



TRAVEL ASSISTANCE PROGRAM

101-205 Hawkins St., Whitehorse, YT Y1A 1X3 | (867) 633-7892 or 1-800-661-0555, ext. 7892
lotteriesyukon.com | LotteriesYukon@gov.yk.ca

BACKGROUND

The Yukon Lottery Commission provides funding assistance for arts, 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 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 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 arts, sport and recreation competitions or adjudicated events.

ELIGIBLE APPLICANTS

Eligible applicants are registered Yukon non-profits or their affiliates that:

- are registered/incorporated and in compliance with the Registrar of Societies;
- 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

A maximum of \$200 per eligible participant or support person is provided for all travel under the Travel Assistance Program. Funding assistance for ground travel is provided at the following rate:

- 10¢/km for ground travel from the departing community return or actual costs for groups traveling by bus (whichever is less);

- Fees for points or reward tickets are eligible and are included in the \$200 maximum.
- In addition to the \$200 for airfare, non-Whitehorse travelers may qualify for mileage (10¢/km) from their community to Whitehorse return.
- A standardized distance chart is used for calculating ground transportation.

The number of support persons eligible for funding (coaches, managers and chaperones) is determined by the number of eligible participants. Support persons are eligible for assistance at a ratio of:

- one support person/20 or fewer adults;
- one support person/10 or fewer youth (*co-ed groups one support person of each sex/10 youth or fewer*);
- the number of support persons for a participant with a disability is determined on a case by case basis.

ELIGIBLE COSTS LIMITATIONS

Two applications per participant per discipline may be approved in a fiscal year for In-Yukon travel; only one may be for travel to Alaska.

Only one application per participant per discipline may be approved in a fiscal year for Out of Yukon travel.

The number of eligible support persons (coaches, managers and chaperones) is determined by the number of eligible participants.

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 on or after the date of departure;
- 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 participant and support person names and gender;
- information on the competition or adjudicated event in the form of a sample entry or registration form, copy of website link for registration, etc;
- for affiliate groups the application signed by the parent organization's executive members;
- for extracurricular groups detailed information on current activities and the application signed by the school principal; and
- the application submitted 10 business days 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

Applications are accepted on a continuous intake throughout the fiscal year.

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;
- copies of eligible travel receipts only for flights, bus rental/travel, and gas;
- a brief narrative report on the project;
- digital photos, including a signed Photo Release form; and
- proof of Lotteries Yukon recognition as per the Lotteries Yukon Recognition Requirements and Standards

Claims are processed within ten to fifteen business 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
Phone: (867) 633-7892
Toll Free (in Yukon): 1-800-661-0555, extension 7892

Information on this program is available at www.lotteriesyukon.com

Personal Information is collected under the authority of the Public Lottery Regulations and will be used only for the purpose of administering the Travel Assistance Program. For further information, contact the General Manager, Lotteries Yukon, 101-205 Hawkins Street, Whitehorse, Yukon Y1A 1X3 or 867-633-7899, toll free within Yukon 1-800-661-0555, extension 7899.