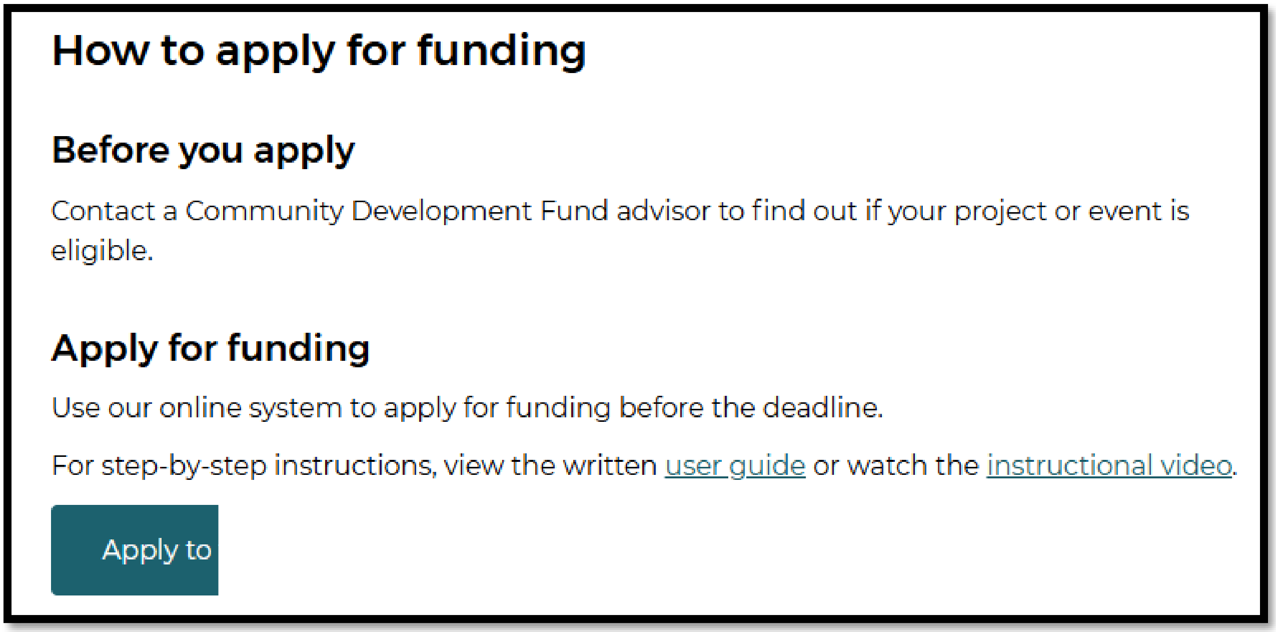
Yukon

Economic Development, Tourism and Culture Funding Portal User Guide

Contents

1.0 Accessing the funding portal

You can access the online funding portal through https://yukon.ca/cdf or https://yukon.ca/edf.


How to apply for funding

Before you apply

Contact a Community Development Fund advisor to find out if your project or event is eligible.

Apply for funding

Use our online system to apply for funding before the deadline.

For step-by-step instructions, view the written user guide or watch the instructional video.

Apply to

Click on the “Apply to” button. You will be taken to the Department of Economic Development, Tourism and Culture funding portal login page.

2.0 Register a funding portal account or log in

You will need to register for two accounts:

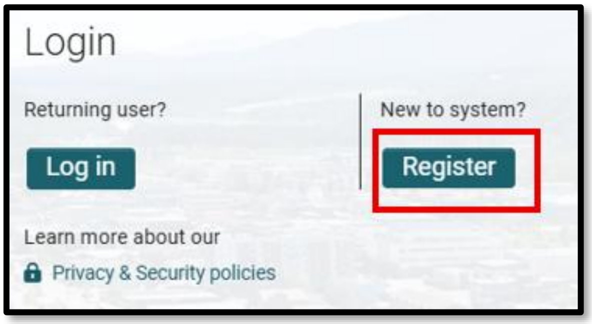
1. A funding portal account where you can:
    - submit new applications;
    - review active applications; and
    - access files as a collaborator, if you've been invited by the organization. Refer to **7.0 Collaborators** for more information.
2. A MyYukon account to store your password. This account must use the same email address as your funding portal account.

If you're a consultant applying on behalf of a client, your client must register and start the application process first, before adding you as a collaborator. Refer to **7.0 Collaborators** for instructions on adding a collaborator.

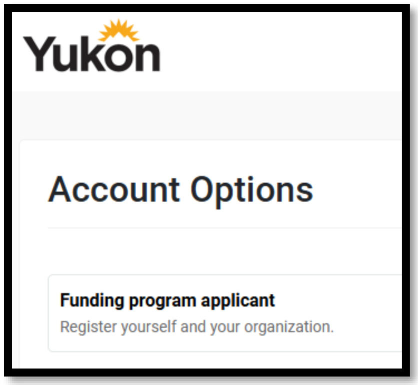
Contact our office at cdf@yukon.ca or edf@yukon.ca if you need to register an organization in the funding portal but your email has already been used for another organization.

2.1 Registering a new funding portal account

Access the funding portal through Yukon.ca/cdf or Yukon.ca/edf, then click "Register".



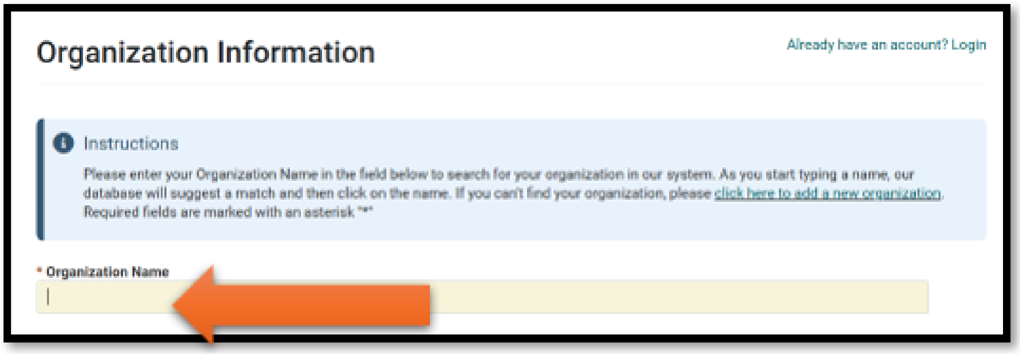
Click “Funding program applicant” to register yourself and your organization.



On the new page, enter your organization name to search for it in the funding portal.

As you start typing a name, the database will suggest a match.

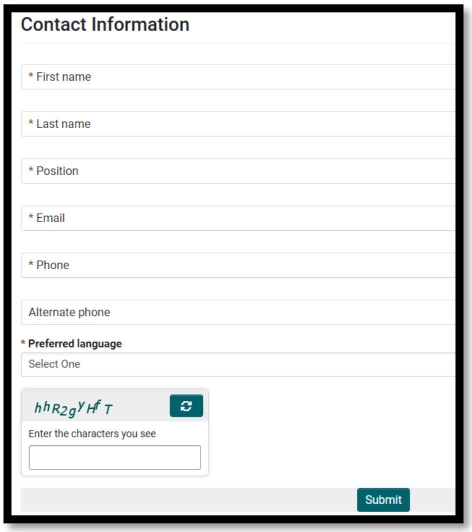
- If there’s a match, proceed to **2.1.1 Organization name appears.**
- If there’s no match, skip to **2.1.2 Organization name not appearing.**



2.1.1 Organization name appears

If your organization’s name appears, select and continue to complete the contact information.

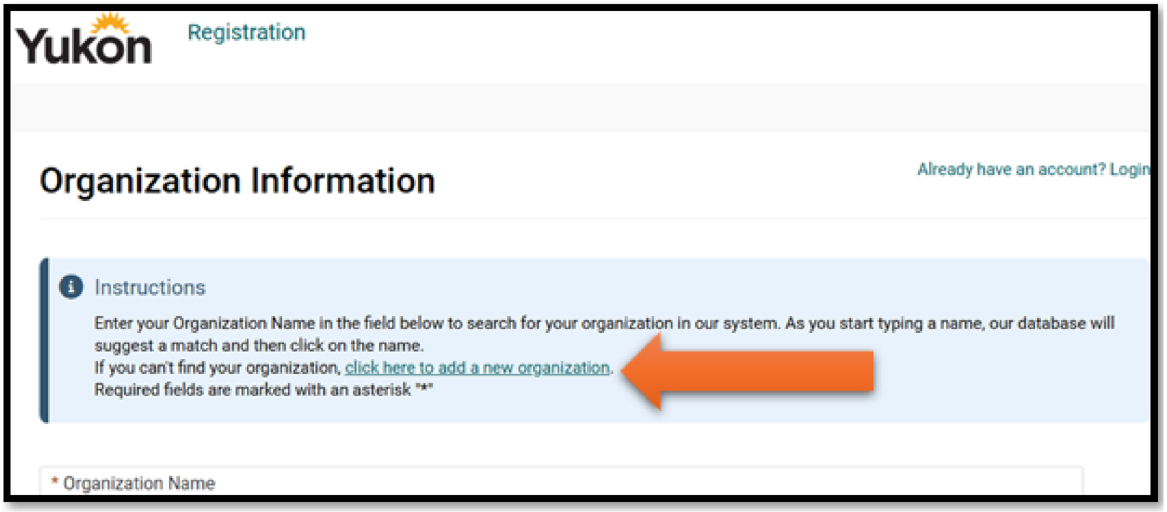
Click “Submit”.



You will receive an email from noreply@smartsimplemailer.com with the subject line “Welcome to the Yukon Economic Development, Tourism and Culture funding portal”, with instructions on how to complete registration. If you do not receive this email within five minutes, check your spam or junk folder.

2.1.2 Organization name not appearing

If your organization's name does not appear, select "click here to add a new organization" in the instructions box.



Enter the organization name as it is registered or legally recognized, not short form.

Select your organization type in the drop-down menu. You may be prompted for additional information based on your organization type.

- Choose Registered non-profit society if your society is registered in the Yukon Corporate Online Registry (YCOR).
- Choose Business if your business is registered in the Yukon Corporate Online Registry (YCOR).
- If the organization type is Individual, you are not eligible to apply for the Community Development Fund or the Economic Development Fund.

Enter the address you would like mail to be delivered to.

Enter the organization's mandate.

Enter your contact information. If the email address you're providing is already linked with another organization in the funding portal, contact our office at cdf@yukon.ca or edf@yukon.ca for assistance.

Click "Submit".

You will receive an email from noreply@smartsimplemailer.com with the subject line "Welcome to the Yukon Economic Development, Tourism and Culture funding portal". It contains instructions for completing registration. If you do not receive this email within five minutes, check your spam or junk folder.

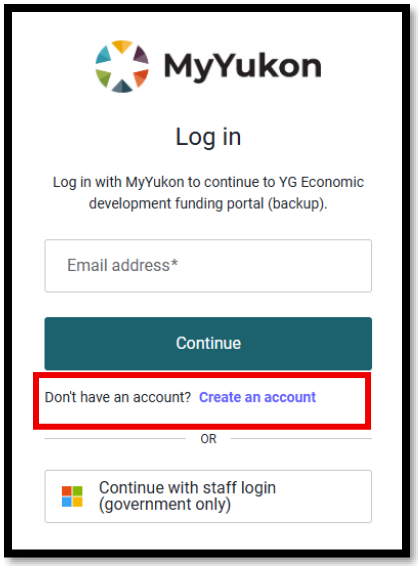
2.2 MyYukon login

To log in to the funding portal, you will need a MyYukon login, which is valid across several Yukon government services. Visit Create and access your MyYukon account | Yukon.ca for more information.

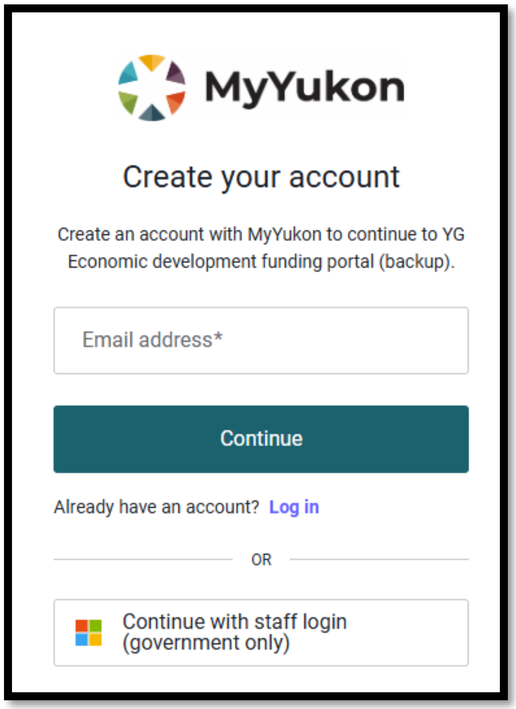
- If the email address you used to register for the funding portal account is **already registered** in MyYukon, proceed to **2.3 Log in to your account**.
- If the email address you used to register for a funding portal account has **not been registered** on MyYukon, click “Login” on the funding portal homepage to get to the “create a MyYukon account” page.

