

## Major Capital Project Grant – Pre-Application Checklist

Before starting to fill out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Branch.

**NOTE:** For online applications, do not click the “Next” button at the end of the application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted the application is submitted.

| <input checked="" type="checkbox"/> | Required Information   | Major Capital Project Grant – Pre-Application Checklist |
|-------------------------------------|--|---|
| <input type="checkbox"/>            | Organization/group information: <ul style="list-style-type: none"> <li>• Full, legal name (if applicable);</li> <li>• Mailing address associated with the organization/group; and</li> <li>• Program/service or purpose of the organization/group.</li> </ul>  |   |
| <input type="checkbox"/>            | Constitution and bylaws (This applies to organizations/groups that are new to the Branch and to organizations/groups that have changed since their most recent application.) *   |   |
| <input type="checkbox"/>            | Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. *  |   |
| <input type="checkbox"/>            | Total number of eligible voting members.   |   |
| <input type="checkbox"/>            | Most recent annual general meeting minutes, including the election of the board and the number of eligible voting members who attended the meeting. *  |   |
| <input type="checkbox"/>            | Complete financial statements for your organization/group: <ul style="list-style-type: none"> <li>• Balance sheet from the previous year; *</li> <li>• Revenue and expense statements from the previous year; *</li> <li>• Current year’s budget; *</li> <li>• Next year’s budget; * and, if applicable</li> <li>• The Gaming Account Summary Report for the previous year. *</li> </ul> <p><b>NOTE:</b> Currently, organizations/groups are not asked for this information when completing an online application. However, this information <u>is</u> required and online applicants must either provide scanned copies in PDF or JPEG format or submit paper copies by mail. Mail-in applications must include paper copies of this information.</p> |   |
| <input type="checkbox"/>            | Voided cheque from your gaming account (required of organizations/groups that are new to the Branch and those that have made changes since their most recent application). The voided cheque must be pre-printed by a financial institution and must include your organization’s full name and the words GAMING ACCOUNT imprinted on it. * <p><b>NOTE:</b> Organizations/groups new to the Branch must open their Gaming Account <u>before</u> applying.</p>   |   |

\* Online applicants must either provide a scanned copy of this information in PDF, JPEG, DOC, or XLS format or submit paper copies by mail. Mail-in applications must include paper copies of this information.

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| <input checked="" type="checkbox"/> | <b>Required Information</b>   | <b>Major Capital Project Grant – Pre-Application Checklist</b> |
|-------------------------------------|---|--|
| <input type="checkbox"/>            | <p>Project information, including:</p> <ul style="list-style-type: none"> <li>• The project start and end dates;</li> <li>• If the organization/group owns the property, proof of property ownership; *</li> <li>• If the organization/group does not own the property, permission from the property owner (indicating a minimum 5 year unconditional fixed term lease); *</li> <li>• Name of the individual/organization responsible for future maintenance;</li> <li>• Reasons for the project and how the project will enhance the delivery of the organization's/group's ongoing programs;</li> <li>• Other documentation such as bank loans, building permits, professional quotes, and operational/maintenance agreements (if applicable); *</li> <li>• Name and address of the location of the capital project; and</li> <li>• Budget for the project outlining:               <ul style="list-style-type: none"> <li>• Listing of the amount and description of all confirmed funding sources; *</li> <li>• The amount and description of all unconfirmed funding sources;</li> <li>• The number of hours, rate, and description of all in-kind labour; and</li> <li>• The amount and description of all donated supplies.</li> </ul> </li> </ul> |  |
| <input type="checkbox"/>            | <p>Board positions, names, home addresses, e-mail addresses and phone numbers of 2 – 4 members of the organization/group associated with the application:</p> <ul style="list-style-type: none"> <li>• Two must be named as Officers Responsible for the Application;</li> <li>• One must be named as the Submitter (an Officer Responsible may also assume this role); and</li> <li>• One must be named as the Contact Person (an Officer Responsible may also assume this role).</li> </ul> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours.</p>  |  |

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