



PROJECTS FUND REGULAR INTAKE APPLICATION

Prior to submitting an application, applicants are strongly encouraged to contact the Lotteries Yukon office at 867-633-7890 or toll free at 1-800-661-0555.

Applicant information			
Applicant/organization name		Number of members	
Mailing address	Town/city	Postal code	
Project contact person		Position/title	
Email		Daytime phone	
Describe the organization's mandate			
Project information			
Project name			
Total amount requested \$	Total project budget \$	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD
Event date(s) (if applicable)			
Project location			
Project type (select one): <input type="checkbox"/> Small-medium project: up to \$100,000 for equipment, minor construction and renovations <input type="checkbox"/> Small-medium project: up to \$20,000 for festivals, events, productions and other projects <input type="checkbox"/> Large project		Category (select one): <input type="checkbox"/> Arts <input type="checkbox"/> Recreation <input type="checkbox"/> Sport	
Project description: describe the project in detail, including background information on the need for the project and information on who is doing what, how, when and where. If you are purchasing equipment, provide details on the selected equipment, including information on storage location, intended use, O&M plan, and rental policy, if applicable.			

Project outcomes

The project must align with the Projects Fund objectives and support Yukoners living healthy, active lives engaged in, and having access to arts, sport and recreation. Describe how the project meets the Projects Fund objectives (select only those that apply):

Increasing access and participation of all Yukon people in arts, sport and recreation activities:

Supporting individuals in developing their skills/abilities in arts, sport and recreation:

Enhancing community arts, sport and recreation infrastructure:

Increasing organizational and community capacity in arts, sport and recreation:

Recognition plan

Refer to Lotteries Yukon Recognition Requirements and Standards and select all options that apply to how the organization will recognize Lotteries Yukon contribution. Provide details as needed.

Public announcement at the event: _____

Display of logo (on website, print material, newsletter, social media): _____

Thank you ad: _____

Sign or banner on site: _____

Decal or branding on equipment or other surface: _____

Press release: _____

Application checklist

- Completed application form
- Project budget using Lotteries Yukon Excel template
- Quotes or breakdown of costs to substantiate budget items over \$1,000
- Quotes or breakdown to substantiate in-kind contributions
- Annual operating budget for the current fiscal year
- Approved annual financial statements signed by authorized officers
- Motion from the board supporting the project and the application for funding
- Demonstration of leveraging or attempting to leverage other sources of funding
- Proof of ownership or authorization to use land, building, site (if applicable)
- Operating, maintenance and disposal plan for equipment purchase over \$10,000
- Rental policy for equipment purchased with intent to rent
- Proposed storage for purchased equipment
- Support letters (if applicable)
- Proof of insurance (if applicable)

Application submission

Yukon government's Conflict of Interest and Finance Policy (5.9.2) identify that Yukon government employees holding an executive position in the applicant organization should refrain from submitting and signing the application.

I acknowledge that I have read and completed this application as per the Lotteries Yukon Projects Fund guidelines. I declare that the information contained in this application is correct, and that the organization does not owe any debts to the Yukon government.

Name	Position/title	Date