



# RECREATIONAL PROJECTS PROGRAM

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## BACKGROUND

The Yukon Lottery Commission provides funding assistance for arts, sport and recreation in Yukon. This funding assistance is provided through three programs: Community Lottery Program, Travel Assistance Program and the Recreational Projects Program.

The financial support provided through these programs is intended to:

- sustain and contribute to the growth of arts, sport and recreation for Yukon people;
- increase access and participation of all Yukon people in arts, sport, and recreation;
- improve/provide more community arts, sport and recreation infrastructure; and
- increase organizational and community capacity in arts, sport and recreation.

## PROGRAM OBJECTIVES

The Recreational Projects Program objective is to provide funding assistance to projects that sustain and contribute to the growth of arts, sport and recreation within Yukon for the benefit and enjoyment of Yukon people in the following areas:

- amateur level sports, physical fitness activities and recreation; and
- performing, visual, and literary arts.

The program strives to improve the quality of life for all Yukon people through participation or availability of arts, sport and recreation in their communities.

## ELIGIBLE APPLICANTS

Eligible applicants are registered Yukon non-profits whose primary mandate supports arts, sport or recreation in Yukon. Eligible applicants:

- must be registered/incorporated and in compliance with the Registrar of Societies;
- have not received Lotteries Yukon funding in the past year;
- have no outstanding reports with Lotteries Yukon on the intake deadline;
- have no debts owing to the Yukon government; and
- include local authorities where no Yukon registered non-profit exists.

Registered Yukon non-profits whose primary mandate is not arts, sport or recreation may be eligible for funding for arts, sport or recreation projects, depending on the project for which funding is being requested.

## INELIGIBLE APPLICANTS

Ineligible applicants are:

- individuals;
- preschools/playschools including their projects, programs, or equipment;
- schools/school groups or their affiliates offering programs, projects or events during school hours and whose primary membership includes members associated with the public school system; and,
- other levels of government, and/or projects where funding is normally the responsibility of another entity or government.

## ELIGIBLE COSTS

Funding is provided for projects, special events, and minor equipment or minor capital/infrastructure expenses that are not part of the organization's regular operating costs and include:

- supplies/materials/services related to the project;
- up to 50% of contract fees;
- production expenses;
- costumes that remain the property of the organization;
- promotion and advertising expenses;
- transportation costs for trainers, performers or others required for the project are based on 50% of the lowest available airfare to a maximum of \$500/person. Funding assistance for ground travel is provided at 10¢/km from the departing community return per person or actual costs for travelling by bus (whichever is less);
- up to 50% of rental fees for equipment or facilities;
- up to 50% for equipment storage trailers;
- equipment that benefits more than one person over its useful life and with a normal life span of more than three years; and,
- minor equipment, new construction or renovations to infrastructure based on the following:
  - up to 80% of total eligible costs for projects up to \$10,000
  - up to 60% of total eligible costs for projects from \$10,001 – \$24,999
  - up to 40% of total eligible costs for project from \$25,000 – \$49,999

Quotes are required for all expenses.

### Major Projects

Applications for equipment, new construction or renovations where the total project costs exceed \$50,000 are considered major projects (*quotes required*). Major projects:

- may be funded up to 40% of total eligible costs to a maximum of \$50,000;
- applicants may only receive Major Project funding every two years; and,
- priority will be given to organizations that have not recently received funding.

## Eligible Costs Limitations

Recreational Projects Program investments are expected to provide the broadest benefits to arts, sport and recreation therefore:

- funding for major projects is available for those projects that provide direct benefits to arts, sport and recreation; and,
- preference will be given to camps that reach the broadest number of participants.

The purchase of used equipment may be considered. A rationale for purchasing the used equipment must be provided including a quote identifying the cost to purchase the item new.

## INELIGIBLE COSTS

Ineligible projects and expenses include:

- retroactive funding<sup>1</sup> for project costs;
- personal use items including uniforms, clothing, etc.;
- accommodation, meals, food or beverages;
- bingo equipment;
- fundraising activities;
- trailers for any purpose other than permanent equipment storage;
- trophies, prizes (*including cash*), medals;
- private land or private building/structures development;
- payment for services that would normally be provided without charge;
- operating and maintenance costs including: general administration, wages, office equipment (*computers, scanners, printers, projectors, telephones, software, etc*), rent, energy, supplies, telephone, internet, minor repairs and maintenance, accounting and audit services, printing services, insurance, professional services, annual fees, etc.;
- ongoing and/or multi-year costs that will result from the project including fees or licensing costs; and,
- group travel costs (*may be eligible under the Lotteries Yukon Travel Assistance Program*).

