



PROJECTS FUND – REGULAR INTAKE

101-205 Hawkins Street
Whitehorse, YT Y1A 1X3

APPLICATION FORM

Applicants are strongly encouraged to contact the Lotteries Yukon office prior to submitting an application for small-medium projects (less than \$50,000). For large projects, applicants are required to discuss their application with the General Manager of Lotteries Yukon prior to submitting their application.

PROJECT INFORMATION

Application for (check one):

- Small-Medium project - up to \$50,000 for equipment, minor construction and renovations¹
- Small-Medium project - up to \$20,000 for festivals, events, productions and other projects
- Large project

Project Name: _____

Project Description: (one-sentence description)

Project Start Date: _____ Project End Date: _____

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

Will an advance be requested? Yes, 4 month cash flow is attached² No

Applicant/Organization Name: _____

Mailing Address: _____

Town/City: _____ Postal Code: _____

Project Contact Person: _____ Position/Title: _____

Daytime Telephone: _____ Email: _____

¹ Where local community support is demonstrated and projects bring arts, sport or recreation to rural Yukon, the Yukon Lottery Commission may approve funding above the amounts stated above.

² An advance may be provided if your organization can demonstrate need and low risk. In order to receive an advance, you must submit a 4 month cash flow demonstrating need to Lotteries Yukon.

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

Yes No

How long has the organization been operating in Yukon? _____

How many members does the organization currently have? _____ Board members? _____

Date of last Annual General Meeting _____

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 you are partnering with to deliver the proposed project.

Provide a detailed description of the proposed project. For large projects, include a timeline.

Where will the project take place? Provide proof of approval to use the land or facility for the project.

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

Does the project reduce barriers to participation in arts, sport and recreation across Yukon?

Does the project sustain and/or increase participation in arts, sport and recreation activities in Yukon?

Does the project enhance outcomes for arts, sport, and recreation through partnerships?

Does the project help individuals develop their skills/abilities in arts, sport and/or recreation?

Does the project have local community support and bring arts, sport or recreation to rural Yukon?

For larger projects, how does the project increase the capacity of more than one non-profit, improve access, is innovate and/or supports new and emerging arts, sport or recreation?

How will the organization(s) determine whether the project was successful?

EQUIPMENT PURCHASES, NEW CONSTRUCTION OR RENOVATION

Funding is available up to \$50,000 for up to 90% of eligible project costs for equipment, minor construction and renovation.

This project includes:

- no equipment purchases
- equipment purchases under \$10,000
- equipment purchases over \$10,000³

Provide details of equipment being purchased, including storage location and address.

If you are planning on purchasing equipment with the intent to rent, describe how renting the equipment will remove barriers and increase participation in arts, sport or recreation in Yukon.

Ensure that the following is attached to your application **for equipment**:

- Authorization from the owner to use and store the equipment as intended (*Attach letters*)
- Insurance (*type, name of provider*)
- Quotes to substantiate budget items over \$1,000
- For equipment purchases over \$10,000 - Equipment Operating, Maintenance, and Disposal Plan
- For equipment purchased with intent to rent – rental policy bylaw
- For used equipment – information on manufacturer's equipment life cycle, book value and, if applicable, mechanical inspection.

³ For equipment purchases over \$10,000, applicants are required to submit an Equipment Operating, Maintenance, and Disposal Plan.

Ensure that the following is attached to your application **for construction and/or renovation**:

- Insurance (*type, name of provider*)
- Quotes to substantiate budget items over \$1,000
- For equipment purchases and minor infrastructure and renovations over \$5,000 - two quotes or rationale
- Letter of commitment for the operating and maintenance expenses to be incurred once the capital project is completed.
- Proof of land or facility ownership, long-term lease or other authority that demonstrates necessary approval
- Name of the titleholder for the facility or site: _____

PROJECT RISK

Lotteries Yukon assesses projects for risk. Provide a description of risks that may affect the success of the project and measures that your organization(s) has taken or will take to mitigate these risks.

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.

PROJECT BUDGET SUMMARY SHEET

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

Cash revenue: *if applicable, identify if funding is pending or confirmed.*

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>):	\$ _____
Arts Fund –Project/Operating (<i>specify</i>):	\$ _____
Community Development Fund (<i>specify</i>):	\$ _____
Yukon Recreation Advisory Committee (<i>specify</i>):	\$ _____
Other Yukon Government (<i>specify</i>):	\$ _____
Municipal Funding (<i>specify</i>):	\$ _____
Federal Funding (<i>specify</i>):	\$ _____

Volunteer/in-kind/donated revenue:

Volunteer/In-Kind (<i>specify</i>):	\$ _____
Donated Supplies/Equipment (<i>specify</i>):	\$ _____

Cash revenue + Volunteer/in-kind/donated revenue = TOTAL REVENUES: \$ _____

EXPENSES

Equipment/Capital Purchases (<i>two quotes required if over \$5,000</i>):	\$ _____
Capital Planning and Design (<i>quotes required</i>):	\$ _____
Permits (<i>quotes required</i>):	\$ _____
Labour (<i>quotes required</i>):	\$ _____
Contract Fees for Professional Services (<i>quotes required</i>)	\$ _____
Supplies/Materials/Services (<i>specify and quotes required</i>)	\$ _____
Equipment Rental (<i>specify and quotes required</i>)	\$ _____
Facility Fees/Rental (<i>specify and quotes required</i>)	\$ _____
Travel (<i>quotes required</i>)	\$ _____
Administration	\$ _____
Advertising and Promotion	\$ _____
Production Expenses (<i>specify and quotes required</i>):	\$ _____
Fundraising Expense	\$ _____
Other (<i>Specify</i>):	\$ _____

