



TRAVEL ASSISTANCE PROGRAM

101-205 Hawkins Street, Whitehorse, YT Y1A 1X3
(867) 633-7892 or 1-800-661-0555, ext 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, Recreational Projects Program and the Travel Assistance 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 objective of the Travel Assistance Program is to assist Yukon people with accessing opportunities to compete and/or participate in adjudicated events. Assistance with travel expenses is provided to eligible organizations for art, sport and recreation competitions or adjudicated events.

ELIGIBLE APPLICANTS

Eligible applicants are registered Yukon non profits in good standing or their affiliates that 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;
- have no outstanding reports with Lotteries Yukon; and
- have no debts owing to the Yukon government.

Extracurricular groups participating in high school level events are also eligible applicants.

ELIGIBLE COSTS

Out of Yukon

A maximum of \$200 per eligible participant or support person is provided for out of Yukon travel. Fees for points or reward tickets are eligible and are included in the \$200 maximum. In addition to the \$200, non-Whitehorse travelers qualify for mileage (6¢/km) from their community to Whitehorse return.

Support persons (coaches, managers, and chaperones) are eligible for assistance at a ratio of:

- one support person/20 or fewer adults;
- one support person/three persons with disabilities; or
- one support person/10 or fewer youth (co-ed groups one support person/10 youth for each sex).

In Yukon/Alaska

Funding assistance for in Yukon and Alaska travel is provided at the following rate:

- 6¢/km for ground travel within Yukon from the departing community return or actual costs for groups traveling by bus (*whichever is less*);
- 50% of airfare to a maximum of \$200/eligible traveler or;
- Old Crow travel 50% of airfare to a maximum of \$200/eligible traveler.

For travel to Alaska 50% of airfare or 6¢/km for ground travel and 50% of ferry costs based on four persons/vehicle with the total eligible assistance at a maximum of \$200/eligible traveler.

A standardized distance chart is used for calculating ground transportation.

ELIGIBLE COSTS LIMITATIONS

Two applications per person per discipline may be approved in a fiscal year; only one may be for travel to Alaska.

No more than three extracurricular groups per school are eligible to apply in a fiscal year.

INELIGIBLE COSTS

Ineligible applicants and activities include:

- 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*);
- groups formed solely for a specific travel opportunity;
- workshops, training, conferences, or meetings;
- applications submitted after the date of departure;
- tournaments or events that offer cash prizes;
- accommodation, meals, food or beverage expenses; and
- airline tickets acquired through reward programs.

APPLICATION REQUIREMENTS

One application is required for applicants sending more than one team to a single event.

Application requirements include:

- a list of participants and support persons;
- a copy of completed entry form or registration for competition or adjudicated event;
- a proposed project budget (*identifying all revenues and expenses*);
- for affiliate groups the application signed by the parent organization's executive member;
- for extracurricular groups detailed information on current activities and the application signed by the school principal; and
- the application submitted prior to travel commencing. (*It is recommended that applications are submitted two months prior to departure.*)

If any details change after an application is approved the applicant is required to submit the changes to Lotteries Yukon for review and approval/decline prior to travel commencing.

ASSESSMENT CRITERIA

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

- applicant meets eligibility requirements;
- the event supports the organization's mandate and objectives; and
- all information requirements of the application are met.

DEADLINES/FUNDING THRESHOLDS

Applications are accepted on a continuous intake throughout the fiscal year. Two applications per person per discipline may be approved in a fiscal year; only one may be for travel to Alaska.

Applications over \$8,000 are reviewed by the Yukon Lottery Commission and depending on the travel date must be submitted by April 15th or October 15th.

CLAIM DEADLINE/REPORTING

Travel Assistance Program approvals expire three months after travel is completed; claims must be submitted within three months (*90 days*) following completion of travel.

To claim funding, recipients must complete a final report that includes:

- proof of individuals' participation — score/game sheet, results list, tournament officials' list or adjudication report;
- a financial report (*detailed statement of revenues and expenditures for project*);
- copies of all eligible receipts; and
- a brief narrative report on the project.

Claims are generally processed within ten to fifteen working days and cannot be processed until all required information is submitted.

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