2.2.1 Creating a MyYukon account

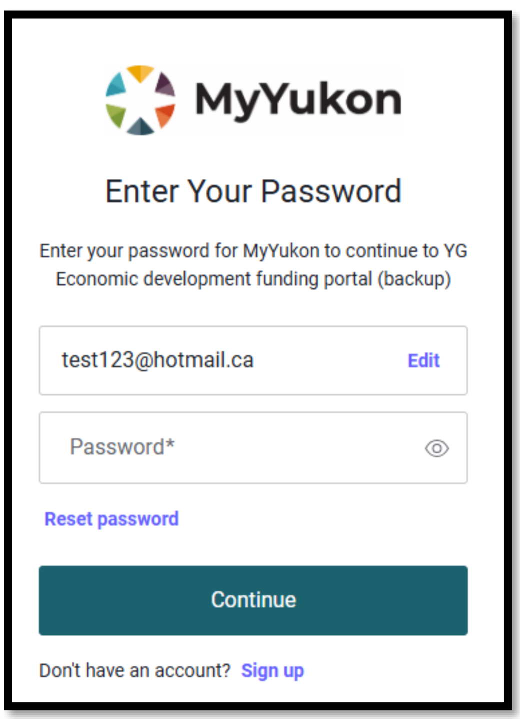
Click “Create an account” on the MyYukon Log in page.



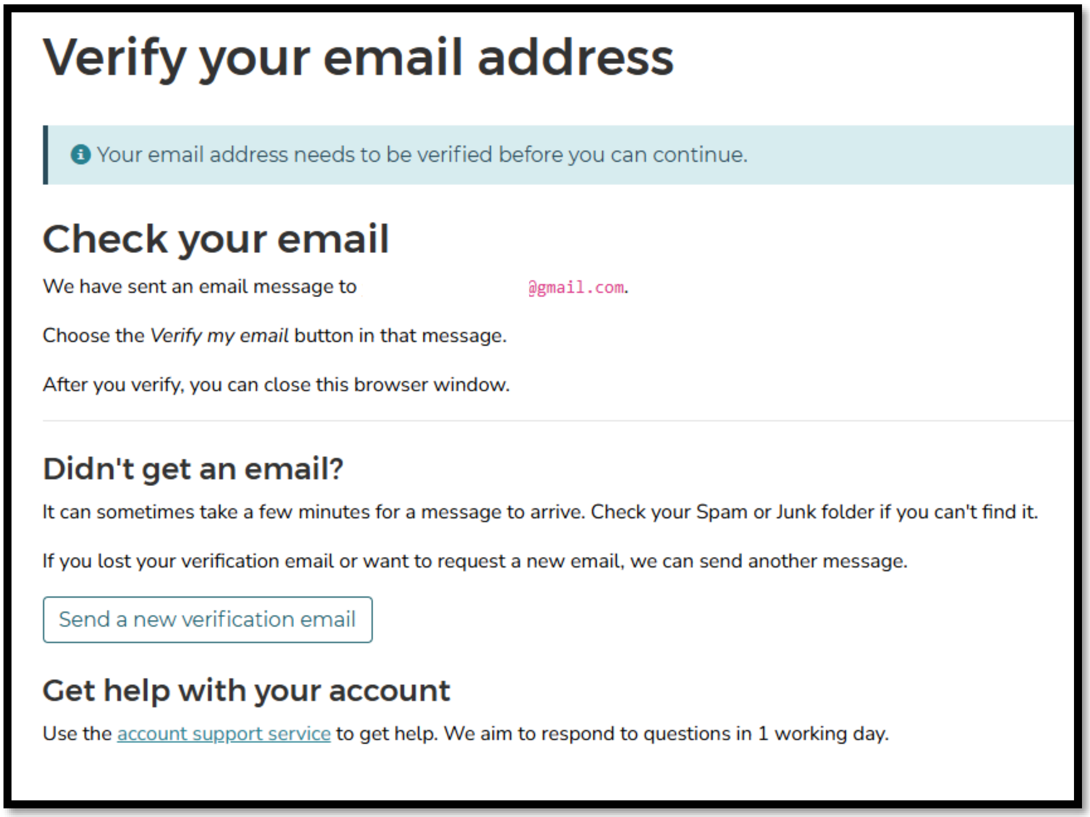
Enter the same email address you used to register for your funding portal account. Click "Continue".



Enter a password and click "Continue".



You will need to verify your email address.

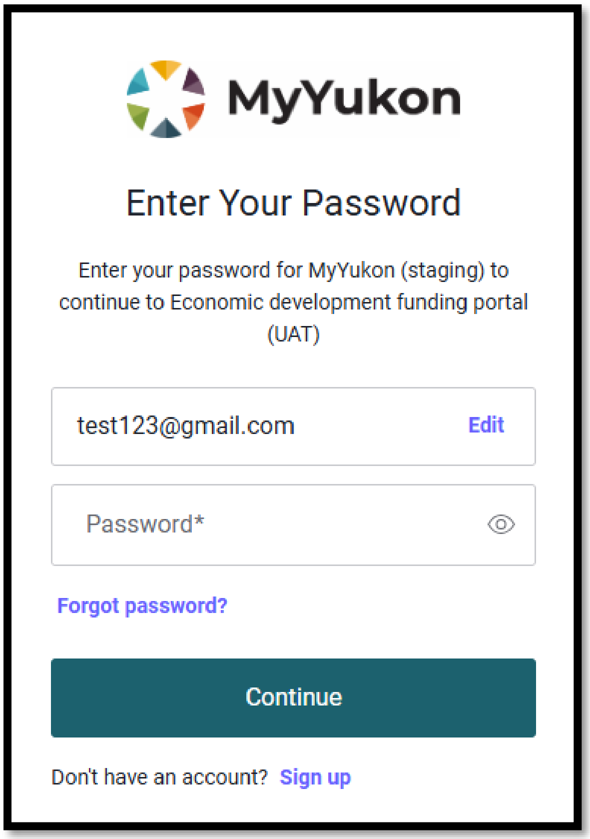


Proceed to **2.3 Log in to your account**.

2.3 Log in to your funding portal account

On the home page, click “Log in”. You will be taken to the MyYukon Login page.

Enter the **email** and **password**.

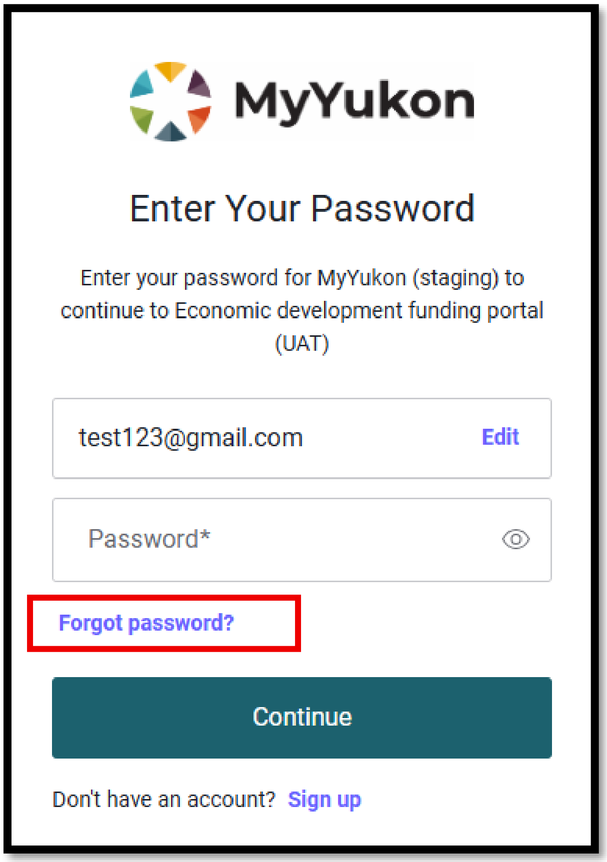


You are now logged in.

Proceed to **3.0 Home page.**

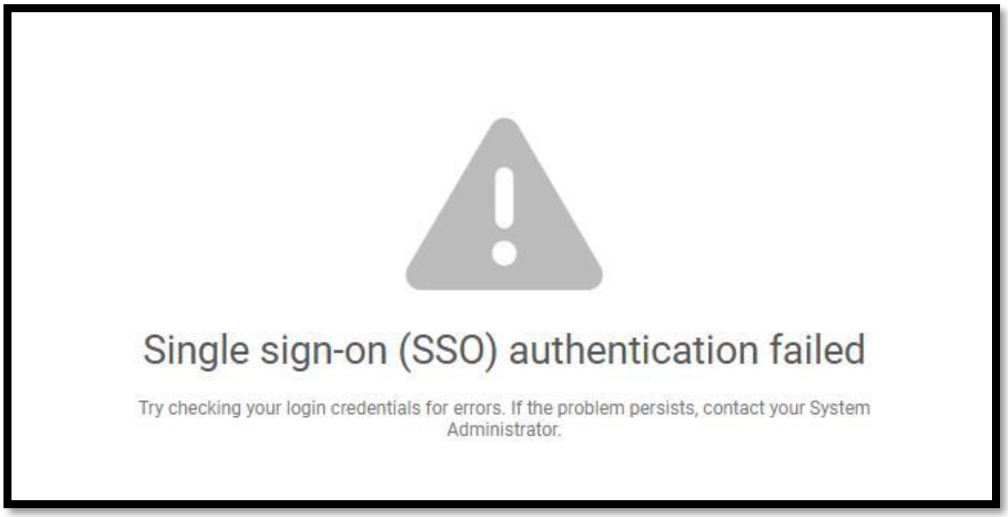
2.4 Troubleshooting

- If you've forgotten your password, click "Forgot password" on the MyYukon Enter Your Password window.



- If you click "Forgot password" on the MyYukon Enter Your Password window but do not receive an email (even in your spam or junk folder), you have not yet registered for a MyYukon account. Follow the steps in **2.2.1 Creating a MyYukon account** to set one up.

- If you log in with a MyYukon account but have not created a funding portal account, this message will pop up:



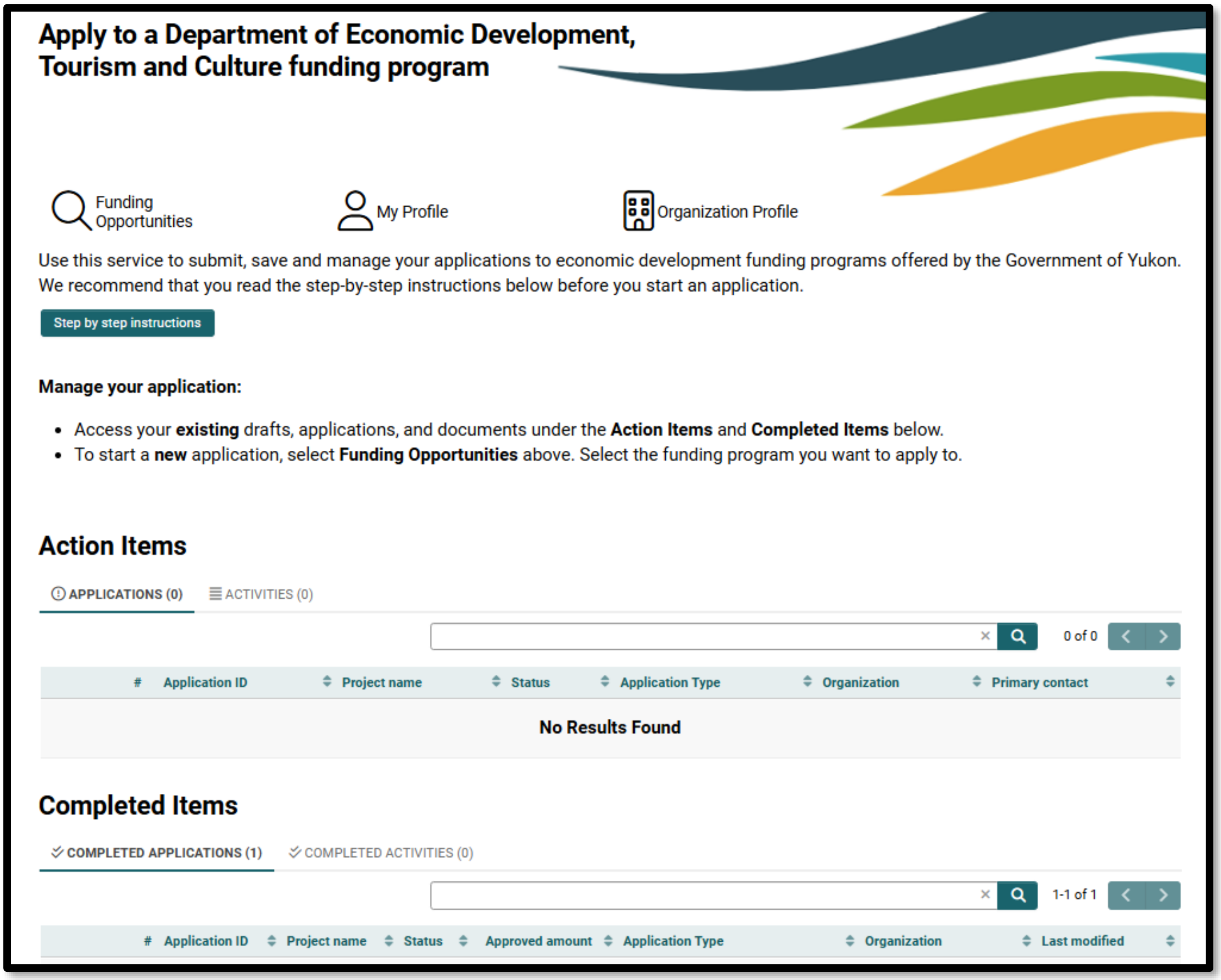
Follow the steps in **2.1 Registering a new funding portal account** to set up your profile.

- If you log in with a MyYukon account but your funding portal account uses a different email address than your MyYukon account, you will see the same Single sign-on authentication failed message. You will need to either create a MyYukon account for the correct email address (**2.2 MyYukon login**) or contact our office at cdf@yukon.ca or edf@yukon.ca to ask the administrator to update your email address.

