



# TRAVEL ASSISTANCE PROGRAM

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## 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.

The Commission allocates profits from the sale of lottery tickets towards arts, sport, and recreation across Yukon through funding programs, revenue sharing with the Yukon government, and external partnerships. The financial support provided is intended to:

- reduce barriers to participation in arts, sport and recreation across 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.

In Yukon there are fewer competitions and adjudication opportunities due to our smaller population and limited infrastructure for some activities. The Travel Assistance Program acknowledges these barriers by providing funding assistance for access to competitions and adjudications both within and outside of Yukon.

## PROGRAM REDESIGN PILOT

The Yukon Lottery Commission is testing new ways to reduce administrative burden for funding recipients and enhance accessibility to arts, sport and recreation for all Yukoners. These Travel Assistance Program guidelines are part of the pilot and are effective as of April 1, 2018.

The pilot is planned to run for three years at which point it will be evaluated by the Commission. Lotteries Yukon is seeking feedback from funding recipients during the pilot and monitoring implementation with the view of adjusting the program as necessary.

## OBJECTIVES

The objective of the Travel Assistance Program is to support development of amateur arts, sport and recreation by improving opportunities for participation in sport/recreation competition and arts adjudication/performance.

The program assists Yukon people with travel expenses to access opportunities to compete and/or participate in adjudicated events within and outside of Yukon.

## **ELIGIBLE APPLICANTS**

Eligible applicants include:

- the Sport Governing Body responsible for the sport and its affiliates;
- non-profits where no Sport Governing Body exists;
- arts non-profits; and
- extra-curricular high school groups.

With the exception of extra-curricular high school groups, eligible applicants must be registered Yukon non-profits that are in compliance with the Yukon *Societies Act*, have no outstanding reports with Lotteries Yukon, and have no debts owing to the Yukon government.

## **TRAVEL PLANS**

To ensure equitable access to the Travel Assistance Program, some applicants may be required to submit travel plans for the fiscal year based on previous program use.

## **ELIGIBLE TRAVEL**

For the fiscal year (April 1 – March 31) each participant is eligible for the following travel per discipline:

- 'In Yukon' – either (a) two trips within Yukon or (b) one trip within Yukon and one trip to NWT, Nunavut or Alaska
- 'Outside of Yukon' - one application for travel outside of Yukon

High schools are eligible for three extra-curricular group trips per school within the above parameters.

Arts non-profit applicants are eligible to compete and/or participate in development opportunities using the Outside of Yukon travel where there is evidence of an adjudication process required to attend the event.

## **SUPPORT PERSONS**

Support persons include coaches and chaperones. The number of support persons eligible for funding is determined by the number of eligible participants and include:

- one support person/20 or fewer adults
- one support person/10 or fewer youth
- for co-ed youth groups, one support person of each sex per 10 or fewer youth

The number of support persons for participants with disabilities is determined on a case by case basis.

## ELIGIBLE COSTS

Each participant and eligible support person can apply for up to \$200 per trip towards their travel costs. In addition to the \$200 per trip provided for travel outside of Yukon, participants and support persons from Yukon communities outside of Whitehorse are eligible for:

- round trip mileage from their community to Whitehorse;
- where ground travel from a community is not available, up to an additional \$200 or 50% of travel costs (whichever is less); or
- ground travel outside of Yukon at 25¢/km up to a maximum of \$200 per participant per discipline.

Ground travel in Yukon is calculated using the distance chart below. It is based on 25¢/km from the departing community or actual costs for groups traveling by charter bus (whichever is less).

STANDARDIZED TRAVEL DISTANCE CHART		
Whitehorse to:		
Location	Km (round trip)	Claim amount (km x 25¢), up to \$200
Carcross	148	\$37.00
Carmacks	351	\$87.75
Dawson City	1077	\$200.00
Faro	702	\$175.50
Haines Junction	315	\$78.75
Mayo	814	\$200.00
Teslin	367	\$91.75
Watson Lake	911	\$200.00
For communities not listed please contact the Lotteries Yukon office.		

## INELIGIBLE COSTS / APPLICANTS

Ineligible applicants and activities include:

- travel where the applicant is paid for their participation/performance or travel related to the sale of art.
- 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);
- workshops, training, conferences, or meetings;
- applications submitted on or after the date of departure;
- airline tickets acquired through reward programs, dividends; or
- costs associated with redeeming reward programs and/or dividends for airline tickets.

## APPLICATION REQUIREMENTS

Applicants must complete the application form for each travel event and submit it to Lotteries Yukon at least 10 business days prior to travel.

Applicants are required to submit one application when sending more than one team/group to a single event unless the Sport Governing Body has approved an affiliate to apply directly. All payments are made to the Sport Governing Body.

During the program redesign pilot, Lotteries Yukon is moving towards requiring applicants to sign an agreement prior to accessing Travel Assistance Program funding. Affiliates of a Sports Governing Body will be able to apply directly to Lotteries Yukon, without need to have their application signed by their Sports Governing Body, provided they are identified in an agreement as an affiliate of the Sport Governing Body.

Application requirements include:

- a list of participants and support persons (names and gender);
- information on the competition or adjudicated event such as a sample entry or registration form, copy of website link for registration;
- for extracurricular groups the application signed by the school principal; and
- submitted 10 business days prior to travel commencing.

Changes as a result of additional participants and support persons must be approved by Lotteries Yukon prior to the date of travel. Substitution of eligible participants and support persons do not require Lotteries Yukon approval.

## **ASSESSMENT CRITERIA**

Applications must meet eligibility and application requirements as outlined in this guideline.

## **DEADLINES**

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

## **CLAIM DEADLINE/REPORTING**

Travel Assistance Program claims must be submitted within a month (30 days) of the end of the competition or adjudicated event.

To claim funding, recipients are required to provide:

- proof of participation for all participants such as the score/game sheet, results list, tournament officials' list or adjudication report
- high-resolution digital photo of participants at the event<sup>1</sup>
- completed Narrative Report form
- proof of Lotteries Yukon recognition as per the Lotteries Yukon Recognition Requirements and Standards

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<sup>1</sup> Photo Release Forms are only required for photos of individuals.

The Narrative Report provides Lotteries Yukon with a short description of how attending competitions or adjudicated events helps participants to develop in their art, sport, or recreation activity. This helps Lotteries Yukon better understand the benefits of funding travel for Yukoners.

Claims containing all required information are processed within ten to fifteen business days.

### **APPLICATIONS:**

Travel Assistance Program applications and report form are available on the Lotteries Yukon website ([www.lotteriesyukon.com](http://www.lotteriesyukon.com)) or from the Lotteries Yukon office at 101-205 Hawkins Street.

### **FOR MORE INFORMATION CONTACT:**

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)

Personal Information is collected under the authority of the Public Lottery Regulations and is used only for the purpose of administering the Travel Assistance Program. For further information, contact the General Manager, Lotteries Yukon at 633-7899 or toll free within Yukon 1-800-661-0555.