

Travel Assistance Program Changes

Questions and Answers

Q1: Why are changes being made to the Travel Assistance Program?

- The Yukon Lottery Commission has made a commitment to ongoing program review and streamlining program delivery.
- Changes to the Travel Assistance Program (TAP) provide more clarity for applicants, recipients and program administrators, and further streamline program access and delivery.
- The Yukon Lottery Commission wants the TAP to remain a viable, equitable and sustainable program.

Q2: What changes are being made?

- Lotteries Yukon is transitioning to a new administrative process that will use two new documents: (1) a Travel Plan and (2) Submission Form.

December 2019

- The current application process is being eliminated as of December 2, 2019 but will be replaced with a Travel Plan for 2020-2021.
- Eligible recipients will no longer be required to submit an application prior to travel. This means that organizations will only be required to submit a completed Submission Form and supporting documents within 30 calendar days after the end of the competition.
- Submission Forms will need to be signed and submitted by the Yukon Sport Governing Body (YSGB), or the non-profit where no YSGB exists, or school Principal.
- December 2, 2019 to March 31, 2020 is a transition period for organizations and Lotteries Yukon to implement the new Travel Plan requirement for fiscal year 2020-2021.

2020-2021 fiscal year

- Lotteries Yukon's Travel Plan form is required for travel between April 1, 2020 and March 31, 2021, where the organization expects to request funding from Lotteries Yukon.
- Travel Plans must be submitted by February 7, 2020.
- Travel Plans may only be submitted by the Sport Governing Body (YSGB) or non-profits where no YSGB exists.
- The Travel Plan replaces the application process; in order to be eligible only travel to competitions identified in an organization's Travel Plan will be approved.
- The Travel Plan has a cap of up to ten (10) events per fiscal year. Some exceptions may apply due to membership size and other complexities.

Q3: Has the criteria for eligible travel changed?

- No, the number of eligible trips remains the same – each participant is eligible for the following travel per discipline in a fiscal year:
 - North – either (a) two trips per participant within Yukon or (b) one trip within Yukon and one trip to either NWT, Nunavut or Alaska;
 - Outside of Yukon – one trip outside of Yukon.
- High schools are eligible for three extra-curricular trips per school within the above parameters.

Q4: When will these changes be implemented?

- Effective December 2, 2019 applications to TAP are no longer required.
- Travel Plans come into effect April 1, 2020, but must be submitted by February 7, 2020.
- Lotteries Yukon will be distributing a revised TAP Travel Plan form shortly.

Q5: When will Travel Plans need to be submitted to Lotteries Yukon?

- Travel Plans must be submitted by February 7, 2020. This should provide enough time for an organization to generate a Travel Plan for fiscal year 2020-2021 and also provide Lotteries Yukon with sufficient time to review, discuss where necessary with the organization, and approve/decline the plan before April 1, 2020.
- To assist with creating a Travel Plan, Lotteries Yukon provided organizations that participated in the information sessions with a report of travel over the last five (5) years. This information is available for distribution to those that did not participate in the information sessions.

Q6: Can a Travel Plan be amended, and if so, how?

- Amendments to approved Travel Plans may be accepted, but will be the exception and not the rule. The intent is to reduce administration; amendments to Travel Plans have the potential to create more administration.
- It is expected that amendments would be for unforeseen circumstances only and will not be accepted if the amendment is due to lack of planning.
- The Travel Plans will be used by Lotteries Yukon to manage the Travel Assistance Program budget and ensure there is a system in place for equitable distribution of TAP funding.
- Travel Plan amendments must be submitted in writing to Lotteries Yukon and must include the reason for the amendment.
- All amendments are at the discretion of the General Manager.

Q7: Where did the changes come from?

- The Yukon Lottery Commission considered applicant, staff and management feedback.

Q8: Where can I get more information about the program changes?

- Information about the Yukon Lottery Commission and Lotteries Yukon funding programs, including guidelines, application and reporting documents, are available on the Lotteries Yukon website: www.lotteriesyukon.com
- If you have any questions about the Travel Assistance Program, please contact Melissa Hale, Program Administrator, at (867) 633-7892 or Melissa.Hale@gov.yk.ca