



TRAVEL ASSISTANCE PROGRAM – OUT OF YUKON GUIDELINES

PURPOSE:

The purpose of the Travel Assistance Program – Out of Yukon is to assist eligible organizations with travel expenses to recreational competitions or adjudicated recreation events outside Yukon.

ELIGIBILITY:

- Registered non-profit societies or their affiliates, and extracurricular groups participating in high school level events.
- Registered non-profit societies must be in good standing and active for a minimum of one year.
- Extra curricular groups are required to provide detailed information on current activities.
- No more than 3 extracurricular groups per school are eligible to apply in a fiscal year (April to March).
- Only one application per person per discipline may be approved in a fiscal year.
- One application is required for applicants sending more than one team to a single event.
- Support persons (coaches, managers, and chaperones) are eligible for assistance at a ratio of:
 - 1 support person/20 or fewer adults
 - 1 support person/3 persons with disabilities
 - 1 support person/10 or fewer youth (co-ed teams one support person/10 youth for each sex)

INELIGIBLE:

- Yukon and national championships/events, including trials (e.g. Arctic Winter Games, Canada Games, North American Indigenous Games, Senior Games and Western Canada Summer Games).
- Workshops, training, conferences, or meetings.
- Groups formed solely for a specific travel opportunity.
- Applications submitted after the date of departure.
- Applications to tournaments or events that offer cash prizes.
- Accommodation and meal expenses.
- Airline tickets acquired through reward programs.

LEVEL OF ASSISTANCE:

- Funding assistance for out of Yukon travel is provided at a rate of \$200/eligible participant or support person.
- The fees for booking points or rewards tickets are eligible for funding assistance.
- Applications are accepted on a continuous intake throughout the year except for applications over \$8,000 that must be submitted by the following deadlines: April 15th and October 15th
- Each non-Whitehorse traveler qualifies for mileage (6¢/km) from their community to Whitehorse return.
- For travel to Alaska, please refer to the Travel Assistance Program – In Yukon.

CLAIM DEADLINE:

Travel claims must be submitted within 3 months (90 days) following completion of travel; no exceptions will be made. Claims cannot be processed until all required information is submitted.



TRAVEL ASSISTANCE PROGRAM – OUT OF YUKON APPLICATION

APPLICANT INFORMATION:

Organization (registered non-profit): _____

Applicant (affiliates / extra curricular groups): _____

Mailing Address: _____ Postal Code: _____

Contact Person: _____ Phone # w): _____

E-mail Address: _____ Phone # (h): _____

TRAVEL DETAILS:

Attach a list of participant names, proposed budget (revenues and expenditures), and copy of completed event registration or entry form.

Yukon Point of Origin: _____ Destination: _____

Departure Date: _____ Return Date: _____

Participants: _____ # Support Person(s): _____ Total # Traveling: _____

CALCULATION OF ELIGIBLE ASSISTANCE:

- Assistance for out of Yukon travel is provided at a flat rate of \$200/eligible traveler.
- Applications over \$8,000 must be submitted by the following deadlines: April 15th and October 15th.

\$200.00/person X _____ total number of eligible travelers = \$ _____

Non-Whitehorse travelers qualify for mileage from their community to Whitehorse:

6¢ X _____ km (return trip) X _____ total # of eligible travelers = \$ _____

Total Application Request \$ _____

CERTIFICATION:

We certify the information in this application is correct and complies with the Travel Assistance Program - Out of Yukon. We agree to inform Lotteries Yukon of any changes in travel details prior to departure and to provide a final report upon completion of travel.

Two executive members are required to sign the application. Affiliates must include the signature of one executive member of parent organization. For extra curricular school groups the principal's signature is required.

Name: _____ Position: _____ Phone # _____

Signature: _____ Date: _____

Name: _____ Position: _____ Phone # _____

Signature: _____ Date: _____

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APPLICATION CHECKLIST

Application Requirements:

- List of participants and support persons
- Copy of completed entry form or registration for competition or adjudicated event
- Proposed project budget (identifying all revenues and expenses)
- Extra curricular groups: application includes details of current extra-curricular activities
- Extra curricular groups: application signed by the school principal
- Affiliate: application signed by parent organization executive member
- Application submitted prior to travel commencing (It is recommended that applications are submitted two months prior to departure)

Claim and Reporting Requirements:

- Claim is submitted within 3 months (90 days) following completion of travel
- Proof of individuals participation – score/game sheet, results list, tournament official's list or adjudication report
- Copies of eligible receipts
- Financial Report (detailed statement of revenues and expenditures for project)
- Brief narrative report on the project