



## RECREATIONAL PROJECTS PROGRAM

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

## GUIDELINES

### BACKGROUND

The Yukon Lottery Commission provides funding assistance for art, 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 art, sport and recreation for Yukon people;
- increase access and participation of all Yukon people in art, sport, and recreation;
- improve/provide more community art, sport and recreation infrastructure; and
- increase organizational and community capacity in art, 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 art, 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 art, sport and recreation in their communities.

### ELIGIBLE APPLICANTS

Eligible applicants are registered Yukon non profits in good standing and whose primary mandate supports art, sport or recreation in Yukon and have:

- been registered/incorporated for a minimum of two years and have held their second Annual General Meeting;
- completed a minimum of two years of sustained, regular, ongoing programming in their community as of the date of the application;
- not received Lotteries Yukon funding in the past year;
- no outstanding reports with Lotteries Yukon on the intake deadline; and
- no debts owing to the Yukon government.

Registered Yukon non-profits whose primary mandate is not art, sport or recreation may be eligible for funding for art, sport or recreation projects.

## **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;
- federal registered charities and federally incorporated not for profits; and
- other levels of government, local authorities 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 (*quotes required*);
- up to 50% of contract fees (*quotes required*);
- production expenses (*quotes required*);
- 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 (*quotes required*);
- up to 50% of rental fees for equipment or facilities (*quotes required*);
- 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

## **MAJOR PROJECTS**

Applications for equipment, new construction or renovations where the total project costs exceed \$50,000 are considered major projects. 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 art, sport and recreation therefore:

- funding for major projects is available for those projects that provide direct benefits to art, 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;
- fund raising 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, fund raising 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;
- proof of ownership or authority to use land, building or site for project;
- a Maintenance and Replacement Plan for major equipment purchases;
- an Operating and Maintenance Plan for major capital projects; and
- the organization's current operating budget and last approved annual financial statements.

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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.

<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.

## **ASSESSMENT CRITERIA**

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

- the project provides art, 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, fund raising, 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.

## **DEADLINES/FUNDING THRESHOLDS**

The Recreational Projects Program has two intakes: April 15th and October 15th. 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 15th intake and applicants are only eligible to receive major project funding every two years.

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.

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 receipts or invoices for eligible expenses. Claims are generally processed within ten to fifteen working days. Funding must be claimed within one year of the approval date and 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;
- a copy of the organization's approved annual financial statements (*balance sheet and income statement*) for the year the project was carried out; and
- digital photos of the project and proof of Lotteries Yukon recognition.

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  
(*original signatures required*)

## **FOR MORE INFORMATION CONTACT:**

Lotteries Yukon  
Program Administrator  
Phone: (867) 633-7892  
Toll Free (in Yukon): 1-800-611-0555, extension 7892

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