

BACKGROUND

The Yukon Lottery Commission provides funding assistance in support of Yukoners living healthy, active lives engaged in, and having access to arts, sport and recreation. Revenue from the sale of lottery tickets supports Lotteries Yukon funding programs and Yukon government arts, sport and recreation programs.

OBJECTIVES

The Projects Fund is intended to:

- reduce barriers to participation in arts, sport and recreation in Yukon;
- sustain and/or increase participation in arts, sport and recreation activities in Yukon;
- enhance funding outcomes for arts, sport and recreation through partnerships; and
- help individuals develop their skills/abilities in arts, sport and/or recreation.

ELIGIBLE APPLICANTS

Eligible applicants are Yukon non-profits that:

- are in compliance with the *Societies Act*;
- have no outstanding reports with Lotteries Yukon; and
- have no debts owing to the Yukon government.

Ineligible applicants include:

- other levels of government or projects that provide direct benefit to other levels of government;
- organizations where funding is normally the responsibility of another entity or government; and
- schools and/or their affiliates offering programs or projects during school hours.

ELIGIBLE PROJECTS

Eligible projects are those that support arts, sport or recreation in Yukon in the following areas:

- *Recreation* – active living, inclusion and access for populations that face constraints to participation and provision of supportive physical and social environments, connecting people and nature, support building recreation capacity;

- *Arts* – performing, visual and literary arts where Yukoners and Yukon communities are engaged; and
- *Sport* – amateur level sports and physical fitness activities.

FUNDING STREAMS

The Projects Fund has the following four funding streams:

1. **Regular Intake** – submit an application to Lotteries Yukon. Organizations may apply for one project at each regular intake, unless otherwise specified.

a. Small-Medium Projects - funding is available up to 90% of eligible project costs:

- up to \$100,000 for equipment, minor construction, renovations and projects that utilize technology to improve organizational capacity; and
- up to \$20,000 for festivals, events, productions and other projects.

Funding in addition to the amounts stated above may be approved where local community support is demonstrated and projects bring arts, sport or recreation to rural Yukon.

Intakes: April 15 & October 15

Fiscal Year Budget: \$826,700

b. Large Projects – funding is available up to 80% of eligible project costs for large projects that:

- are strategic and increase the capacity of more than one non-profit; or
- improve access, are innovative and/or support new and emerging arts, sport or recreation.

Priority is given to large projects benefitting more than one non-profit. Projects that are strategic and increase the capacity of one organization will also be considered.

Projects that are not fully developed but have a strong concept and meet eligibility criteria may receive funding to assess feasibility.

Large projects resulting in operating and maintenance costs after project completion must demonstrate financial viability.

Applicants who wish to access funding for large projects must discuss their application with the General Manager of Lotteries Yukon prior to submission.

Intakes: April 15 & October 15

Fiscal Year Budget: \$1,388,000

2. **Opportunity Projects** – submit an application to Lotteries Yukon.

Funding is available for projects that are low risk, non-complex and are small in dollar value. 100% funding is available to a maximum of \$2,500. Total project costs cannot exceed \$7,500.

Applications must be received at least 10 business days before the project start date. Funding decisions are made within 15 business days upon receipt of a complete application. Only one application per fiscal year is permitted.

Intake: Ongoing

Fiscal Year Budget: \$50,000

3. **Three Year Plan** – projects identified by Yukon Lottery Commission.

Non-profits with projects demonstrating low risk and high benefit to Yukoners and Yukon communities are in the Yukon Lottery Commission's *Three Year Plan (2018-2021)*. The Three Year Plan is extended for two more fiscal years until 2023.

Three Year Plan recipients are not eligible to apply for the Small-Medium Projects funding component for festivals, events and productions.

Fiscal Year Budget: \$235,600

4. **Strategic Partnerships** – partnerships identified by Yukon Lottery Commission.

The Yukon Lottery Commission is pursuing strategic partnerships, with a limited number of external partners, who have demonstrated success in delivering arts, sport, or recreation projects or programs across the territory.

Fiscal Year Budget: \$105,930

Visit the Lotteries Yukon website for a list of projects funded.

INELIGIBLE EXPENSES

Ineligible expenses include:

- activities that relate to services offered by other levels of government, e.g. search and rescue;
- project costs incurred prior to the intake deadline or the application date for Opportunity Projects;
- activities such as book and magazine publishing, and sound recording,
- activities associated with the sale of art including production, display, promotion and packaging;
- activities associated with the individual production of art where the product is not held by the non-profit;
- hosting events where there are no Yukon participants;
- accommodation, food or beverages;

- group/team travel costs eligible under the Travel Assistance Program;
- cash prizes*;
- development of or improvements to private land or private buildings/structures;
- fundraising expenses including equipment intended to be rented¹;
- trailers for any purpose other than permanent equipment storage;
- personal items not intended to stay with the organization (e.g. uniforms, clothing, trophies and medals);
- administration wages - wages that are normally paid by the organization
- remuneration for board members participating in the project;
- operating and maintenance costs such as office equipment, rent, energy, supplies, telecommunications (phone, internet), minor repairs and maintenance, accounting and audit services, annual or multi-year fees or licensing, and professional and other services (e.g. insurance) related to the core operations of an organization;
- applied arts activities (e.g. culinary, architecture, interior design, graphic arts, commercial photography, gaming, fashion design) or commercial variety acts (face painting, balloon entertainers, fireworks/pyrotechnics, hypnotism); and
- entertainment activities presented primarily as part of social events.

