF OPERATIONS  
For the year ending 31 March 2011

	2011	2010
<b>REVENUES</b>		
	\$ xx,xxx	\$ xx,xxx
BC Gaming Commision	xx,xxx	xx,xxx
Regional District - operating grant	xx,xxx	xx,xxx
Canadian Coast Guard Auxiliary - Pacific Region	xx,xxx	xx,xxx
Donations - other charities	x,xxx	x,xxx
Donations - charitable	x,xxx	x,xxx
Donations - other	x,xxx	x,xxx
Other	x,xxx	x,xxx
	xxx,xxx	xxx,xxx
<b>EXPENSES</b>		
Advertising, promotions & public awareness	x,xxx	x,xxx
Amortization	xx,xxx	xx,xxx
Ancillary Equipment	xxx	xxx
Bank charges	xx	xx
Insurance	x,xxx	x,xxx
Moorage	x,xxx	x,xxx
Office & supplies	x,xxx	x,xxx
Professional fees	x,xxx	x,xxx
Repairs & maintenance	x,xxx	x,xxx
Storage	x,xxx	x,xxx
Telecommunications	xx,xxx	xx,xxx
Training & courses	xx,xxx	xx,xxx
Utilities	x,xxx	x,xxx
Vessel - operating	xx,xxx	xx,xxx
	\$ xx,xxx	\$ xx,xxx
	xx,xxx	xx,xxx
<b>GAIN (LOSS) ON DISPOSAL OF CAPITAL ASSETS</b>	(xx,xxx)	(xx,xxx)
<b>EXCESS OF REVENUES OVER EXPENSES</b>	\$ xx,xxx	\$ xx,xxx



Marshall Mathers, President, Xoxo Marine Rescue Society



**MARINE RESCUE SOCIETY  
GAMING ACCOUNT**  
P.O. BOX [REDACTED], STN. MAIN  
[REDACTED], B.C. [REDACTED]

0077  
Page 23 of 31

PAY to  
the order of

DATE

\$

100  
DOLLARS



**Pacific Coast Savings**

[REDACTED] AVENUE PH: [REDACTED]  
[REDACTED], B.C. [REDACTED]

**MARINE RESCUE SOCIETY  
GAMING ACCOUNT**

PER

RE

PER

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**Stan Hagen, M.L.A.**  
Comox Valley

**Province of British Columbia**  
Legislative Assembly



Page 24 of 31

Constituency Office:  
437 Fifth Street  
Courtenay, B.C. V9N 1J7  
Phone: 250 703-2422  
Fax: 250 703-2425  
E-mail: stan.hagen.mla@leg.bc.ca  
Website: www.stanhagenmla.bc.ca

April 19, 2007

BC Gaming Policy and Enforcement Branch  
Ministry of Public Safety and Solicitor General  
Victoria, BC

To Whom It May Concern:

**RE: Comox Valley Marine Rescue Society**  
**Direct Access Grant Application**

I write this letter to offer my support to the Comox Valley Marine Rescue Society in their grant application for funds to replace the engines on Unit 60. The damage to these engines was unexpected and funding is need to replace them.

The Comox Valley Marine Rescue Society is an essential organization that has served the Comox Valley for a number of years. The Society is comprised of a large number of volunteers who give selfishly of their time training in order to rescue people in trouble during marine activities.

It is my hope the Gaming Commission will give thoughtful consideration to this grant application request.

Sincerely,

**Stan Hagen, MLA**  
Comox Valley

# Gaming Account Summary Report

## Gaming Policy and Enforcement Branch – Licensing and Grants Division

**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:** [www.hsd.gov.bc.ca/gaming/](http://www.hsd.gov.bc.ca/gaming/)

L&G File#: (for your organization)

## 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 of their fiscal year-end.
- Use the latest version of this form, available at: [www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm](http://www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm)
- Submit the completed form and any supporting documents by mail (see address above) or fax to (250) 356-8149.

