



COMMUNITY LOTTERY PROGRAM GUIDELINES

BACKGROUND

The Yukon Lottery Commission provides funding assistance for arts, sport and recreation in Yukon. This funding assistance is provided through three programs: Recreational Projects Program, Travel Assistance Program and the Community Lottery Program.

The financial support provided through these programs is intended to:

- sustain and contribute to the growth of arts, sport and recreation for Yukon people;
- increase access and participation of all Yukon people in arts, sport, and recreation;
- improve/provide more community arts, sport and recreation infrastructure; and,
- increase organizational and community capacity in arts, sport and recreation.

PROGRAM OBJECTIVES

The objective of the Community Lottery Program (CLP) is to provide municipalities and local authorities with funding to support programs/projects that sustain and contribute to the growth of arts, sport and recreation within their communities. The program strives to improve the quality of life for all Yukon people through participation or availability of arts, sport and recreation.

The CLP is intended to enable municipalities and local authorities to make local decisions relevant to their community's needs and create equitable access to lottery revenues for all Yukon people.

ELIGIBLE RECIPIENTS

Municipalities or local authorities are eligible recipients of the Community Lottery Program funding. A local authority is a community organization appointed as a local authority under the *Recreation Act*.

ELIGIBLE COSTS

All costs directly related to providing arts, sport and recreation opportunities either through participation or availability to members of the community.

INELIGIBLE COSTS

Ineligible expenses include: operating and maintenance costs for 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, gifts, awards, prizes (including cash).

ALLOCATION METHODOLOGY

CLP allocation methodology is capped at \$410,000/fiscal year. The following flat rate sliding scale will be used when calculating allocations to eligible recipients. An equalization calculation may be applied to ensure the allocation remains at \$410,000.

Population Base	Allocation Rate
0 - 50	\$6,150
51 - 100	\$8,200
101 - 200	\$10,250
201 - 500	\$12,300
501 - 800	\$16,400
801 – 1100	\$20,500
1101 - 1500	\$24,600
1501 - 1900	\$28,700
1901 - 2500	\$32,800
20,000+	\$147,600

REPORTING / APPLICATION REQUIREMENTS

Near the beginning of each fiscal year, eligible recipients are advised of their CLP allocation. To access CLP eligible recipients must meet all reporting requirements by June 30th. Recipients are required to:

- Complete *Schedule C Reporting Past Year Activities* for funded activities supported by the CLP during the fiscal year (April 1 – March 31). Do not include personal information (individual names). For application driven processes recipient organization names are also required;
- Complete *Schedule D Proposed/Planned Activities and Budget* for proposed planned activities for the next fiscal year. For application driven processes the recipient organization name is also required as well as a copy of the municipality or local authorities guidelines and application form;
- name the funding “Community Lottery Program” and provide proof of Lotteries Yukon recognition in all communication material as per Lotteries Yukon Recognition Requirements and Standards (*see Schedule B*);

- include on all applications and/or correspondence to applicants that the collection of personal information is collected under the authority of the Public Lottery Regulations and will be used only for the purpose of administering the Community Lottery Program (*see statement below*);
- Local Authorities (excludes First Nations) must be in compliance under the *Societies Act*; and,
- provide year-end financial reports:
 - for municipalities and First Nation local authorities a copy of the approved audited financial statements;
 - for Local Authorities provide approved financial statements (as approved at the Annual General Meeting) if an audited statement is not available.

For further information on this and other Lotteries Yukon programs please contact the Program Administrator at (867) 633-7892 or Toll Free (in Yukon): 1-800-661-0555 or www.lotteriesyukon.com

Personal Information is collected under the authority of the Public Lottery Regulations and will only be used for the purpose of administering the Community Lottery 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.