## APPLICATION REQUIREMENTS

Application requirements include:

- following the Recreational Projects Program application format;
- proven support of the membership for the project through applicant equity (*in-kind contributions, donations, fundraising and volunteer contributions to the project*);
- written confirmation of other sources of funding approved or pending;
- two quotes<sup>2</sup> with sufficient detail on costs as outlined in the program guidelines;

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<sup>1</sup> Retroactive funding is funding for projects that start prior to the application deadline. Project costs incurred after the application deadline are not considered retroactive. Organizations that proceed with a project prior to approval/decline of their application do so at their own risk.

- proof of ownership or authority to use land, building or site for project;
- a Maintenance and Replacement Plan for equipment purchases ;
- an Operating and Maintenance Plan for major capital projects; and,
- the organization's current operating budget and last approved annual financial statements.

## **ASSESSMENT CRITERIA**

Applications must be consistent with the program guidelines. Projects are assessed based on the following criteria:

- the project provides arts, sport and/or recreation benefits to Yukon people;
- the applicant meets eligibility requirements;
- applicant shows demonstrated need;
- the project supports the organization's mandate and objectives;
- a clear demonstration of the project's volunteer contribution;
- demonstrated commitment to recognition of the Lotteries Yukon contribution;
- availability and leveraging of other sources of funding;
- full disclosure of all sources of funding;
- organization and community financial contribution (*applicant equity, fundraising, in-kind, donations, corporate sponsorship, etc.*);
- a demonstrated capacity to carry out projects;
- costs that are directly and reasonably related to the project;
- all information requirements of the application are met; and,
- fits within Yukon Lottery Commission priorities.

## **RECEIVING GIFTS AND BENEFITS**

The Yukon Lottery Commission does not accept gifts or sponsorship benefits with the exception of acknowledging Lotteries Yukon funding through the use of the Lotteries Yukon logo and in public statements and announcements as per Lotteries Yukon Recognition Requirements and Standards.

## **DEADLINES / FUNDING THRESHOLDS**

The Recreational Projects Program has two intakes: April 15<sup>th</sup> and October 15<sup>th</sup>. Applications must be received by Lotteries Yukon no later than 4:30 p.m. on the deadline date. If a deadline date falls on a weekend or holiday, applications must be received by Lotteries Yukon no later than 4:30 p.m. on the last business day before the deadline.

Applications for major projects are only accepted at the October 15<sup>th</sup> intake and applicants are only eligible to receive major project funding every two years.

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<sup>2</sup> Value for money and the use of local suppliers guide funding decisions. If two quotes from local suppliers are not available applicants must obtain another quote from another source to demonstrate the principle of value for money.

Applications that are late, incomplete or have more than one project identified will not be accepted. Applicants are encouraged to contact Lotteries Yukon to discuss applications prior to the deadline.

Signatures are required from two members who meet the signing authority requirements of the applicant, and a copy of the motion endorsing the application. Yukon Government Conflict of Interest provisions and finance policy (5.9.2) identify that Yukon Government employees holding an executive position in the applicant organization should refrain from signing the application and any funding agreement.

Unless otherwise stated, projects may be funded up to a maximum of 80% of total eligible costs.

Funding available for the Recreational Projects Program is dependant upon lottery revenues. Available funding is limited therefore the funding request should be proportionate to the impact of the applicant's project and based on realistic figures.

## **CLAIM DEADLINE / REPORTING**

To claim funding, recipients are required to submit all receipts or invoices for eligible expenses. Claims are generally processed within ten to fifteen working days. Funding must be claimed within 90 days of project completion or by March 15 and September 15 whichever comes first. Recipients are required to complete a final report that includes:

- a brief narrative description of the project's impact and results;
- an approved project financial statement identifying all sources of revenue and expenditures; and,
- digital photos of the project and proof of Lotteries Yukon recognition as per Lotteries Yukon Recognition Requirements and Standards.

Recipient year end dates may differ from the program reporting deadlines and therefore partial reporting in these circumstances may be permitted to allow recipients to apply for new year funding.

### **SUBMIT APPLICATIONS TO:**

Lotteries Yukon  
101-205 Hawkins Street  
Whitehorse, YT Y1A 1X3

Fax: (867) 668-7561

[lotteriesyukon@gov.yk.ca](mailto:lotteriesyukon@gov.yk.ca)  
(original signatures required)

### **FOR MORE INFORMATION CONTACT:**

Lotteries Yukon  
Program Officer  
Phone: (867) 633-7892  
Toll Free (in Yukon): 1-800-661-0555,  
extension 7892

Additional information on this program is  
available at [www.lotteriesyukon.com](http://www.lotteriesyukon.com)

Personal Information is collected under the authority of the Public Lottery Regulations and will be used only for the purpose of administering the Recreational Projects Program. For further information, contact the General Manager, Lotteries Yukon, 101-205 Hawkins Street, Whitehorse, YT Y1A 1X3 or (867) 633-7899, toll free within Yukon 1-800-661-0555, extension 7899.