Report completed on:  
(DD-Mon-YYYY)  
**18-Jul-2010**

Report for your fiscal year  
ending on: (DD-Mon-YYYY)  
**31-Mar-2010**

## SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

<b>Organization name:</b> (as it appears on the constitution and/or certificate of incorporation if applicable) <b>Xoxo Marine Rescue Society</b>		
<b>Organization mailing address:</b> Unit, Street, and/or PO Box <b>12 Johnston Street</b>	<b>City</b> <b>Victoria</b>	<b>Postal Code</b> <b>V9A7G6</b>

## SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

\$ **2,000.00** **1**

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

<b>Gaming grant revenue:</b> (indicate the amount received under each of the following grant categories)						
<b>Community Gaming Grant revenue:</b> (include Direct Access and/or Bingo Affiliation funds here)					\$ <b>10,000.00</b>	<b>2</b>
<b>PAC / DPAC Grant revenue:</b> (Parent Advisory Councils and District Parent Advisory Councils)					\$	<b>3</b>
<b>Playground Grant revenue:</b>					\$	<b>4</b>
<b>Major Capital Project Grant revenue:</b>					\$	<b>5</b>
<b>Other grant revenue:</b> (provide short description)					\$	<b>6</b>
<b>Gross revenue from all gaming event licences:</b> (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 deposits 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)						
<b>Licence number:</b>	<b>Licence type:</b> (Class A,B,C,D)	<b>Reporting period:</b> From (DD-Mon-YYYY)	To (DD-Mon-YYYY)	<b>Amount:</b>		
<b>12345</b>	<b>Class A Raffle</b>	<b>01Jan2010</b>	<b>28-Feb-2010</b>	\$ <b>21,050.00</b>	<b>7</b>	
				\$	<b>8</b>	
				\$	<b>9</b>	
				\$	<b>10</b>	
				\$	<b>11</b>	
				\$	<b>12</b>	
				\$	<b>13</b>	
<b>Other gaming revenue:</b> (attach an additional sheet if necessary)						
<b>GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:</b>					\$ <b>200.00</b>	<b>14</b>
<b>Gaming fund donations from other organizations:</b> (name of organization and amount received – attach an additional sheet if necessary)						
<b>Cypress Service Org. #56</b>					\$ <b>1,500.00</b>	<b>15</b>
					\$	<b>16</b>
					\$	<b>17</b>
<b>Total gaming revenue:</b> (add lines 2 to 17)					<b>&gt;&gt;&gt;</b> \$ <b>32,750.00</b>	<b>18</b>



**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)

<b>Independent bingo prize costs:</b> (total cost of all independent bingo gaming event licence prizes)	\$	19
<b>Ticket raffle prize costs:</b> (total cost of all ticket raffle gaming event licence prizes)	\$ 10,000.00	20
<b>Other prize costs:</b> (specify licence type)	\$	21
<b>Total prize costs:</b> (add lines 19 to 21)	>>> \$ 10,000.00	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)

<b>Independent bingo expenses:</b> (total expenses for all independent bingo gaming event licences)	\$	23
<b>Ticket raffle expenses:</b> (total expenses for all ticket raffle gaming event licences)	\$ 2,200.00	24
<b>Other gaming event expenses:</b> (specify licence type)	\$	25
<b>Total gaming event expenses:</b> (add lines 23 to 25)	>>> \$ 2,200.00	26

**SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT**

Net gaming proceeds: (subtract lines 22 and 26 from line 18)				>>>	\$ 20,550.00	27
Total gaming revenue available for disbursement: (add lines 1 and 27)				>>>	\$ 22,550.00	28
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)						
Date: (DD-Mon-YYYY)	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:	Amount:		
06May-2009	14	K. Laundry	Office supplies.	\$ 1,000.00		29
15-Jun-2009	15	Xoxo Associations "Operations" (see attached sheet)	Payroll	\$ 5,000.00		30
15Aug2009	16	Con Printing	Newsletter	\$ 1,500.00		31
09Sept-2009	17	Cancelled		\$		32
15Sept2009	18	Xoxo Associations "Operations" (see attached sheet)	Payroll	\$ 5,000.00		33
15Sept-2009	19	Rec General	Deductions	\$ 2,000.00		34
15Dec2009	20	B. Rental	Equipment	\$ 2,000.00		35
07Jan-2010	21	Zm. Ltd.	Volunteer Board Development	\$ 500.00		36
10Feb2010	22	Page Ltd.	Rent	\$ 4,000.00		37
				\$		38
				\$		39
				\$		40
				\$		41
		*CAN BE COMPLETED ON AN		\$		42
		ATTACHED SHEET		\$		43
				\$		44
				\$		45
Total gaming fund disbursements: (add lines 29 to 45)				>>>	\$ 21,000.00	46