3.0 Home page

After you are logged in, you will be able to:

- Apply to funding programs – refer to **4.0 Apply to funding programs** for instructions.
- See your existing or active submissions.
- Save and manage your applications.
- Add collaborators to your applications – refer to **7.0 Collaborators** for instructions.
- Update your profile.

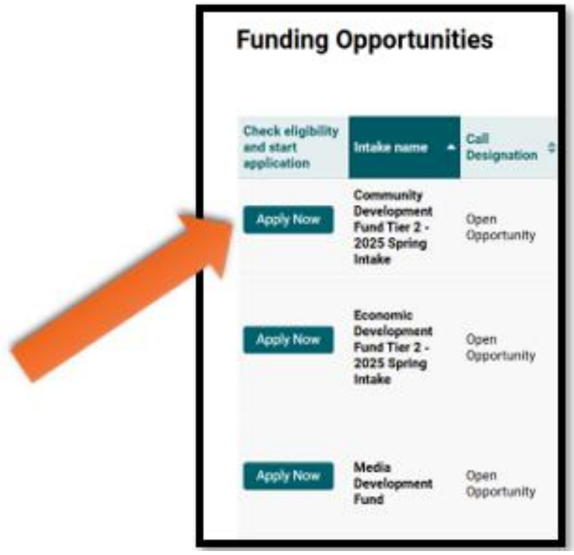


4.0 Apply to funding programs

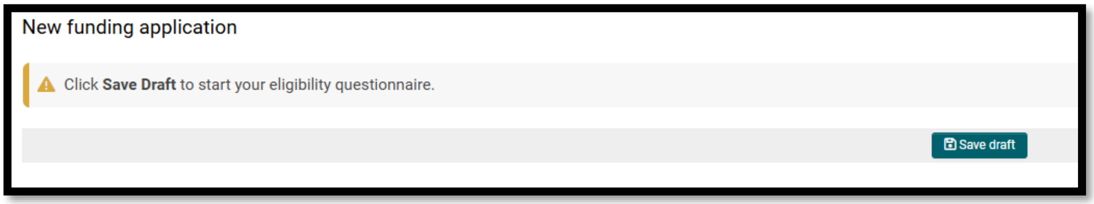
To see what programs are accepting applications, click "Funding Opportunities".

Note: If you are a consultant applying on behalf of a client, your client must start the application process and add you as a collaborator. Refer to **7.0 Collaborators** for instructions on how to add a collaborator.

If the program is accepting applications, an "Apply Now" button will appear. Select the funding program you want to apply to.



You will be taken to a new page.



Click "Save draft" to start your eligibility questionnaire.

4.1 Eligibility questionnaire

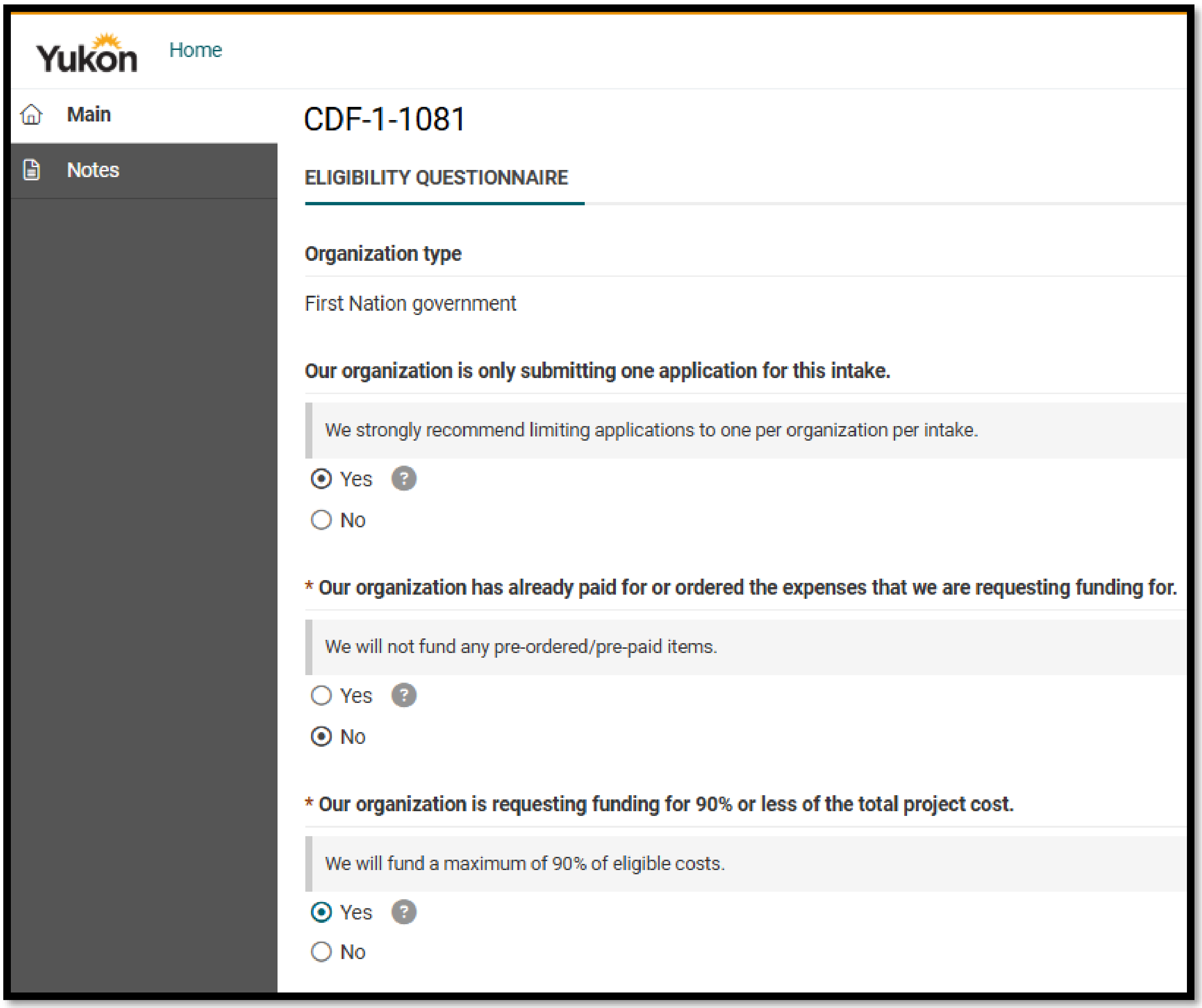
You must read and complete a questionnaire to confirm eligibility to proceed with your application.

Note: Read the prompts in the grey box for more details on the question.

If you cannot complete the questionnaire in one session, click “Save draft” and return later.

If you require assistance with completing the questionnaire, leave a note. Refer to **5.0 Notes** for instructions.

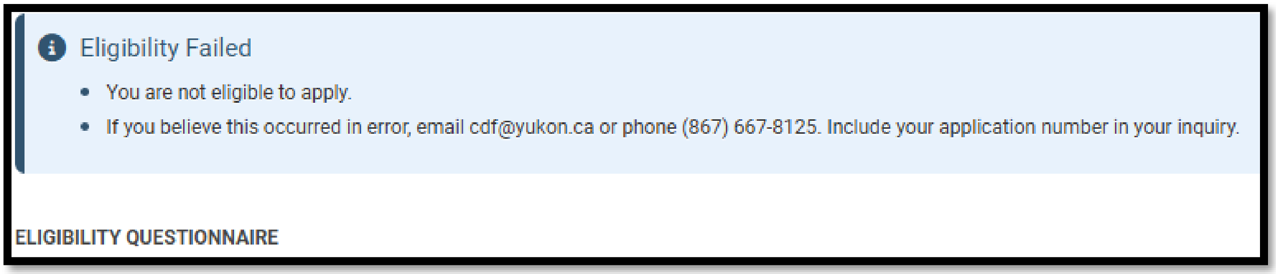
After you have completed the questionnaire**,** click **“**Confirm eligibility”.



4.1.1 Failed eligibility questionnaire

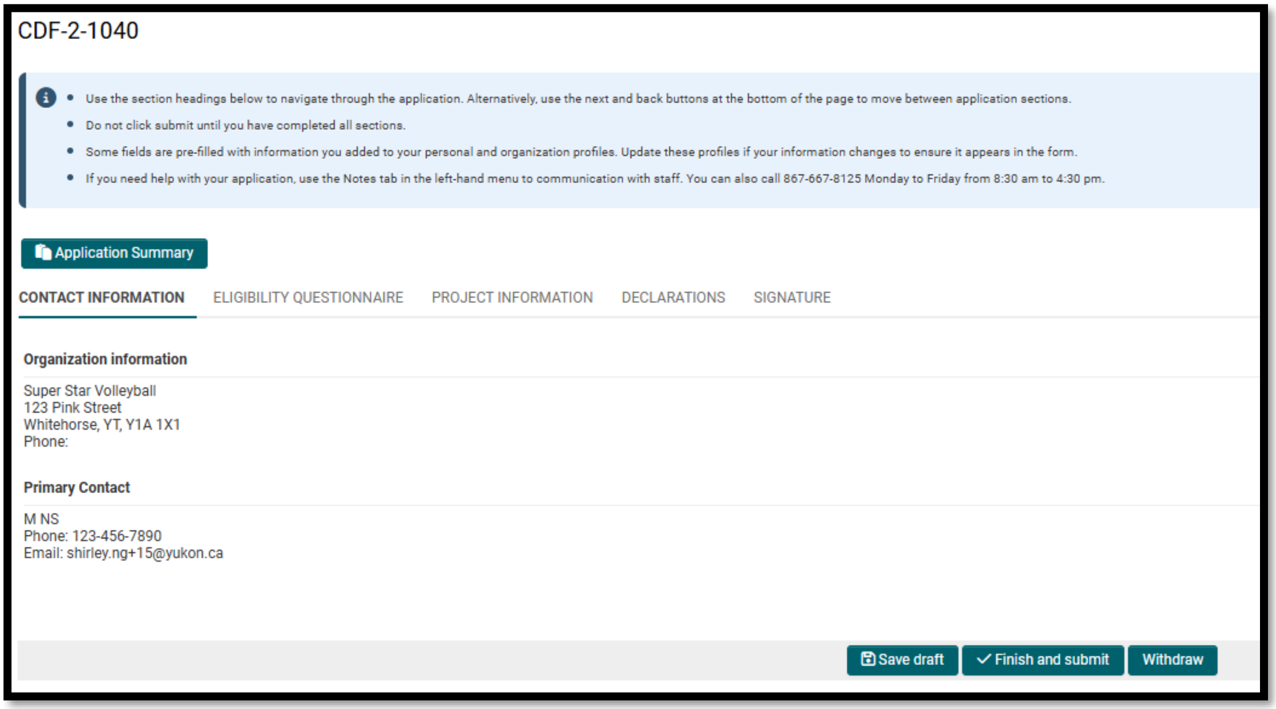
If you do not meet the eligibility criteria, there will be a message box at the top of the page informing you that your project is not eligible to apply.

If you think there is an error in your submission, contact cdf@yukon.ca or edf@yukon.ca **before** you start a new eligibility questionnaire. You can also call 867-667-8125 for CDF applications or 867-667-8751 for EDF applications for assistance from Monday to Friday, 8:30 am to 4:30 pm.



4.1.2 Passed eligibility questionnaire

If you passed the eligibility questionnaire, you will be redirected to another page to proceed with your application.



Proceed to **6.0 Completing the application**.

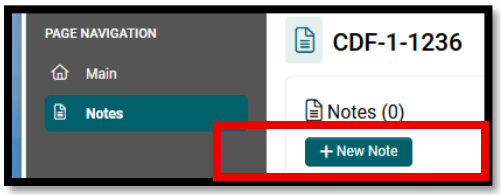
5.0 Notes

5.1 Sending notes

If you need help with your application, use the “Notes” tab in the left-hand menu to communicate with staff. You can also call 867-667-8125 for CDF applications or 867-667-8751 for EDF applications from Monday to Friday, 8:30 am to 4:30 pm.

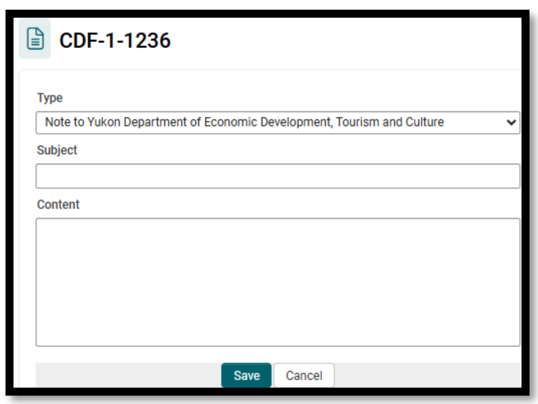
To leave a note, open the “Notes” tab.

Click the **New Note** button.



A new page will open.

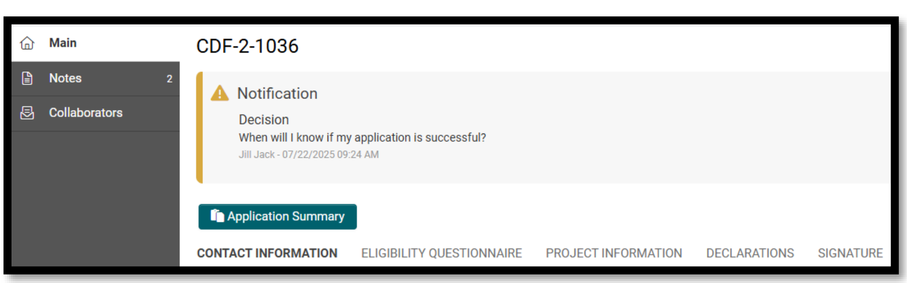
Leave a message with a subject.