TOTAL EXPENSES: \$ _____

VOLUNTER, IN-KIND, AND DONATED REVENUE

The value of project-specific donated, volunteer or in-kind contributions is based on:

- professional fees (coaches, artists, performers, etc.) at fair market value
- \$60/hour for heavy equipment including operator working directly on the project
- \$15/hour for general labour (administrative support, etc.) working directly on the project
- \$30/hour for skilled labour (marketing, communication, web support, etc.) working directly on the project

Quotes are required for donated, volunteer or in-kind contributions of professional fees and donated equipment. Complete records of all volunteer time, in-kind donations, donated equipment, services or materials must be submitted with final reporting.

Ineligible costs in this category include any other volunteer time that provides a general benefit to the organization such as volunteer hours related to general fundraising, time spent preparing this application including meetings or any activities related to planning for the project and any other planning activities for the organization.

Volunteer / In-kind: (short description)	# People	Hours	Rate	Total
				\$
				\$
				\$
				\$
				\$
				\$
Total Volunteer Contribution:				\$

Donated Supplies/Equipment: (short description)	Value
	\$
	\$
	\$
	\$
	\$
	\$
Total Donated Supplies/Equipment:	\$

DETAILED ELIGIBLE PROJECT EXPENSES INFORMATION

Applicants must provide details for all project expenses identified in the Project Budget Summary Sheet for which they are requesting Lotteries Yukon funding. The expenses in this section must match the expenses in the Project Budget Summary Sheet. Remove any expenses for which you are not requesting Lotteries Yukon funding.

Equipment/Capital Purchases: \$ _____ Lotteries Yukon Request: \$ _____
Expense Details:

Capital Planning and Design: \$ _____ Lotteries Yukon Request: \$ _____
Expense Details:

Permits: \$ _____ Lotteries Yukon Request: \$ _____
Expense Details:

Labour: \$ _____ Lotteries Yukon Request: \$ _____
Expense Details:

Contract Fees for Professional Services: \$ _____ Lotteries Yukon Request: \$ _____
Expense Details:

Supplies/Materials/Services: \$ _____ Lotteries Yukon Request: \$ _____
Expense Details:

Equipment Rental: \$ _____

Expense Details:

Lotteries Yukon Request: \$ _____

Facility Fees/Rental: \$ _____

Expense Details:

Lotteries Yukon Request: \$ _____

Travel: \$ _____

Expense Details:

Lotteries Yukon Request: \$ _____

Administration: \$ _____

Expense Details:

Lotteries Yukon Request: **Ineligible**

Advertising and Promotion: \$ _____

Expense Details:

Lotteries Yukon Request: \$ _____

Production Expenses: \$ _____

Expense Details:

Lotteries Yukon Request: \$ _____

Fundraising: \$ _____

Expense Details:

Lotteries Yukon Request: **Ineligible**

Other: \$ _____

Expense Details:

Lotteries Yukon Request: \$ _____

FINANCIAL INFORMATION

Ensure that the following is attached to your application:

- Annual Operating Budget —annual operating budget for the current fiscal year
- Annual Financial Statements — Approved annual financial statements signed by the Board Chair and Treasurer for the organization’s previous fiscal year, including Revenue and Expense Statement and Balance Sheet
- For large projects – other financial information as directed by General Manager, Lotteries Yukon

If your organization has a current operating surplus, operating reserves or unrestricted cash assets, explain what you plan to do with these funds, if they are not allocated to this project.

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

APPLICATION CHECKLIST

General:

- Detailed Project Description – page 2-5
- Project Risk – page 5
- Recognition Plans – page 5
- Project Budget Summary Sheet – page 6
- Volunteer, in-kind, donated revenue – page 7
- Detailed Eligible Project Expenses Information – page 8-9
- Financial Information – page 10
- Letters of support, if any
- Motion from the Board of Directors endorsing the application
- Application signed by two members who meet the signing authority requirements of the organization
- If large project (over \$50,000), meeting with General Manager to discuss project prior to submission

Equipment purchases, new construction, or renovation: (as applicable)

- Expense Information – page 4-5
- Quotes (*capital costs, equipment, supplies, materials, contract fees, travel*)
- Insurance (*type, name of provider*)
- Written authorization from the owner to use and store the equipment as intended or proof of land or facility ownership, long-term lease or other authority
- Letter of commitment for the operating and maintenance expenses to be incurred once the capital project is completed.
- For equipment purchases over \$10,000 - Equipment Operating, Maintenance, and Disposal Plan
- For equipment purchased with intent to rent – rental policy bylaw
- For used equipment – information on manufacturer's equipment life cycle, book value and, if applicable, mechanical equipment.

Financial:

- If requesting an advance – 4 month cash flow
- Annual Operating Budget for the current fiscal year
- Last approved annual financial statements signed by the Board Chair and Treasurer

Large Projects:

- Other, as may be required by Yukon Lottery Commission.

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. A copy of the motion endorsing the application must be also attached. 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.