**SECTION 6 – CLOSING BALANCE** (subtract line 46 from line 28)

\$ 1,550.00 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 YEAR END**

<b>Financial institution name:</b> (the name of your bank, credit union, etc.) Bank Credit Union			
<b>Financial institution address:</b> Unit, Street, and/or PO Box 1070 Sample Street		<b>City</b> Victoria	<b>Postal Code</b> V8N 1R8
<b>Account information and balances:</b> (attach an additional sheet if necessary)			
<b>Account type:</b>	<b>Account number:</b>	<b>Balance:</b>	
<b>Gaming Account at fiscal year-end:</b>	1650008	\$ 550.00	48
<b>Term deposit(s):</b> (gaming funds only)	1655	\$ 1,000.00	49
<b>GIC(s):</b> (gaming funds only)		\$	50
<b>Other:</b> (short description):		\$	51
<b>Total of account balances:</b> (add lines 48 to 51 – this total must agree with line 47)		>>> \$ 1,550.00	52

**SECTION 8 – COMMUNITY SERVICE ORGANIZATIONS**

Service organizations may retain up to 10 percent of the net proceeds from their licensed gaming activities and 7 percent 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).

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

**SECTION 9 – COMMUNITY BENEFIT**

**Briefly describe how the broader community benefited from your organization's gaming grant funded programs:**

(Limit your description to 200 words – this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants – photos may be included with this report.)

Use this space to describe how your organization's gaming grant funded programs benefitted your community during the fiscal year for which you are reporting. This may include very short descriptions of your programs, general information about the people who benefitted from your programs, the number of people who benefitted and the ways in which they benefitted. You may also include information about special events held during the year that were gaming grant funded.



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:		
	Treasurer		Lady		Gaga		
	Address: Unit and Street		City		Province	Postal Code	
	211-1111 Rudlin Street		Victoria		BC	V9A1Y7	
	Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
	(250) 788-1234			(250) 788-1234		(250)893-9876	
	E-mail address: (provide a valid e-mail address)		Signature:		Date signed: (DD-Mon-YYYY)		
	lilmonster@hotmail.com		X		18-Jul-10		
2	Position: (with the organization)		First name:		Last name:		
	President		Marshall		Mathers		
	Address: Unit and Street		City		Province	Postal Code	
	14 Eight Mile Drive		Victoria		BC	V8V4T7	
	Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
	(250) -477-4343			(250)-383-6789		(250) 480-9876	
	E-mail address: (provide a valid e-mail address)		Signature:		Date signed: (DD-Mon-YYYY)		
	eminem@slimshady.com		X		18-Jul-10		
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:		
			Lady		Gaga		
	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-Mon-YYYY)		
			X		18-Jul-10		

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess compliance with the conditions of a gaming event licence. Questions may be directed to the Gaming Policy and Enforcement Branch, Ministry of Housing and Social Development, Victoria.

**Gaming Policy and Enforcement Branch – Licensing and Grants Division**

**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:** [www.hsd.gov.bc.ca/gaming/](http://www.hsd.gov.bc.ca/gaming/)

**L&G File#:** (for your organization)

**BEFORE YOU START**

This form is used to track disbursements associated with an approved multi-year grant.

- This form is required only for grants paid over multiple years. If your grant was not paid over multiple years, do not complete this form.
- Use the latest version of this form, available at: [www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm](http://www.hsd.gov.bc.ca/gaming/grants/forms-guidelines.htm)
- Submission dates for this report are sector-dependent and are shown in the table below.
- Submit the completed form and any supporting documents by mail (see address above) or fax to (250) 356-8149.