Submit by clicking “Save”.

Your message will be sent to our staff, and you will receive a response under “Notes.”

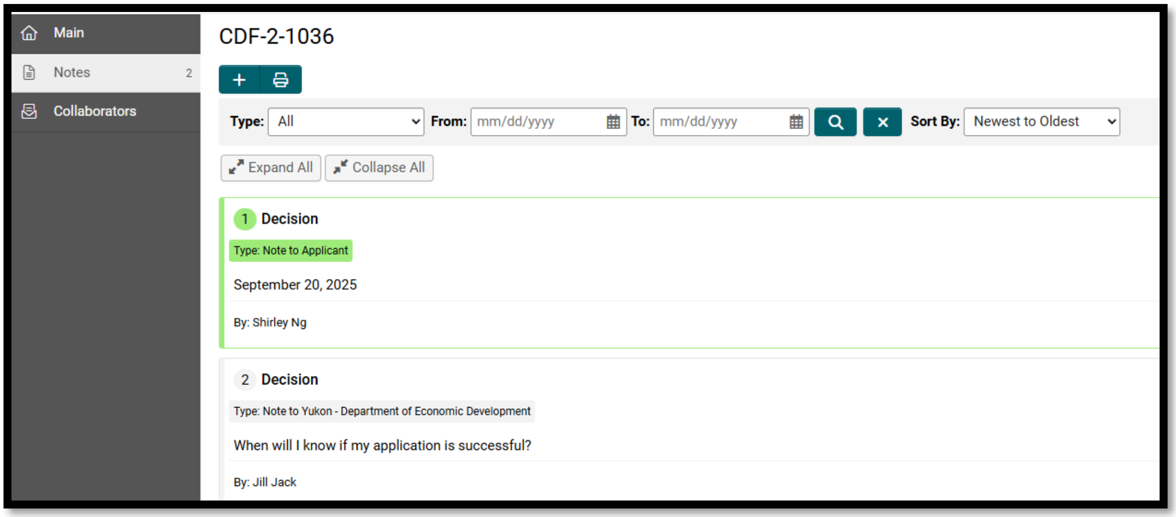
Your note will appear at the top of the file’s main page.



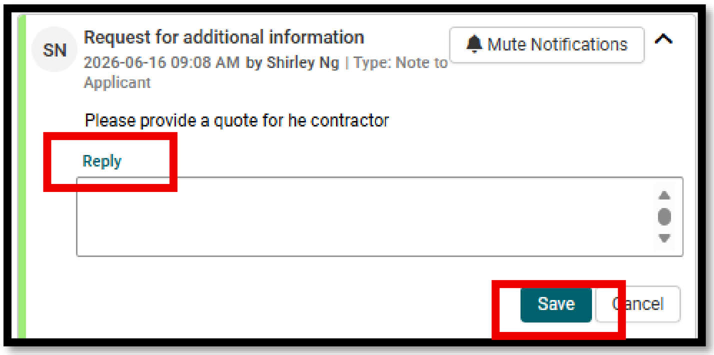
5.2 Receiving and replying to notes

Once an advisor has responded, you will receive an email notification from noreply@smartsimplemailer.com, with the subject line “New Note added”.

You will find the response to your note on the “Notes” page.



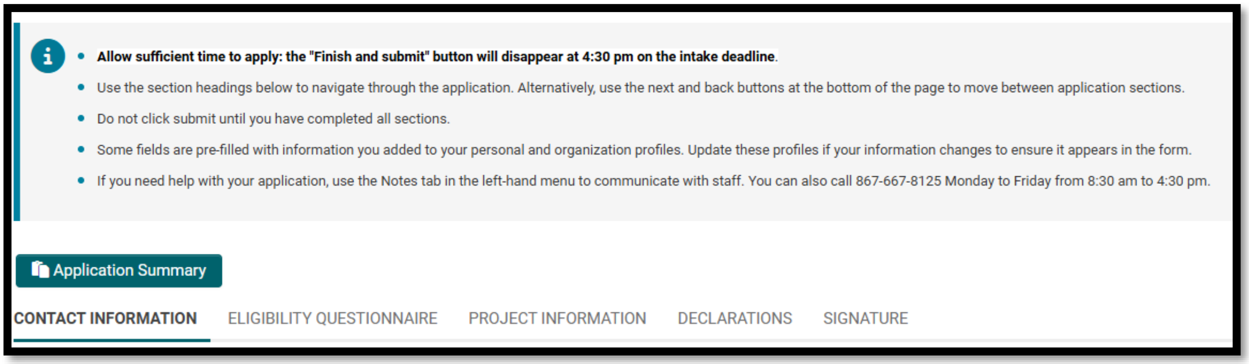
To reply to an advisor’s note, click on “Reply” under the message you are responding to. Put in your response and click “Save”.



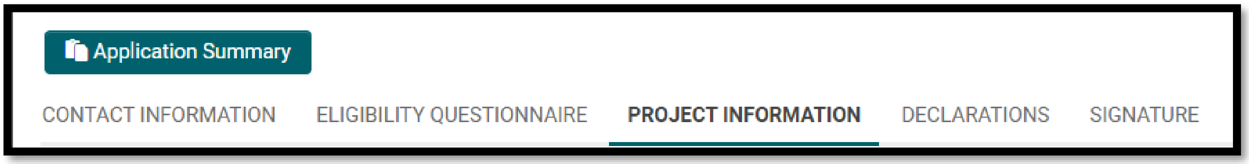
6.0 Completing your application

Read the instructions at the top of the page before you proceed. The application must be submitted before the intake deadline. After the intake deadline, the “Finish and submit” button will disappear. Your application will remain on your file for reference.

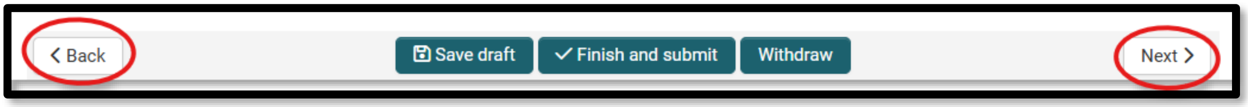
Check that the contact information is up to date; if not, update it in the “Organization Profile” page. You can access your profile via “Home” at the top of the web page. Refer to **3.0 Home page** for instructions.



You can use the section headings to go to that part of the application.



You can also use the next and back buttons at the bottom of the page to move between application sections.



Do not click “Finish and submit” until you have completed all sections. Click “Save draft” before going to the next tab.

If you need help with your application, use the “Notes” tab in the left-hand menu. to communicate with staff, refer to **5.0 Notes** for instructions. You can also call 867-667-8125 for CDF applications or 867-667-8751 for EDF applications from Monday to Friday, 8:30 am to 4:30 pm.

You can invite people to contribute to your application, but they must create a registered account to access the application. Refer to **7.0 Collaborators** for instructions.

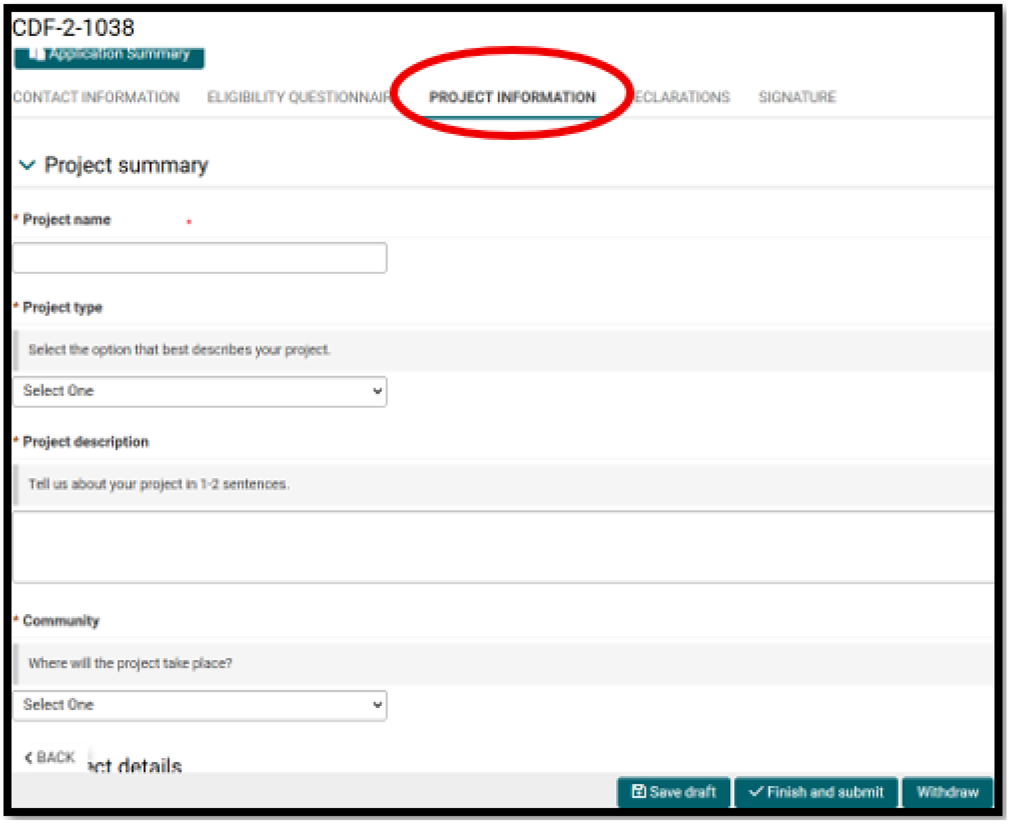
If at any point during the draft stage you no longer wish to continue with the application, you can click on the "Withdraw" button.

6.1 Project information

Go to the "Project Information" tab and complete each section per the instructions in the grey boxes.

Save your draft frequently.

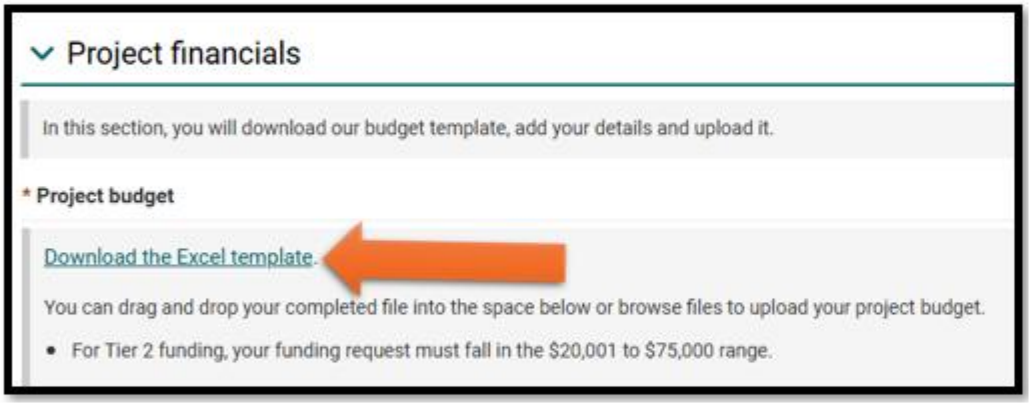
Refer to **6.1.1 Project financials** when you are ready to submit the project budget.



6.1.1 Project financials

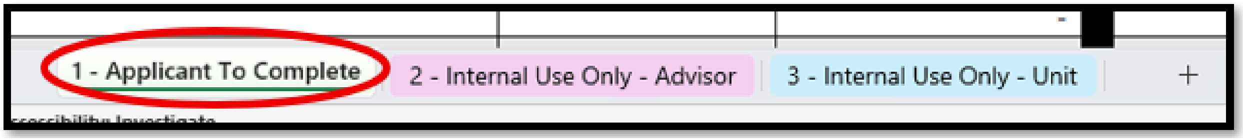
To complete the “Project financials” section, download the budget template by clicking the “Download the Excel template” link.

> Note: The project budget must be completed in our budget template, or the application will not be accepted.

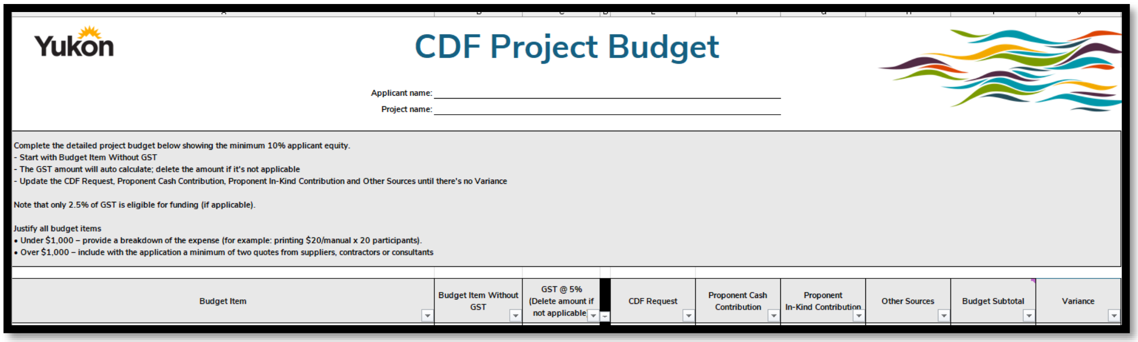


Open the worksheet.

The worksheet has 3 tabs; complete only the “Applicant To Complete” tab.



There are three sections in that tab: “Budget items”, “Fiscal Year Breakdown,” and “Name of Other Funding Sources” (if applicable). Follow the instructions in the worksheet to complete this section.



