

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.

The Commission allocates profits from the sale of lottery tickets towards arts, sport, and recreation projects across Yukon through funding programs, revenue sharing with the Yukon government, and external partnerships.

The Projects Fund provides several ways in which non-profits can access funding for arts, sport or recreation projects.

PROGRAM REDESIGN PILOT

The Yukon Lottery Commission is testing new ways to reduce administrative burden for funding recipients and enhance accessibility to arts, sport and recreation for all Yukoners. These Projects Fund guidelines are part of the pilot and are effective as of April 1, 2018.

The pilot is planned to run for three years at which point it will be evaluated by the Commission. Lotteries Yukon is seeking feedback from funding recipients during the pilot and monitoring implementation with the view of adjusting the program as necessary.

New funding opportunities under the Projects Fund provide a way for Lotteries Yukon to disburse its surplus. As the surplus is expended, the level of funding available under the Projects Fund will depend on proceeds from lottery ticket sales in Yukon.

OBJECTIVES

The Projects Fund is intended to:

- reduce barriers to participation in arts, sport and recreation across 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 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 school groups 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:

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

Project eligibility includes incentives for bringing arts, sport and recreation to rural Yukon.

FUNDING STREAMS

Projects consistent with the program objectives and eligibility criteria will be considered for funding under the Projects Fund. Funding can be accessed in the following ways:

1. **Regular Intake** – submit an application to Lotteries Yukon.
 - a. Small-Medium Projects - funding available up to 90% of eligible project costs:

- up to \$50,000 for equipment, minor construction and renovations; and
- up to \$20,000 for festivals, events, productions and other projects.

‘Up to 90%’ means the percentage of funding provided varies. Applicants must demonstrate that they have attempted to or have leveraged other sources of funding.

Where local community support is demonstrated and projects bring arts, sport or recreation to rural Yukon, the Commission may approve funding above the amounts stated above.

Intakes: April 15 & October 15

Fiscal Year Budget: \$300,000

- b. Large Projects – funding available up to 80% of eligible project costs for large projects that are strategic and increase the capacity of more than one non-profit. Projects that improve access, are innovative and/or support new and emerging arts, sport or recreation will also be considered.

Large projects with operating and maintenance costs must demonstrate financial viability. Projects not fully developed but that have a strong concept and meet eligibility criteria may receive funding to assess feasibility.

Applicants who wish to access funding for large projects must discuss their application with the General Manager of Lotteries Yukon prior to submission under the Regular Intake, and, if successful, sign a funding agreement with the Yukon Lottery Commission.

Intakes: April 15 & October 15

Three Year Budget: \$750,000

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

Funding available up to 100% for small opportunity-driven projects valued up to \$2,500. Opportunity-driven projects are projects that present a special (i.e. non-recurring) opportunity to provide access to arts, sport or recreation in Yukon.

Intake is ongoing. Applications must be received at least 10 business days before the proposed project start date. Funding decisions are made within 10 business days of receipt of application. Recipients are limited to one application per fiscal year.

Intake: Ongoing

Fiscal Year Budget: \$50,000

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

Recurring projects (e.g. festivals, events) that continue to demonstrate low risk and high benefit to Yukoners and Yukon communities are eligible to receive confirmed funding for their project for three years. This is not core funding. Recipients must continue to meet all requirements and submit annual reporting per their funding agreement in order to receive funding for their project each year.

Recipients of this category are not eligible for the Small-Medium Projects funding component for festivals, events and productions.

Fiscal Year Budget: \$300,000

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

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

For a list of projects receiving funding under the Projects Fund visit the Lotteries Yukon website at: www.lotteriesyukon.com.

INELIGIBLE COSTS

The Project Fund does not provide funding for operating costs. Other Ineligible costs include:

- project costs incurred prior to the intake deadline or, if an Opportunity Project, date of application submission;
- activities such as book and magazine publishing, and sound recording,
- activities associated with the sale of art including production, promotion, packaging and display of art;
- hosting events where there are no Yukon participants;
- projects that have a cash prize;
- accommodations, food or beverages;
- group/team travel costs;
- 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 normally paid by the organization and remuneration for board members;
- 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.

APPLICATION REQUIREMENTS FOR REGULAR INTAKE

Application requirements include:

- completed application form and all supporting documentation;
- description of how Lotteries Yukon funding support will be recognized as per the Lotteries Yukon Recognition Requirements and Standards;

¹ See Equipment section.

- proven support of the membership for the project through applicant equity (in-kind or volunteer contributions, donations, fundraising) and a motion from the board supporting the project);
- demonstration of leveraging or attempting to leverage other sources of funding;
- quotes or a breakdown of costs to substantiate budget items over \$1,000;
- for equipment purchases and minor infrastructure and renovations over \$5,000 - two quotes or rationale if two quotes are not practical;
- proof of ownership or authority to use land, building or site for project (lease agreements, permits, etc.);
- proof of insurance;
- for equipment purchases over \$10,000 - an Operating, Maintenance and Disposal Plan; and,
- financial information including a project budget, current operating budget and last approved annual financial statements.

For large projects, additional requirements and conditions may be outlined in the funding agreement signed by the recipient and the Yukon Lottery Commission.

APPLICATION REQUIREMENTS FOR OPPORTUNITY PROJECTS

Applicants must submit the application form and all supporting documents to Lotteries Yukon at least 10 business days before the proposed project start date. Recipients are limited to one application per fiscal year.

Application requirements include:

- completed application form and all supporting documentation;
- description of how Lotteries Yukon funding support will be recognized as per the Lotteries Yukon Recognition Requirements and Standards;
- if applicable, proof of ownership or authority to use land, building or site for project;
- proof of insurance;
- financial information including a project budget, current operating budget and last approved annual financial statements; and
- submitted 10 business days prior to proposed project start date.

EQUIPMENT

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:

- operating 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 organization'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 and recreation. The applicant's rental policy bylaw must include the rental fee structure and clearly 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.

Depending on the project and/or project risk, the Commission may place additional conditions on funding for equipment and construction.

ASSESSMENT CRITERIA

Projects are assessed based on:

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

Assessment criteria also includes the availability of Lotteries Yukon funding and priorities set by the Yukon Lottery Commission.

DEADLINES

Lotteries Yukon funding programs operate on a fiscal year from April 1 to March 31st. Deadlines include:

- Regular Intake: April 15 & October 15²
- Opportunity Projects: Ongoing until budget is disbursed for the fiscal year.

Deadlines for applicants under the Three Year Plan and external partners with strategic partnerships are outlined in their funding agreements.

CLAIMS/REPORTING

Claims are processed within ten to fifteen business days.

² If the 15th falls on a Saturday or Sunday, applications are due the Friday before.

Reporting dates are identified in the Letter of Agreement or signed funding agreement. One of the following reporting deadlines is typically selected based on the project timelines: March 15, September 15 or December 15.

Reporting requirements include:

- Completed Projects Fund Final Report form;
- All financial reporting;
- Digital photos of the project;
- Proof of Lotteries Yukon recognition as per Lotteries Yukon Recognition Requirements and Standards; and
- Additional requirements and/or conditions as specified in funding agreements or Letters of Agreement.

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

GIFTS AND BENEFITS

The Yukon Lottery Commission appreciates the thought behind providing gifts to the Commission/Lotteries Yukon, however gifts or sponsorship benefits are not accepted.

How to provide recognition of the funding support provided by Lotteries Yukon is detailed in the Lotteries Yukon Recognition Requirements and Standards.

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 the General Manager, Lotteries Yukon at 633-7899 or toll free within Yukon 1-800-661-0555.