**Report completed on:**  
(DD-Mon-YYYY)

**NOTE: Funds for each year after the first, of your multi-year grant, will not be released until a Use of Grant Funds Report for the previous payment cycle has been submitted to, and reviewed by, the Gaming Policy and Enforcement Branch.**

Submission dates for this report: (submit according to the sector your multi-year grant was approved under – see below)	Reporting period:	Submit between:
<b>Arts, Culture and Sport</b>	From date of most recent grant payment to Apr 30	May 1 and May 31
<b>Public Safety</b>	From date of most recent grant payment to Jul 31	Aug 1 and Aug 31
<b>Environment</b>	From date of most recent grant payment to Jul 31	Aug 1 and Aug 31
<b>Human and Social Services</b> (including service clubs / organizations)	From date of most recent grant payment to Oct 31	Nov 1 and Nov 30

**SECTION 1 – GRANT AND ORGANIZATION INFORMATION**

**PLEASE PRINT CLEARLY**

<b>Organization name:</b> (as it appears on the constitution and/or certificate of incorporation if applicable)		
<b>Organization mailing address:</b> Unit, Street, and/or PO Box	City	Postal Code
<b>Grant application number:</b> (for the grant associated with this report)	<b>Type of grant:</b>	
<b>Reporting period:</b> (see table in previous section)	<b>From:</b> (DD-Mon-YYYY)	<b>To:</b>

**SECTION 2 – ORIGINAL APPROVED GRANT AMOUNT**

<b>Original approved grant amount:</b> (total grant associated with the application number shown in Section 1 above)	\$	1
--	----	---

**SECTION 3 – GRANT FUNDS IN THIS REPORTING PERIOD**

<b>Grant fund balance from previous reporting period:</b> (leave blank if a Use of Grant Funds Report has not previously been submitted for this grant, otherwise refer to the previous report)	\$	2
<b>Grant funds received during this reporting period:</b> (show the total amount of grant funds received during this reporting period only)	\$	3
<b>Opening balance of grant funds available:</b> (add line 2 and 3)	>>> \$	4



**SECTION 4 – GRANT DISBURSEMENTS**

<b>Grant disbursements:</b> (attach an additional sheet if necessary – provide only information regarding disbursements associated with the grant identified in Section 1)						
<b>Program name:</b>	<b>Date:</b> (DD-Mon-YYYY)	<b>Cheque, EFT, or Reference #:</b>	<b>Disbursed to:</b>	<b>Purpose:</b>	<b>Amount:</b> (disbursement)	
					\$	5
					\$	6
					\$	7
					\$	8
					\$	9
					\$	10
					\$	11
					\$	12
					\$	13
					\$	14
					\$	15
					\$	16
					\$	17
					\$	18
					\$	19
					\$	20
					\$	21
					\$	22
					\$	23
<b>Total grant disbursements:</b> (add lines 5 to 23)					<b>&gt;&gt;&gt;</b> \$	<b>24</b>

**SECTION 5 – GRANT FUND BALANCE**

<b>Balance of grant funds currently available:</b> (subtract line 24 from line 4)	<b>&gt;&gt;&gt;</b> \$	<b>25</b>
---	------------------------	-----------

**SECTION 6 – CERTIFICATION**

I 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.

<b>Board member (officer) of the organization who is responsible for this report:</b> (must be the Treasurer or President – signature is required)					
<b>1</b>	<b>Position:</b> (with the organization)		<b>First name:</b>		<b>Last name:</b>
	<b>Address:</b> Unit and Street		<b>City</b>		<b>Province</b> <b>Postal Code</b>
	<b>Business phone number:</b> (XXX) XXX-XXXX	<b>Ext:</b>	<b>Home phone number:</b> (XXX) XXX-XXXX		<b>Cell phone number:</b> (XXX) XXX-XXXX
	<b>E-mail address:</b> (provide a valid e-mail address)		<b>Signature:</b> X		<b>Date signed:</b> (DD-Mon-YYYY)

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided may be used to assess compliance with the conditions of a gaming grant. Questions may be directed to the Gaming Policy and Enforcement Branch, Ministry of Housing and Social Development, Victoria.