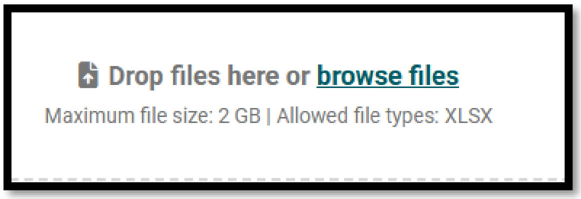
Budget Item	Budget Item Without GST	GST @ 5% (Delete if not applicable)
		-
		-
		-
TOTAL	-	-

Fiscal Year Breakdown	Fiscal Year	Total Budget Allocation
Select the Fiscal Year.	2025/26	
For each row, enter the amount you will spend in	2026/27	
each category for that year.		
Fiscal year is from April 1 to the following March 31.	Variance	-

Name of Other Sources	Amount Approved/Requested	Status of Application
VARIANCE	$ -	

Save the completed worksheet.

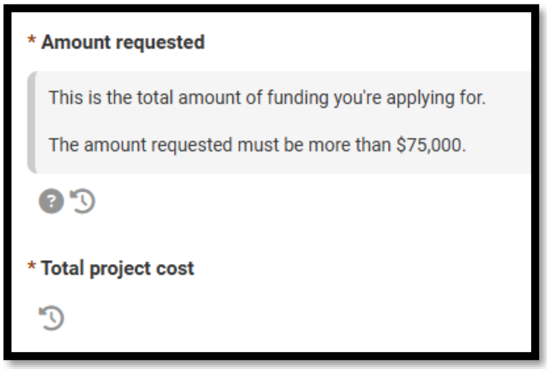
Drag and drop the completed worksheet into the drop box or browse files to upload your project budget worksheet.



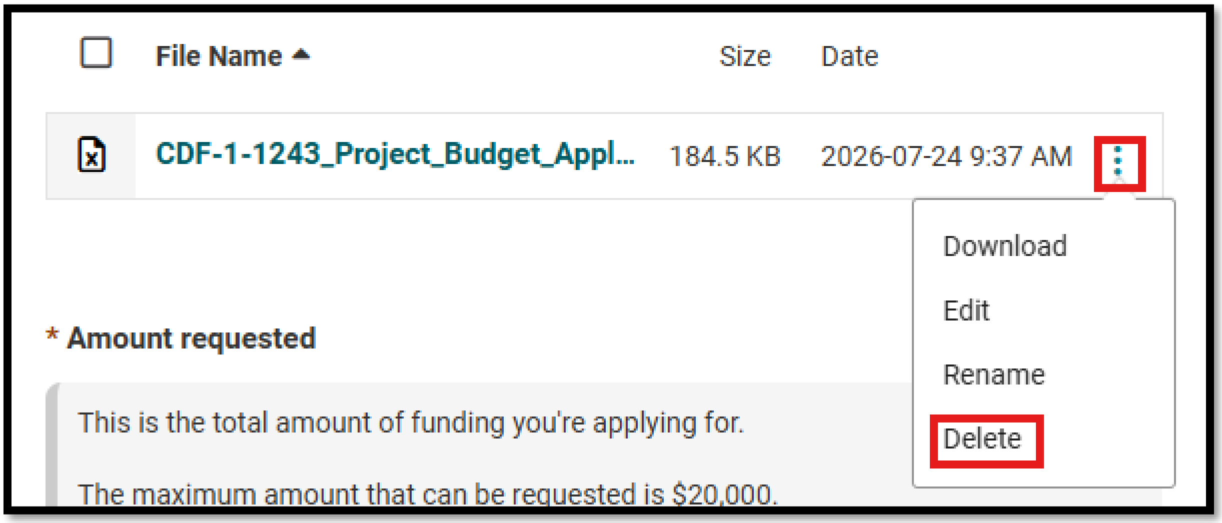
The file will automatically be renamed to **FileName*_Project Budget_Applicant*.

Only one file can be uploaded to that field, and it must be in XLSX format.

Click "Save draft". The "Amount requested" and "Total project cost" fields will be auto-populated with the information from the uploaded project budget worksheet.



If the “Amount requested” and/or the “Total project cost” are incorrect, you must delete the worksheet from the portal by clicking on the three dots on the right-hand side and selecting delete.

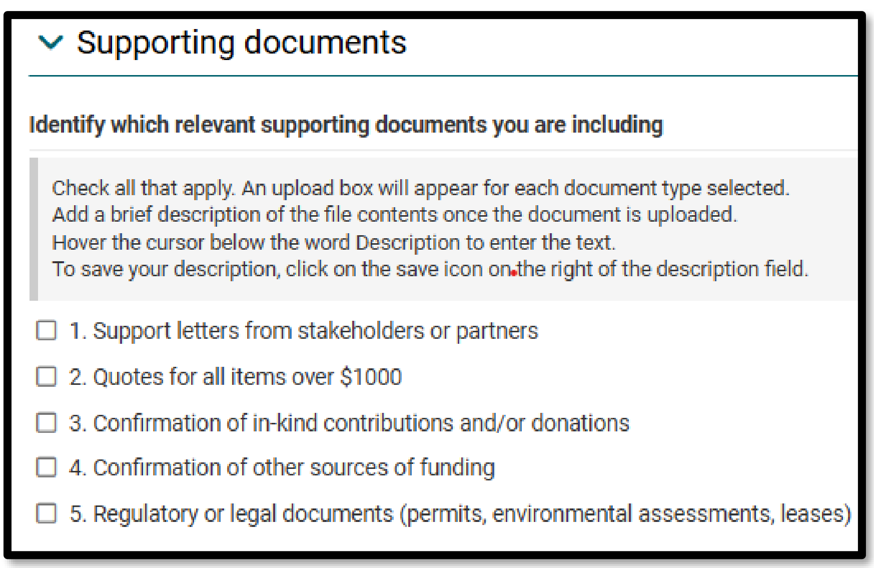


When you upload the corrected worksheet, click “Save draft,” and the amounts in the “Amount requested” and “Total project cost” fields will be updated to match the amounts in the worksheet.

6.1.2 Supporting documents

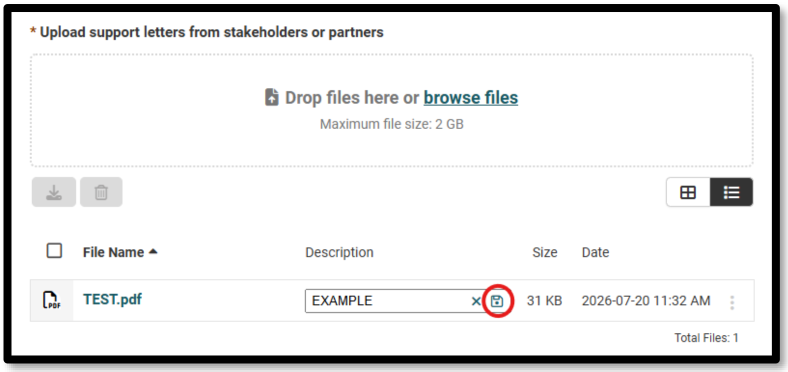
Check all the boxes that apply.

An upload box will appear for each selected document type.



After you upload a file, you must include a description of the item.

Click the floppy disk icon to save the description.



Click “Save draft” at the bottom of the page.

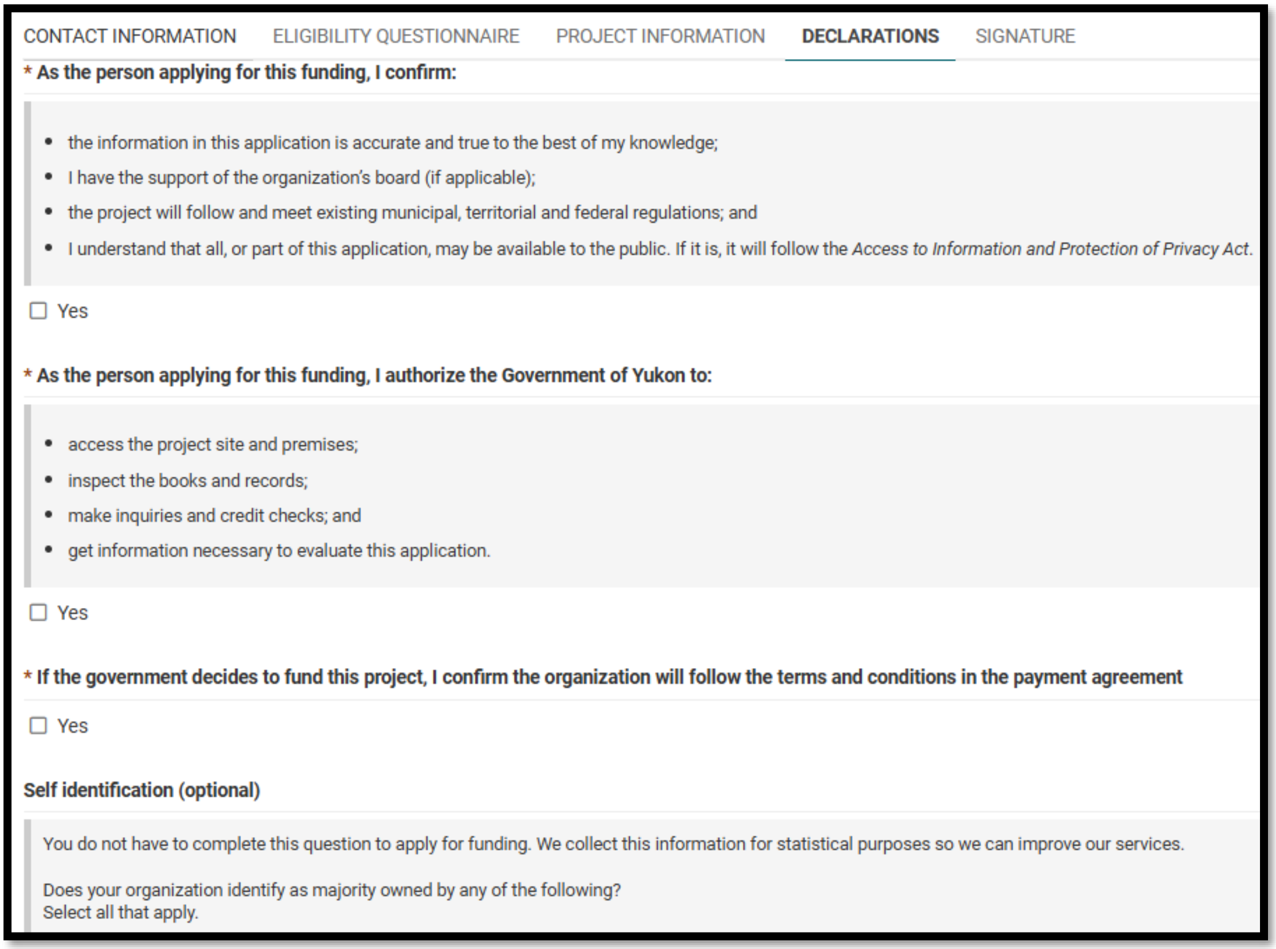
Move on to the “Declarations” tab after the “Project information” tab is completed.

6.2 Declarations

There are four sections to the "Declarations" tab.

Review and check the "Yes" box if you agree to the first three sections.

Section four is optional.



CONTACT INFORMATION ELIGIBILITY QUESTIONNAIRE PROJECT INFORMATION **DECLARATIONS** SIGNATURE

*** As the person applying for this funding, I confirm:**

- the information in this application is accurate and true to the best of my knowledge;
- I have the support of the organization's board (if applicable);
- the project will follow and meet existing municipal, territorial and federal regulations; and
- I understand that all, or part of this application, may be available to the public. If it is, it will follow the *Access to Information and Protection of Privacy Act*.

☐ Yes

*** As the person applying for this funding, I authorize the Government of Yukon to:**

- access the project site and premises;
- inspect the books and records;
- make inquiries and credit checks; and
- get information necessary to evaluate this application.

☐ Yes

*** If the government decides to fund this project, I confirm the organization will follow the terms and conditions in the payment agreement**

☐ Yes

Self identification (optional)

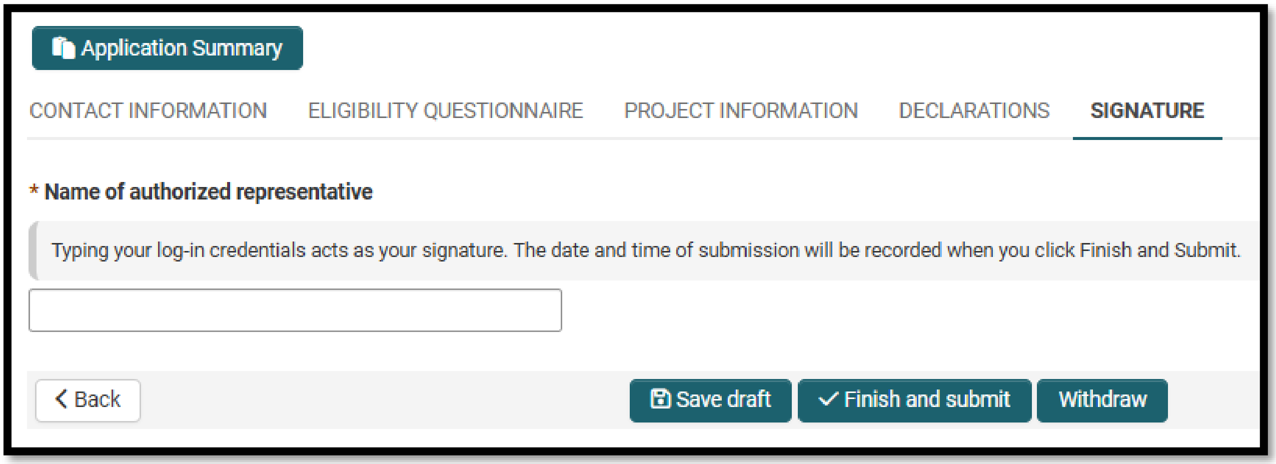
You do not have to complete this question to apply for funding. We collect this information for statistical purposes so we can improve our services.

