

### BACKGROUND

The Yukon Lottery Commission provides funding assistance in support of Yukoners living healthy, active lives engaged in, and having access to arts, sport and recreation. This is achieved by allocating profits from the sale of lottery tickets to funding programs and sharing revenue with Yukon government.

The Projects Fund provides several ways for non-profits to access funding for arts, sport or recreation projects.

### OBJECTIVES

The Projects Fund is intended to:

- reduce barriers to participation in arts, sport and recreation in Yukon;
- sustain and/or increase participation in arts, sport and recreation activities in Yukon;
- enhance funding outcomes for arts, sport and recreation through partnerships; and
- help individuals develop their skills/abilities in arts, sport and/or recreation.

### ELIGIBLE APPLICANTS

Eligible applicants are Yukon non-profits that:

- are in compliance with the *Societies Act*;
- have no outstanding reports with Lotteries Yukon; and
- have no debts owing to the Government of Yukon.

**Ineligible applicants** include:

- other levels of government or projects that provide direct benefit to other levels of government;
- organizations where funding is normally the responsibility of another entity or government; and
- schools and/or school groups and/or their affiliates offering programs or projects during school hours.

## ELIGIBLE PROJECTS

Eligible projects are those that support arts, sport or recreation in Yukon in the following areas:

- *Recreation* – active living, inclusion and access for populations that face constraints to participation and provision of supportive physical and social environments, connecting people and nature, support building recreation capacity;
- *Arts* – performing, visual and literary arts where Yukoners and Yukon communities are engaged; and
- *Sport* – amateur level sports and physical fitness activities.

## FUNDING STREAMS

Projects consistent with the program objectives and eligibility criteria will be considered for funding under the Projects Fund. Funding can be accessed in the following ways:

1. **Regular Intake** – submit an application to Lotteries Yukon. Organizations may apply for one project at each regular intake, unless otherwise specified.
  - a. Small-Medium Projects - funding is available up to 90% of eligible project costs:
    - up to \$50,000 for equipment, minor construction and renovations; and
    - up to \$20,000 for festivals, events, productions and other projects.

Applicants are expected to leverage other sources of funding by demonstrating that they have accessed or attempted to access other funding sources.

Where local community support is demonstrated and projects bring arts, sport or recreation to rural Yukon, the Commission may approve funding above the amounts stated above.

Intakes: April 15 & October 15

Fiscal Year Budget: \$500,000

- b. Large Projects – funding is available up to 80% of eligible project costs for large projects that are strategic and increase the capacity of more than one non-profit. Projects that improve access, are innovative and/or support new and emerging arts, sport or recreation will also be considered.

Large projects with operating and maintenance costs must demonstrate financial viability. Projects that are not fully developed but have a strong concept and meet eligibility criteria may receive funding to assess feasibility.

Applicants who wish to access funding for large projects must discuss their application with the General Manager of Lotteries Yukon prior to

submission.

Intakes: April 15 & October 15

Fiscal Year Budget: \$750,000

**2. Opportunity Projects** – submit an application to Lotteries Yukon.

Funding is available for projects that are low risk, non-complex and are small in dollar value. 100% funding is available to a maximum of \$2,500. Total project costs cannot exceed \$7,500.

Applications must be received at least 10 business days before the project start date. Funding decisions are made within 15 business days upon receipt of the application. Recipients can only submit one application per fiscal year.

Intake: Ongoing

Fiscal Year Budget: \$50,000

**3. Three Year Plan** – projects identified by Yukon Lottery Commission.

Non-profits with projects demonstrating low risk and high benefit to Yukoners and Yukon communities have been identified in the Yukon Lottery Commission's *Three Year Plan (2018-2021)*.

Three Year Plan recipients are not eligible to apply for the Small-Medium Projects funding component for festivals, events and productions.

Funding is committed until 2021.

Fiscal Year Budget: \$275,000

**4. Strategic Partnerships** – partnerships identified by Yukon Lottery Commission.

The Yukon Lottery Commission is pursuing strategic partnerships, with a limited number of external partners, who have demonstrated success in delivering arts, sport, or recreation projects or programs across the territory.

Fiscal Year Budget: \$400,000

For a list of projects funded under the Projects Fund visit the Lotteries Yukon website at: [www.lotteriesyukon.com](http://www.lotteriesyukon.com).

**INELIGIBLE EXPENSES**

Ineligible expenses include:

- project costs incurred prior to the intake deadline or the application date for Opportunity Projects;
- activities such as book and magazine publishing, and sound recording,
- activities associated with the sale of art including production, display, promotion and packaging;

- activities associated with the individual production of art where the product is not held by the non-profit;
- hosting events where there are no Yukon participants;
- accommodation, food or beverages;
- group/team travel costs eligible under the Travel Assistance Program;
- cash prizes\*;
- development of or improvements to private land or private buildings/structures;
- fundraising expenses including equipment intended to be rented<sup>1</sup>;
- trailers for any purpose other than permanent equipment storage;
- personal items not intended to stay with the organization (e.g. uniforms, clothing, trophies and medals);
- administration wages - wages that are normally paid by the organization
- remuneration for board members participating in the project;
- operating and maintenance costs such as office equipment, rent, energy, supplies, telecommunications (phone, internet), minor repairs and maintenance, accounting and audit services, annual or multi-year fees or licensing, and professional and other services (e.g. insurance) related to the core operations of an organization;
- applied arts activities (e.g. culinary, architecture, interior design, graphic arts, commercial photography, gaming, fashion design) or commercial variety acts (face painting, balloon entertainers, fireworks/pyrotechnics, hypnotism); and
- entertainment activities presented primarily as part of social events.

