



# PROJECTS FUND – OPPORTUNITY PROJECTS

101-205 Hawkins Street  
Whitehorse, YT Y1A 1X3

## APPLICATION FORM

*Funding is available for \$2,500 for small opportunity-driven projects whose total project costs do not exceed \$7,500.*

*Applications must be received by Lotteries Yukon at least 10 business days before the proposed project start date. Limit of one Opportunity Project per non-profit per fiscal year.*

### APPLICANT INFORMATION

Applicant/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the organization registered and in compliance under the Yukon *Societies Act*?

Yes       No

How long has the organization been operating in Yukon? \_\_\_\_\_

What insurance do the organization carry (*type, name of provider*)?

\_\_\_\_\_

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Description: (one-sentence description)

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

## DETAILED PROJECT INFORMATION

*If more space is necessary to fully respond to questions, attach additional sheet(s).*

Provide a brief description of the organization's mandate and the mandates of any organizations that they are partnering with to deliver the proposed project.

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Provide a detailed description of the proposed project. Where will the project take place?

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How does the project support the organization's (and partners') mandate and objectives?

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How does the project meet the Projects Fund objectives:

- Does it reduce barriers to participation in arts, sport and recreation across Yukon?
  - Does it sustain and/or increase participation in arts, sport and recreation activities in Yukon?
  - Does it enhance outcomes for arts, sport, and recreation through partnerships?
  - Does it help individuals develop their skills/abilities in arts, sport and/or recreation?
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Does the project have local community support and bring arts, sport or recreation to rural Yukon?

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How will you determine whether the project was successful?

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## **PROJECT RISK**

Lotteries Yukon assesses projects for risk. Provide a brief description of risks that may affect the success of the project and measures that have been taken or will be taken to mitigate these risks.

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## **RECOGNITION PLANS**

Provide details of planned recognition of Lotteries Yukon contribution to the project as per the Lotteries Yukon Recognition Requirements and Standards. The Yukon Lottery Commission does not accept gifts or sponsorship benefits.

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**PROJECT BUDGET**

*This sheet must show that Total Revenue equals Total Expenses for the project.*

**REVENUE**

Lotteries Yukon Request	\$ _____
Earned Revenue ( <i>tickets sales, applicant cash equity, etc.</i> )	\$ _____
Fundraising ( <i>raffles, bingos, etc.</i> )	\$ _____
Corporate Cash Donations/Contributions ( <i>specify</i> )	\$ _____
Other government funding	\$ _____
Volunteer, in-kind, or donated supplies/equipment	\$ _____

**TOTAL REVENUES: \$** \_\_\_\_\_

**EXPENSES**

Equipment/Capital Purchases	\$ _____
Permits	\$ _____
Labour	\$ _____
Contract Fees for Professional Services	\$ _____
Supplies/Materials/Services	\$ _____
Equipment Rental	\$ _____
Facility Fees/Rental	\$ _____
Travel	\$ _____
Administration	\$ _____
Advertising and Promotion	\$ _____
Production Expenses	\$ _____
Fundraising Expense	\$ _____
Other ( <i>Specify</i> ):	\$ _____

**TOTAL EXPENSES: \$** \_\_\_\_\_

## PROJECT BUDGET DETAILS

Provide details of project revenues.

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Provide details of project expenses. Quotes are required to substantiate budget items over \$1,000.

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Provide details of donated, volunteer or in-kind contributions.

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If the organization has a current operating surplus, operating reserves or unrestricted cash assets, explain what will be done with these funds, if they are not allocated to this project.

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If the organization has a current operating or accumulated deficit, explain how the deficit was acquired and the plan for reducing it.

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## APPLICATION CHECKLIST

- Applicant and Project Information – pages 1 and 2
- Project Risk – page 3
- Recognition Plans – page 3
- Project Budget – page 4
- Project Budget Details – page 5
- Quotes to substantiate budget items over \$1,000
- Insurance (*type, name of provider*)
- Application signed by two members who meet the signing authority requirements of the organization
- Application submitted at least 10 business days before the proposed project start date
- Other documents that support your application, such as letters of support<sup>1</sup>

## AUDIT

If the project is approved, the Yukon Lottery Commission may as a condition of funding conduct an audit, or cause to have audited, records relating to this project to determine compliance with the Projects Fund.

## APPLICATION SIGNATURES

Signatures are required from two members who meet the signing authority requirements of the applicant. Yukon government employees holding an executive position in the applicant organization should refrain from signing the application and/or funding agreement.

We the undersigned, acknowledge that we have read the application guidelines and declare that the information contained in this application is correct; the organization does not owe any debts to the Yukon government; all other sources of funding have been disclosed; and further, that should this request be accepted in part or whole, that the funds provided will be spent for the stated approved purposes only.

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.

<sup>1</sup> If you are unsure which documents may be required to support your application, contact Lotteries Yukon.