Does your organization identify as majority owned by any of the following?
Select all that apply.

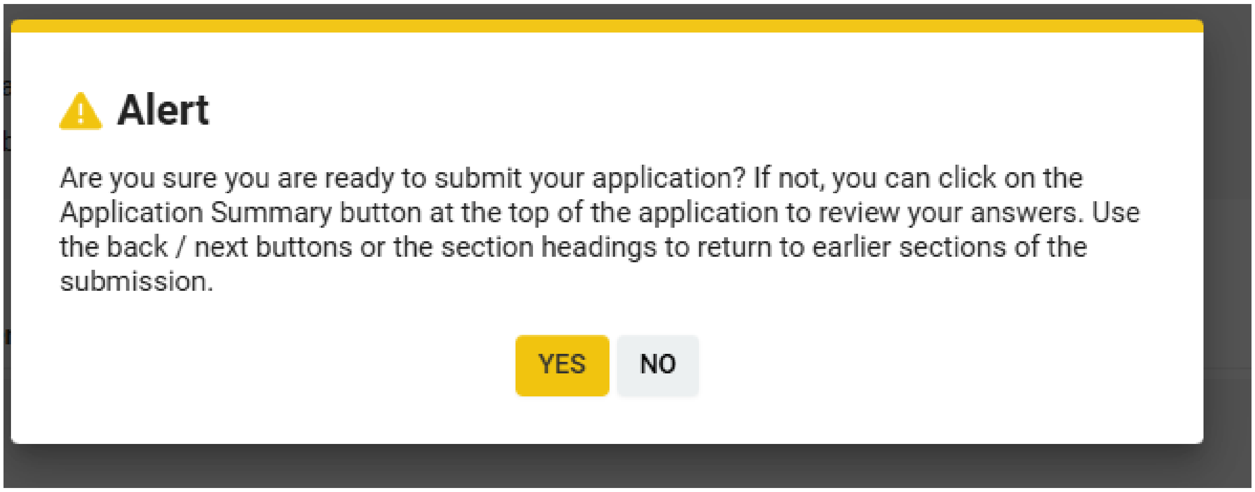
Move on to the "Signature" tab after the "Declarations" tab is completed.

6.3 Signature

Complete the signature tab and click “Finish and submit” when ready. The “Finish and submit” option will not be available after the intake deadline. Make sure the application is submitted before then.



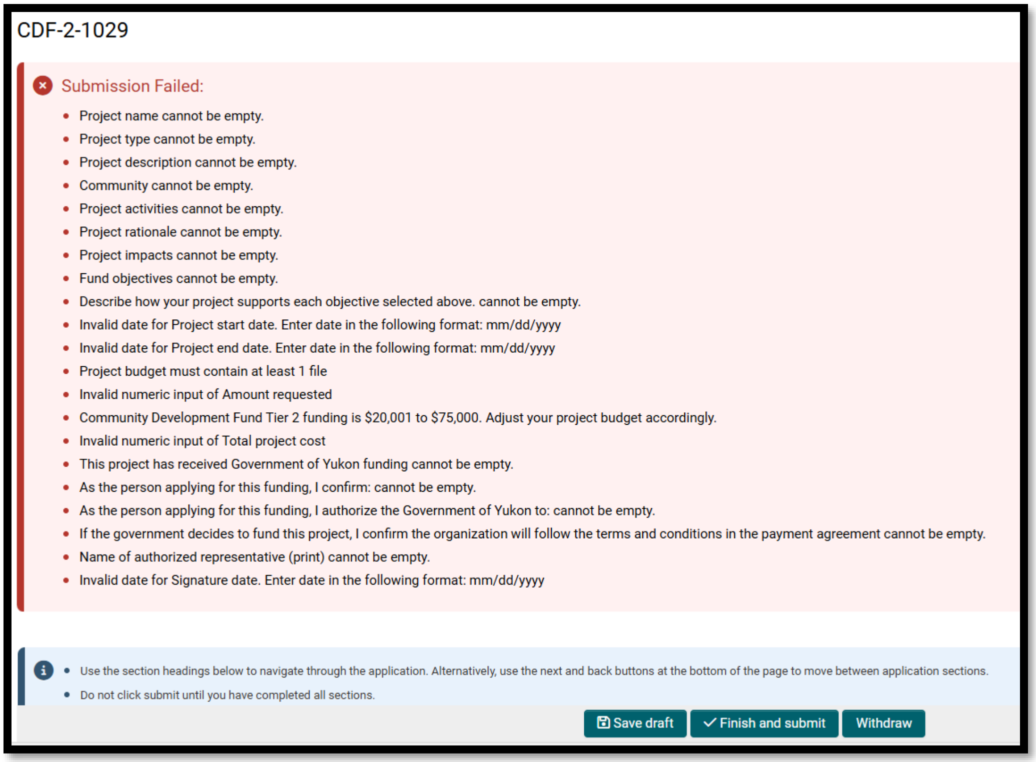
If you have completed all mandatory fields and there are no errors, you will be asked to confirm that you are ready to submit.



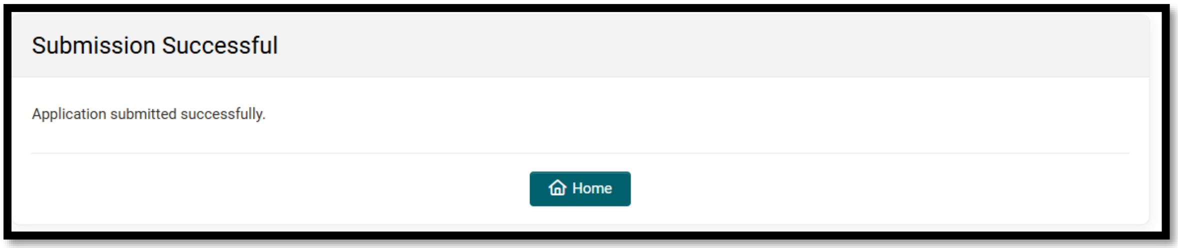
If you skip a mandatory field or do not follow instructions, an error message will appear at the top of the page, advising what needs to be updated or provided.

You will not be able to proceed until all sections have been completed correctly.

After the application has been updated, you must click “Save draft” before you can finish and submit.



If your submission is successful, you will receive the following pop-up message and an email confirmation from noreply@smartsimplemailer.com within the next five minutes. If you don't receive this email, check your spam or junk folder.



The email will outline what you need, what will happen next, details of your submission and what to do if you need help. It will also include a copy of your application.

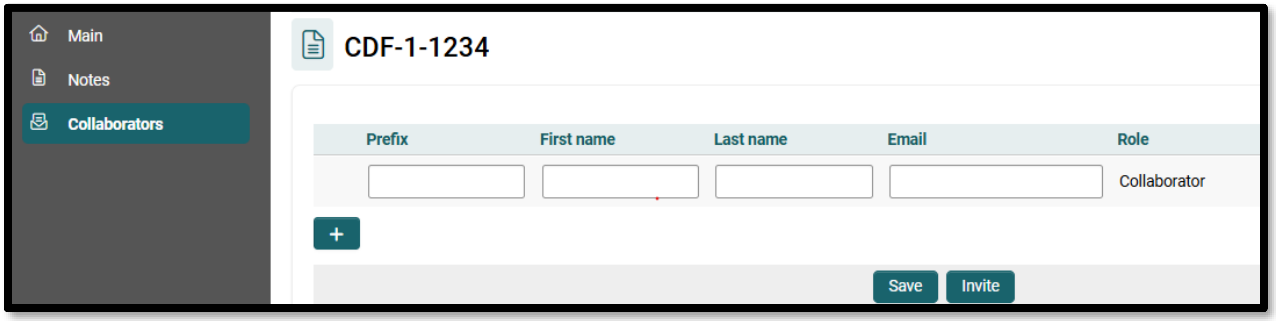
7.0 Collaborators

To invite others to collaborate on your application, use the “Collaborators” tab in the left-hand menu to invite them. Collaborators can view the project status, access existing work and contribute or submit information at any stage.

People without an active account in the funding portal can still be invited as a collaborator, but they will need to create a funding portal account and have a MyYukon account to access the application. They can refer to **2.0 Register a funding portal account or log in** for instructions.

Click the **+** button and add as many people as you need.

Enter the person’s first and last name, and their email. You do not need to enter a prefix. If they are already a registered user, ensure you enter the email address associated with their existing account.

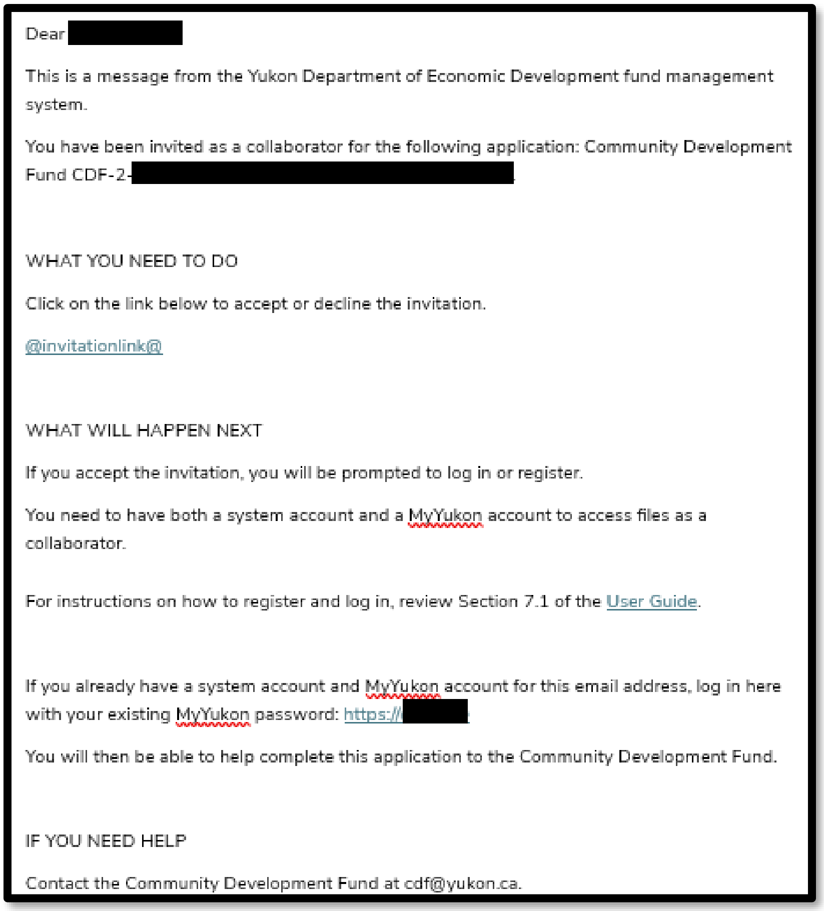


The person will be sent an email invitation from noreply@smartsimplemailer.com.

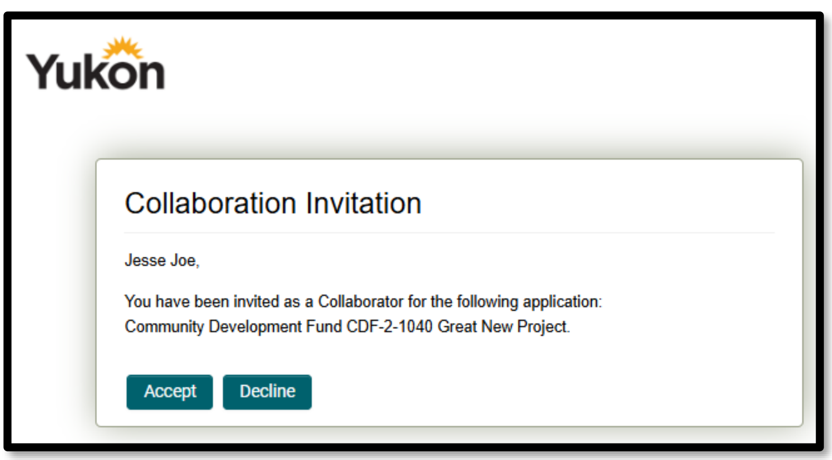
7.1. Invitation to collaborate

If you were invited to collaborate, you will receive an email invitation from noreply@smartsimplemailer.com, with the subject line “Invitation to collaborate”.

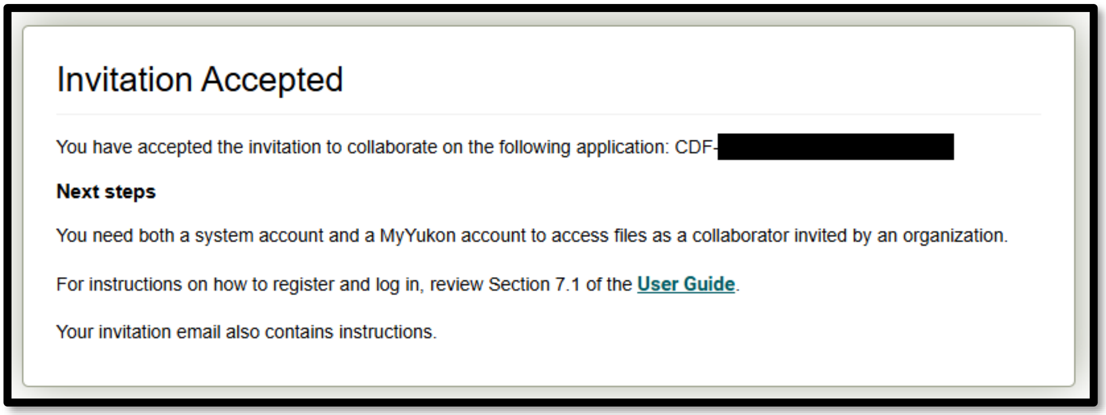
Click on the link in the email to open the invitation.