**\*Cash Prizes** - where a project has a cash prize, the cash prize must be disclosed in the budget and will not be considered in the total project costs when calculating the percentage of eligible funding.

## REGULAR INTAKE APPLICATIONS

Application requirements include:

- complete application form and all supporting documentation;
- proven support for the project through applicant equity (in-kind or volunteer contributions, donations, fundraising) and a motion from the board supporting the project;
- description of how Lotteries Yukon funding will be recognized as per the *Lotteries Yukon Recognition Requirements and Standards*;
- demonstration of leveraging or attempting to leverage other sources of funding;
- quotes or a breakdown of costs to substantiate budget items over \$1,000;
- two quotes for equipment purchases and minor infrastructure, and renovations over \$5,000. If two quotes are not practical, provide a rationale for one quote;
- proof of ownership or authority to use land, building or site for project (lease agreements, permits, etc.);
- proof of insurance;
- an Operating, Maintenance and Disposal Plan for equipment purchases over \$10,000; and

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<sup>1</sup> See Equipment section.

- financial information including a project budget, current operating budget and last approved annual financial statements.

## **EQUIPMENT**

For equipment purchases over \$10,000 recipients are required to submit an Equipment Operating, Maintenance and Disposal Plan. The plan must provide a clear description of:

- operation and maintenance procedures including: who is responsible for maintenance, what is required and frequency (weekly, monthly, quarterly, etc.);
- how the maintenance procedures meet manufacturer maintenance requirements;
- equipment life cycle (e.g. when replacement is expected);
- bylaw on asset disposal (including the sale or donation of the equipment), and
- for rental equipment - the applicant's rental policy bylaw.

Equipment purchased with the intent to rent is only eligible for funding, if it is to remove barriers and increase participation in arts, sport or recreation. The applicant's rental policy bylaw must include the rental fee structure and clearly demonstrate that the intent is to remove barriers and increase participation.

Used equipment may be eligible for funding and requires information on the manufacturer's equipment life cycle, book value and, if applicable, a mechanical inspection.

Depending on the project and/or project risk, the Commission may place additional conditions on funding for equipment and construction.

## **ASSESSMENT CRITERIA**

Projects are expected to provide broad benefits and are assessed on:

- supporting one or more Projects Fund objectives and meeting all eligibility requirements;
- demonstrating a funding need, fully disclosing all sources of funding and leveraging other sources of funding where available;
- demonstrating a contribution to the project (applicant equity, fundraising, in-kind, donations, volunteer contributions, etc.);
- identifying an acceptable Lotteries Yukon recognition plan;
- being consistent with and supporting the applicant's mandate and objectives;
- demonstrating a capacity to carry out the project; and
- the budget being reasonable with detailed project costing information for Regular Intake.

Assessment criteria also includes the availability of Lotteries Yukon funding and priorities set by the Yukon Lottery Commission.

## INTAKE DEADLINES

Applications are received up to 4:30 p.m. on the day of the Regular Intake deadline. If the Regular Intake deadline falls on a weekend or holiday, the deadline moves to 4:30 p.m. on the next business day.

INTAKE DEADLINES	
1. Regular Intake	April 15 & October 15
2. Opportunity Projects	Ongoing until budget disbursed
3. Three Year Plan	No Intake
4. Strategic Partnerships	No Intake

## CLAIMS/REPORTING

Funding and reporting requirements are identified in the Transfer Payment Agreement that the Recipient has with the Yukon Lottery Commission.

Up to two payments are made for small to medium projects including: (1) an advance and (2) final claim.

Payments are processed within ten to fifteen business days.

Reporting for Regular Intake, Three Year Plan and Strategic Partnerships will be one of the following: March 15, June 15, September 15 or December 15.

Reporting for Opportunity Projects – within 30 business days of project completion.

## MORE INFORMATION

For more information, contact Lotteries Yukon:

Phone: (867) 633-7890

Toll Free (in Yukon): 1-800-661-0555

Email: [lotteriesyukon@gov.yk.ca](mailto:lotteriesyukon@gov.yk.ca)

Application forms and other program information is available at [www.lotteriesyukon.com](http://www.lotteriesyukon.com) or from the Lotteries Yukon office.

## GIFTS AND BENEFITS

The Yukon Lottery Commission appreciates the thought behind providing gifts to the Commission/Lotteries Yukon, however gifts or sponsorship benefits are not accepted.

How to provide recognition of funding is detailed in the *Lotteries Yukon Recognition Requirements and Standards* and application form.

Personal information is collected under the authority of the Public Lottery Regulations and is used only for the purpose of administering the Projects Fund. For further information, contact Lotteries Yukon at 633-7890 or toll free within Yukon 1-800-661-0555.