

## Playground 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.

**APPLICATION PROCESSING TIME:** Applications may be submitted starting September 15 and must be received no later than November 30. Applicants will be notified by March 31 of the following year. If your organization has submitted an application, but has not received notification by March 31, contact the Branch ([www.hsd.gov.bc.ca/gaming/eservice/resources/contact.htm](http://www.hsd.gov.bc.ca/gaming/eservice/resources/contact.htm)).

**NOTE:** Do not click the “Next” button at the end of the online 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"/>	<b>Required Information</b>
<input type="checkbox"/>	Applicant (PAC and/or service club) information: <ul style="list-style-type: none"> <li>• Full, legal name (if applicable) and</li> <li>• Mailing address.</li> </ul>
<input type="checkbox"/>	School district and name of the annex/school(s) associated with the application.
<input type="checkbox"/>	Purpose/reason for building the playground (Provide details about the state of the current playground like age, condition, safety concerns, etc.)
<input type="checkbox"/>	Will the playground be located on school grounds?
<input type="checkbox"/>	Requested grant amount.
<input type="checkbox"/>	Copy of a letter from your school board or independent school authority confirming the playground equipment will be installed and available for use by September of the following year. *  Band schools should contact the Branch at 250 387-5311 before proceeding.
<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. *  <b>NOTE:</b> Organizations/groups new to the Branch must open their Gaming Account <u>before</u> applying.
<input type="checkbox"/>	Board positions, names, home addresses, e-mail addresses and phone numbers of 2 – 4 members of the organization/group associated with the application: <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> <b>NOTE:</b> The Contact Person must be accessible during regular office hours.

\* Applicants must either provide a scanned copy of this information in PDF, JPEG, DOC, or XLS format or submit paper copies by mail.