A new page will open, asking you to accept or decline the invitation.



If you accept the invitation, you will be instructed to register or log in.



You need a funding portal account and a MyYukon account to access and edit files as a collaborator once invited.

Refer to **2.1 Register for a new funding portal account** for instructions on creating a funding portal account.

Refer to **2.2 MyYukon login** for instructions on creating a MyYukon account.

Refer to **2.3 Log in to your funding portal account** for instructions on how to log in.

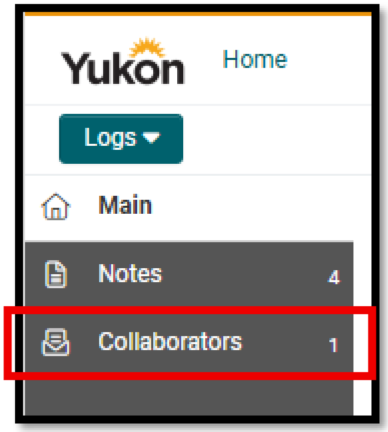
After you are logged in, the application will appear under “Action Items” or “Completed Items”, depending on the stage of the application.

7.2 Removing a collaborator

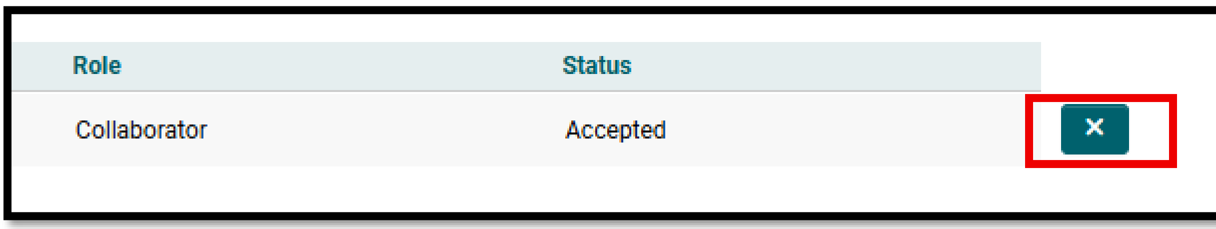
If the collaborator who was previously added is no longer working on the project, their invitation can be revoked, preventing them from accessing the project.

To remove a collaborator, open the project on the “Home” page.

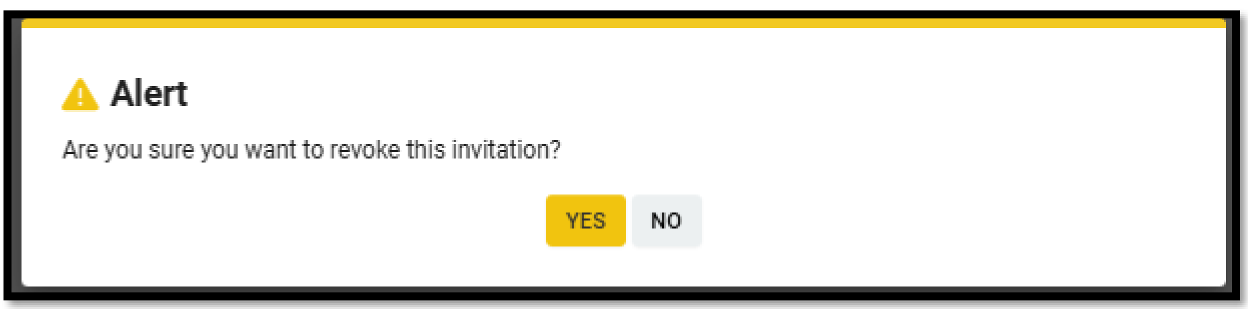
Open the “Collaborators” tab



Find the collaborator to remove and click the “X” in the row.



Click “Yes” if you are sure you want to revoke the invitation.



That collaborator will not have access to the project. If they need access again, they will need to be re-invited.

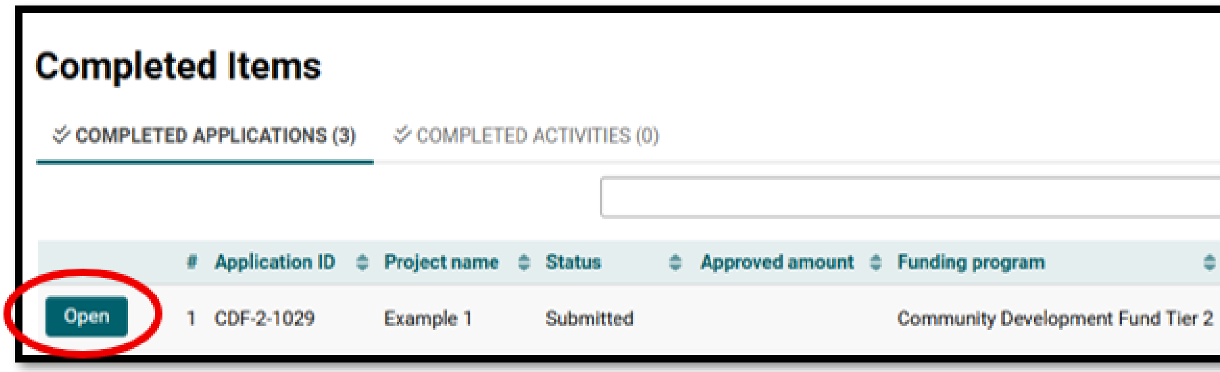
8.0 Application under review

During the review process, you will not be able to update your application. Refer to **9.0 Revision requests** for details and instructions.

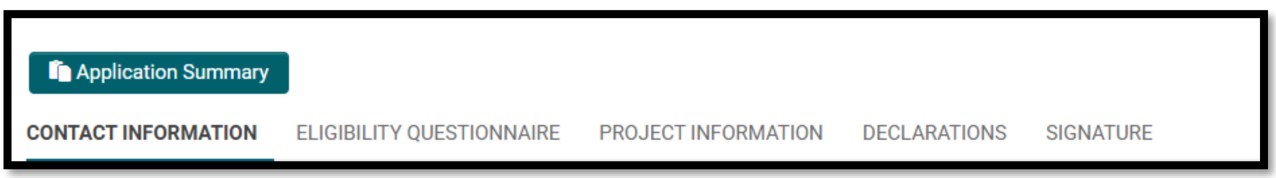
You can find a record of your application submission by logging in to your account.

Your submission will be saved under “Completed Items”. This is also where you can see the status of your application.

If you require a copy of your application, open that submission, and you will be taken to a different page.



You can download a copy of your application by clicking “Application Summary”.



If you have questions, you can leave a note for your advisor. Refer to **5.0 Notes** for instructions.

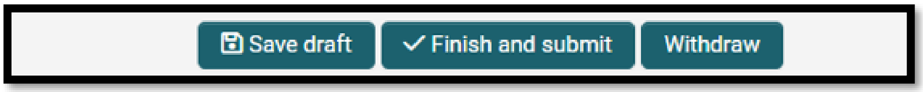
You can invite collaborators during the review process. Refer to **7.0 Collaborators** for instructions.

8.1 Withdrawing an application

If, during the Review stage, you decide you no longer want to proceed with your application, inform the advisor by leaving a note. Refer to **5.0 Notes** for instructions.

You will receive an email from noreply@smartsimplemailer.com with the subject line "Revisions Requested".

The email will instruct you to sign in, open your application under "Action Items", and click the "Withdraw" button at the bottom of the page.



You can access your application at https://yukon.smartsimple.ca/ or by clicking on the link in the email.

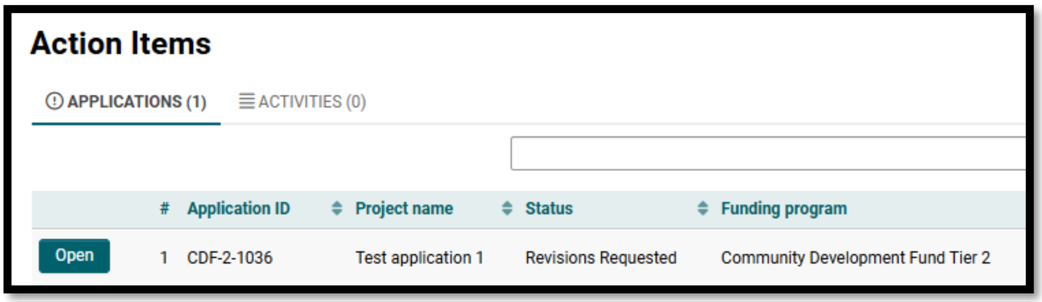
You can also withdraw your application at any time while it is in the Draft or Revisions Requested stages.

9.0 Revision requests

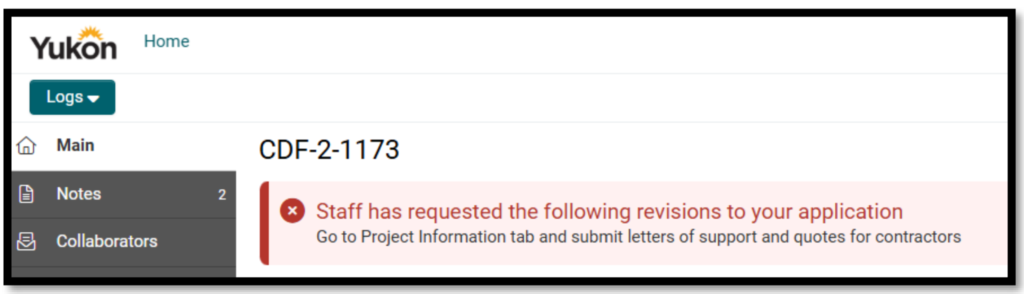
If your advisor requires additional information or revisions, you will receive an email from noreply@smartsimplemailer.com with the subject line "Revisions Requested".

The email will inform you of the changes required for your application. You will need to sign in and open your application. You can access your application at https://yukon.smartsimple.ca/ or by clicking on the link in the email.

After you are logged in, open your application under “Action Items” to see what revisions are requested.



The requested revisions will be in a red message box at the top of the page.



After you have completed the revision request, click “Submit Revisions” at the bottom of the page.

Note: Do not click “Submit Revisions” until all requested documents are submitted, as you cannot submit additional documents after the button is clicked. If you want your advisor to start reviewing some uploaded documents before you resubmit, send them a note.

If you have questions about the requested revisions, leave a note for your advisor. Refer to **5.0 Notes** for instructions.

If during the Revisions Requested stage you no longer wish to continue with the application, leave an explanatory note for your advisor, then click the “Withdraw” button.

10.0 Application decision

10.1 Application denied

If your application is not successful, you will receive an email from noreply@smartsimplemailer.com with the subject “Application Unsuccessful”.

No further action will be required.

10.2 Application approved

If your application is successful, you will receive an email from noreply@smartsimplemailer.com with the subject “Application Approved”.

The email will include a link to set up direct deposit and inform you that a Transfer Payment Agreement will be sent to you soon. The agreement will outline the terms and conditions of the project’s funding.

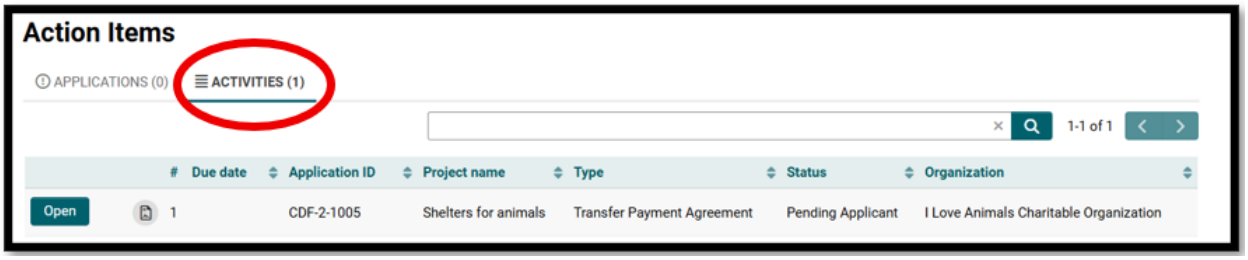
11.0 Transfer Payment Agreement

11.1 Receiving the agreement

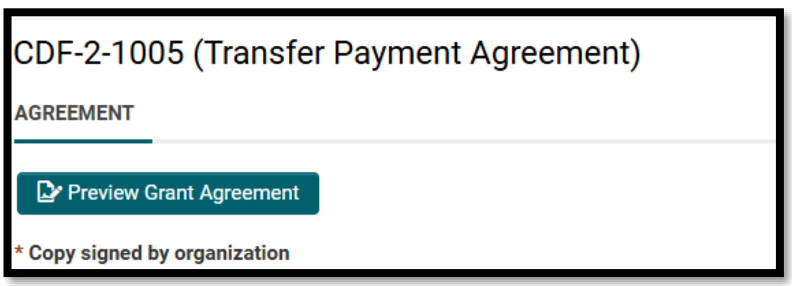
When your Transfer Payment Agreement is ready for review and signature, you will receive an email from noreply@smartsimplemailer.com with the subject line “Transfer Payment Agreement is ready for your signature”.

