



RECREATIONAL PROJECTS PROGRAM

101-205 Hawkins Street, Whitehorse, YT Y1A 1X3
(867) 633-7892 or 1-800-661-0555, extension 7892

APPLICATION FORM

Applicants are strongly encouraged to contact the Lotteries Yukon office prior to submitting an application.

Project Name: _____

Project Description: *(one-sentence description)*

Project Start Date: _____ Project End Date: _____

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

An advance may be provided if your organization can demonstrate an immediate need. Will an advance be required?

Yes *(If yes, a cash flow statement must be attached.)*

No

Applicant/Organization Name: _____

Mailing Address: _____

Town /City: _____ Postal Code: _____

Project Contact Person: _____ Position/Title: _____

Daytime Telephone: _____ Email: _____

Is the organization registered, and in good standing under the *Yukon Societies Act*? Yes No

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

How long has the organization existed? _____

Date of last Annual General Meeting _____



PROJECT INFORMATION

Provide a brief description of the organization's mandate.

Please provide a detailed description of your proposed project. *(Attach an additional sheet if necessary)*

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

What will the project's impact be on your members, community, sector? Provide the number of proposed participants/ members benefiting *(explain how)*, type of benefit received, and whether the impact is short or long-term.

PROJECT INFORMATION

Explain how the project will meet the objectives of the funding program described in the guidelines. How will the organization determine whether the project was successful?

Where will the project take place? Please indicate and provide proof of approval to use the land or facility for the project.

EQUIPMENT PURCHASES *(Check box if complete and attached)*

Storage location and address:

- Authorization from the owner to use and store the equipment as intended. *(Attach letters)*
- Insurance *(type, name of provider)* _____
- Equipment Maintenance and Replacement Plan *(Attach plan)*

NEW CONSTRUCTION OR RENOVATION PROJECTS *(Check box if complete and attached)*

- Operating and Maintenance Plan *(attach)*
- 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: _____

LOTTERIES YUKON RECOGNITION PLANS

Provide details of your organization's plan to recognize the Lotteries Yukon contribution to the project. *(e.g. use of logos, banners or permanent signage, public announcements, etc.)*

PROJECT BUDGET SUMMARY SHEET

REVENUE *(Where applicable, identify whether government funding is pending or confirmed.)*

Lotteries Yukon Request:	\$ _____
Earned Revenue <i>(tickets sales, applicant cash equity, etc.):</i>	\$ _____
Fund Raising <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 Government Funding <i>(specify):</i>	\$ _____
Volunteer/In-Kind <i>(specify):</i>	\$ _____
Donated Supplies/Equipment <i>(specify):</i>	\$ _____
Total Revenue:	\$ _____

EXPENSES

Equipment/Capital Purchases <i>(two quotes required):</i>	\$ _____
Planning and Design <i>(two quotes required):</i>	\$ _____
Permits <i>(quotes required):</i>	\$ _____
Labour <i>(two quotes required):</i>	\$ _____
Contract Fees for Professional Services <i>(quotes required):</i>	\$ _____
Supplies/Materials/Services <i>(specify and quotes required):</i>	\$ _____
Equipment Rental <i>(quotes required):</i>	\$ _____
Facility Fees/Rental <i>(quotes required):</i>	\$ _____
Travel <i>(quotes required):</i>	\$ _____
Administration:	\$ _____
Advertising and Promotion:	\$ _____
Production Expenses <i>(quotes required):</i>	\$ _____
Fund Raising Expense:	\$ _____
Other <i>(specify):</i>	\$ _____
<i>* Total Expenses must equal Total Revenue</i>	Total Expenses * \$ _____

OTHER RESOURCES

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

Ineligible — any other volunteer time that provides a general benefit to the organization such as volunteer hours related to general fund raising, time spent preparing this application including meetings or any activities related to planning for the project and any other planning activities for the organization. Quotes are required where donated, volunteer or in-kind contributions for professional fees and donated equipment are part of the project. Complete records of all volunteer time, in-kind donations, donated equipment, services or materials must be submitted with final reporting.

Volunteers "In-kind": (<i>type and # of volunteers</i>)	Number/people:	Number/hours:	Rate:
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total Volunteer Contribution:			\$ _____

Donated Supplies/Equipment: (<i>short description</i>)	Number/hours:	Rate:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total Donated Supplies/Equipment:		\$ _____

DETAILED PROJECT EXPENSE INFORMATION

Applicants must provide details for all project expenses identified in the budget summary.

Equipment Purchase/Rental Expense: \$ _____ Lotteries Yukon Request: \$ _____

Expense Details:

New Construction/Renovation Expenses: \$ _____ Lotteries Yukon Request: \$ _____

Expense Details:

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

Expense Details:

Supplies/Materials/Services Expenses: \$ _____ Lotteries Yukon Request: \$ _____

Expense Details:

Facility Fees/Rental Expenses: \$ _____ Lotteries Yukon Request: \$ _____

Expense Details:

Travel Expenses: \$ _____ Lotteries Yukon Request: \$ _____

Expense Details:

Administration Expenses: \$ _____

Lotteries Yukon Request: **ineligible**

Expense Details:

Advertising and Promotion Expenses: \$ _____

Lotteries Yukon Request: \$ _____

Expense Details:

Production Expenses: \$ _____

Lotteries Yukon Request: \$ _____

Expense Details:

Fund Raising Expenses: \$ _____

Lotteries Yukon Request: **ineligible**

Expense Details:

Other Expenses: \$ _____

Lotteries Yukon Request: \$ _____

Expense Details:

FINANCIAL INFORMATION

Annual Operating Budget — The applicant's annual operating budget for the current fiscal year must be provided.

Annual Financial Statements — Approved annual financial statements signed by the Board Chair and Treasurer must be provided for the organization's previous fiscal year, including Revenue and Expense Statement and Balance Sheet.

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 acquired and your plan for reducing it.

APPLICATION CHECKLIST

- Copy of current operating budget and last approved annual financial statements signed by the Board Chair and Treasurer
- Detailed Project Description — pages 2–3
- Expense Information — pages 4–7
- Cash Flow Statement (*if advance is required*)
- Quotes (*capital costs, equipment, supplies, materials, contract fees, travel*)
- Authority to use land or facility
- Operations & Maintenance Plan and Letter of Commitment for project O&M responsibilities
- Insurance
- Equipment Maintenance and Replacement Plan
- Storage/location plans for equipment
- Lotteries Yukon Recognition plans
- Letters of support
- Application signed by two members who meet the signing authority requirements of the organization

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 Recreational Projects Program.

APPLICATION SIGNATURES

Signatures are required from two members who meet the signing authority requirements of the applicant and a copy of the motion endorsing the application.

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 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.