***Cash Prizes** - where a project has a cash prize, the cash prize must be disclosed in the budget and will not be considered in the total project costs when calculating the percentage of eligible funding.

REGULAR INTAKE APPLICATIONS

Application requirements include:

- complete application form and all supporting documentation;
- proven applicant support for the project such as in-kind or volunteer contributions, donations, fundraising, and a motion from the board supporting the project;
- applicant recognition plans for Lotteries Yukon funding;
- demonstration of leveraging or attempting to leverage other sources of funding;
- quotes or a breakdown of costs to substantiate budget items over \$1,000;
- quotes or a breakdown of tasks/hours to substantiate in-kind contributions. Refer to the in-kind contribution tab in the Financial Reports Form for details;
- two quotes for equipment purchases and minor infrastructure, and renovations over \$5,000. If two quotes are not practical, provide a rationale for one quote;
- proof of ownership or authority to use land, building or site for project (lease agreements, permits, etc.);
- proof of insurance for the project;
- an Operating, Maintenance and Disposal Plan for equipment purchases over \$10,000; and
- financial information including a project budget, current operating budget and last approved annual financial statements.

EQUIPMENT

¹ See Equipment section.

For equipment purchases over \$10,000 recipients are required to submit an Equipment Operating, Maintenance and Disposal Plan. The plan must provide a clear description of:

- operation and maintenance procedures including who is responsible for maintenance, what is required and frequency (weekly, monthly, quarterly, etc.);
- how the maintenance procedures meet manufacturer maintenance requirements;
- equipment life cycle (e.g. when replacement is expected);
- bylaw on asset disposal (including the sale or donation of the equipment), and
- for rental equipment - the applicant's rental policy bylaw.

Equipment purchased with the intent to rent is only eligible for funding if it is to remove barriers and increase participation in arts, sport or recreation. The applicant's rental policy bylaw must include the rental fee structure and demonstrate that the intent is to remove barriers and increase participation.

Used equipment may be eligible for funding and requires information on the manufacturer's equipment life cycle, book value and, if applicable, a mechanical inspection.

ASSESSMENT CRITERIA

Projects are expected to provide broad benefits and are assessed on:

- supporting one or more Projects Fund objectives and meeting all eligibility requirements;
- demonstrating a funding need, fully disclosing all sources of funding and leveraging other sources of funding where available;
- demonstrating a contribution to the project (applicant equity, fundraising, in-kind, donations, volunteer contributions, etc.);
- identifying an acceptable Lotteries Yukon recognition plan;
- being consistent with and supporting the applicant's mandate and objectives;
- demonstrating a capacity to carry out the project; and
- the budget being reasonable with detailed project costing information for Regular Intake projects.

INTAKE DEADLINES

Applications are received up to 4:30 p.m. on the day of the Regular Intake deadline. If the Regular Intake deadline falls on a weekend or holiday, the deadline moves to 4:30 p.m. on the next business day.

INTAKE DEADLINES	
1. Regular Intake	April 15 & October 15
2. Opportunity Projects	Ongoing until budget disbursed
3. Three Year Plan	No Intake
4. Strategic Partnerships	No Intake

DECISIONS

Decisions on Regular Intake applications are made approximately six (6) weeks (end of May or end of November) after the intake date.

CLAIMS/REPORTING

Funding, funding conditions and reporting requirements are identified in the Transfer Payment Agreement that the Recipient has with the Yukon Lottery Commission. Reporting for Regular Intake, Three Year Plan and Strategic Partnerships will be one of the following: March 15, June 15, September 15 or December 15. Reporting for Opportunity Projects is within thirty (30) business days of project completion.

Up to two payments for small to medium projects are available including: (1) an advance and (2) final claim. Payments are processed within ten (10) to fifteen (15) business days.

MORE INFORMATION

For more information, contact Lotteries Yukon:

Phone: (867) 633-7890

Toll Free (in Yukon): 1-800-661-0555

Email: lotteriesyukon@gov.yk.ca

Application forms and other program information is available at www.lotteriesyukon.com or from the Lotteries Yukon office.

GIFTS AND BENEFITS

The Yukon Lottery Commission may accept benefits from a recipient that enhance and strengthen the visibility of the Yukon Lottery Commission and provide an opportunity to build relationships with stakeholders. Benefits refer to complimentary items such as event tickets, advertising space, etc.

Benefits are not accepted that result in any real, potential or apparent Conflict of Interest with any of the parties.

Personal information is collected under the authority of the Public Lottery Regulations and is used only for the purpose of administering the Projects Fund. For further information, contact Lotteries Yukon at 633-7890 or toll free within Yukon 1-800-661-0555.