Log in to access and upload the document. Refer to **2.2 Log in to your funding portal account** for instructions.

After you are logged in, look under “Action Items”, and then “Activities” to open the file.

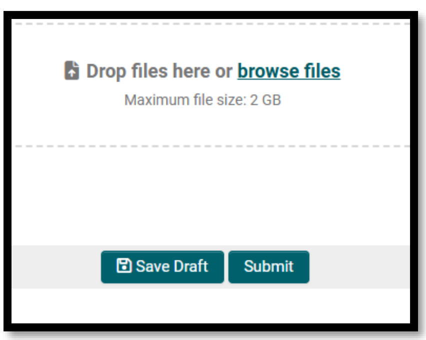


Click “Preview Grant Agreement” to download the Transfer Payment Agreement.



11.2 Submitting the agreement

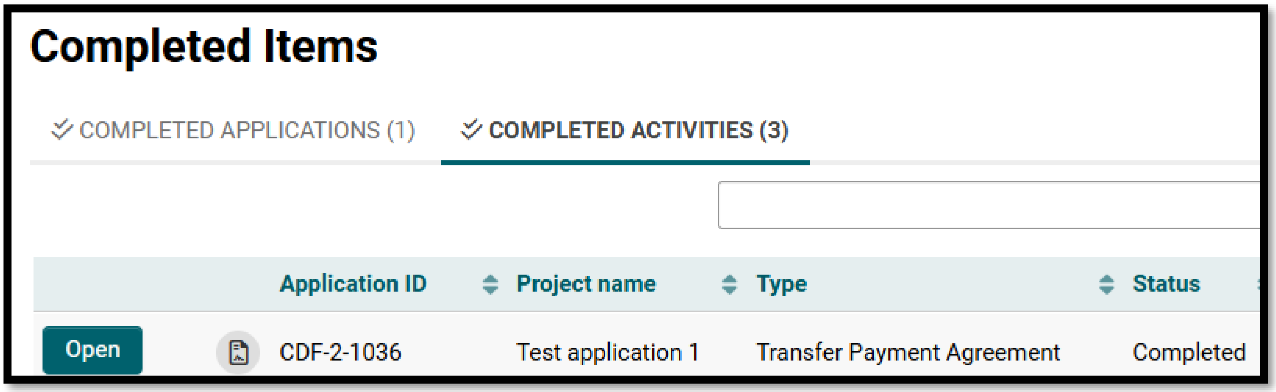
After you have reviewed and signed the agreement, upload and save it in the drop box, and click “Submit”.



11.3 Agreement accepted

When your transfer payment agreement has been accepted and countersigned, you will receive an email from noreply@smartsimplemailer.com with instructions on the next steps and deliverables.

You can find a copy of your countersigned Transfer Payment Agreement under "Completed Items", "Completed Activities".



12.0 Deliverables

Your advisor will set up a deliverable schedule, as outlined in Schedule C of your Transfer Payment Agreement.

12.1 Receiving deliverable requests

Advisors will send emails through the funding portal to request deliverables that will allow payments to your organization. The email will be from noreply@smartsimplemailer.com with the subject line “Deliverables for payment”.

The email will have the project deliverables details and the due date.

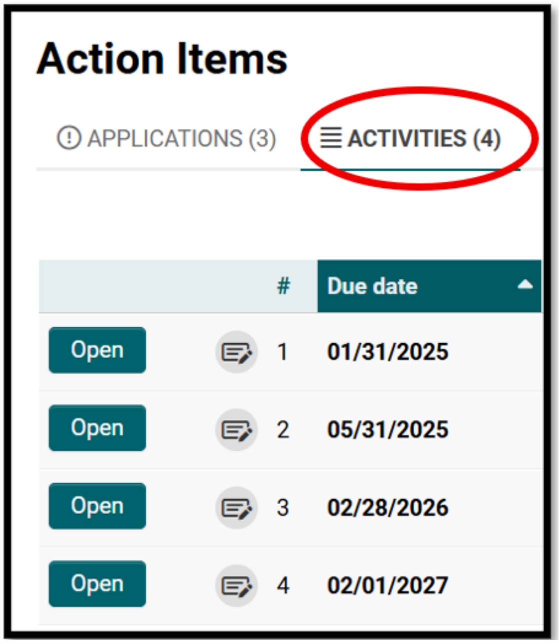
Payment will only be released if the requested deliverables are met.

To submit the deliverables, click the link in the email to log in.

After logging in, look under “Action Items”, “Activities”.

You can sort by due date to know which deliverable is required first if there are multiple activities.

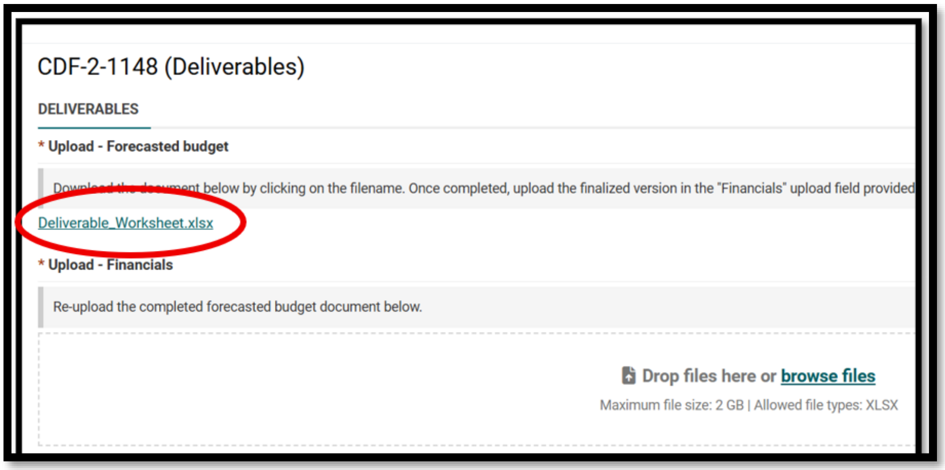
Open the applicable task.



12.2 Submitting the request

If your project is longer than four months, you will need to download and complete the forecasted budget worksheet.

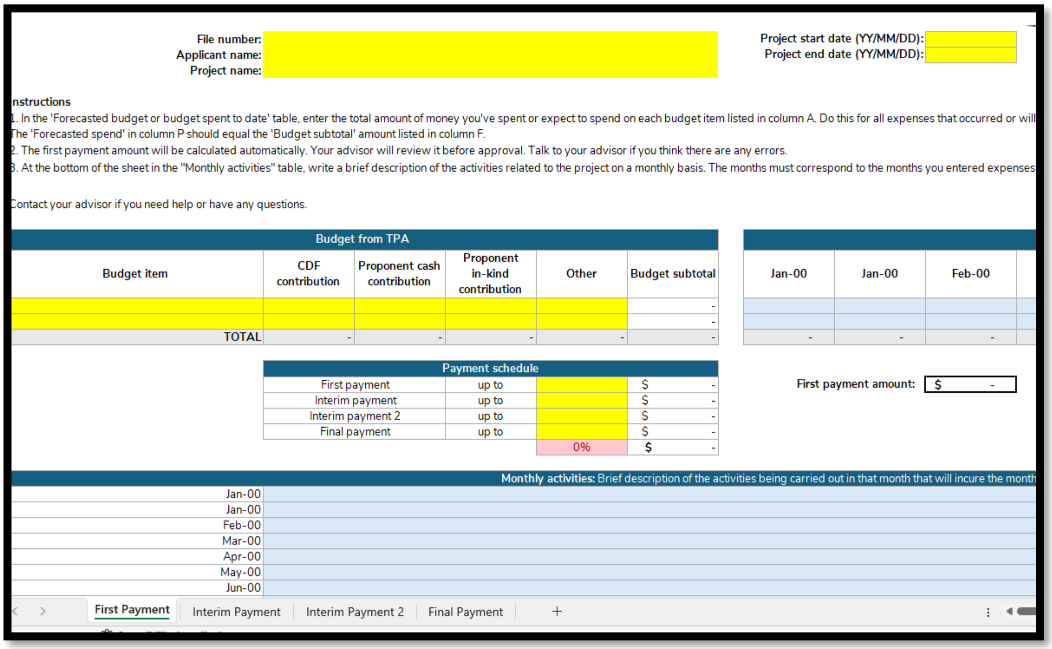
If the project has more than one payment, the worksheet will be carried forward by the advisor.



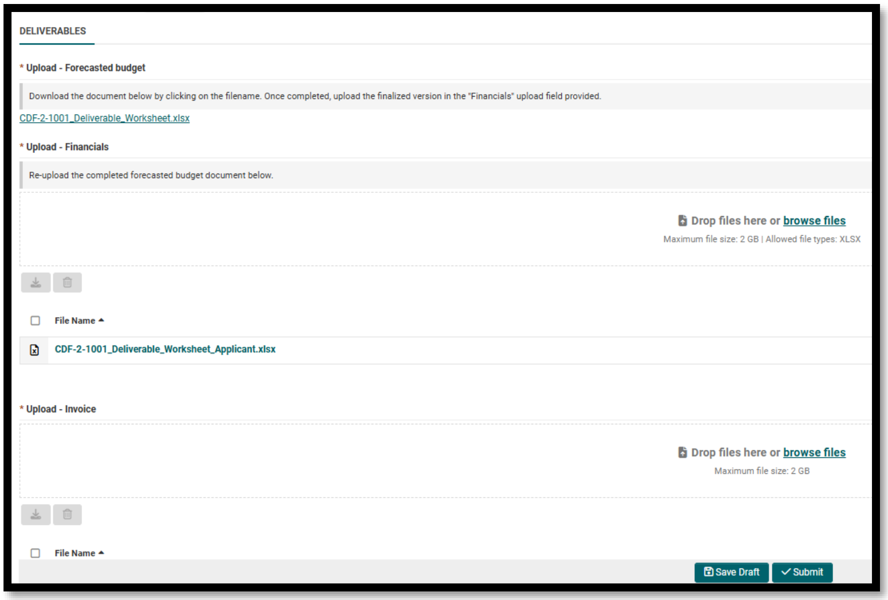
Open the worksheet and complete it as per the instructions at the top.

Only complete the tab identified by your advisor in the email.

> Note: The final payment tab in the worksheet must be printed, signed and uploaded into a drop box. Before it is signed, email the spreadsheet to your advisor for review.



Upload the requested deliverable items to the applicable drop box, then click “Submit”.



If you have questions about the requested deliverables, leave a note for your advisor. For instructions, refer to **5.0 Notes**.

You will receive an email from noreply@smartsimplemailer.com with the subject line "Deliverables Received" confirming your submission has been received.

Your advisor will review the documents.

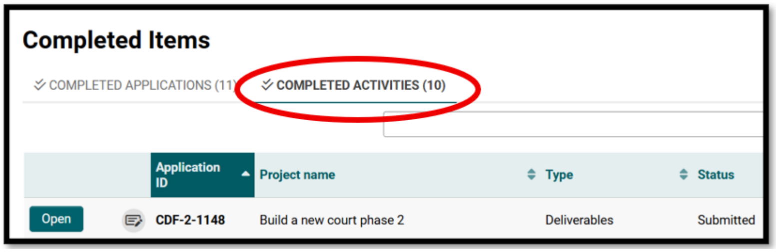
You will be notified if revisions are required (Refer to **9.0 Revision requests**).

12.3 Deliverable accepted

If the submission is complete and the deliverables are accepted, the advisor will proceed to payment.

This process applies to all payment and reporting stages, including the initial, interim, and final stages.

You can find records of your submission under "Completed Items", then "Completed Activities"**.**



13.0 Amendment

If you require changes to your Transfer Payment Agreement, contact the advisor by leaving a note. Refer to **5.0 Notes** for instructions.

13.1 Receiving the amendment

If your request is approved, the advisor will prepare an amendment.

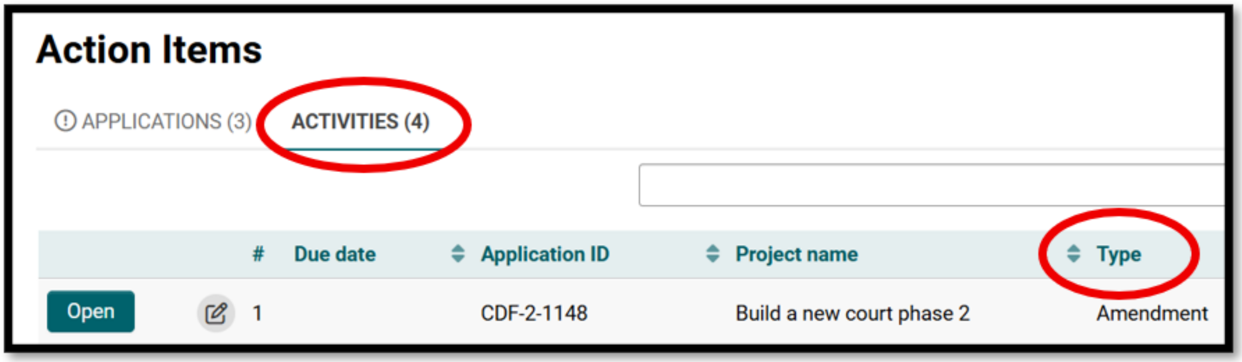
When the amendment is ready for review and signature, you will receive an email from noreply@smartsimplemailer.com with the subject line “Amendment is ready for your signature”.

The email will instruct you to click the link to log in and open your application.

After you are logged in, look under “Action Items”, “Activities” to open the file.

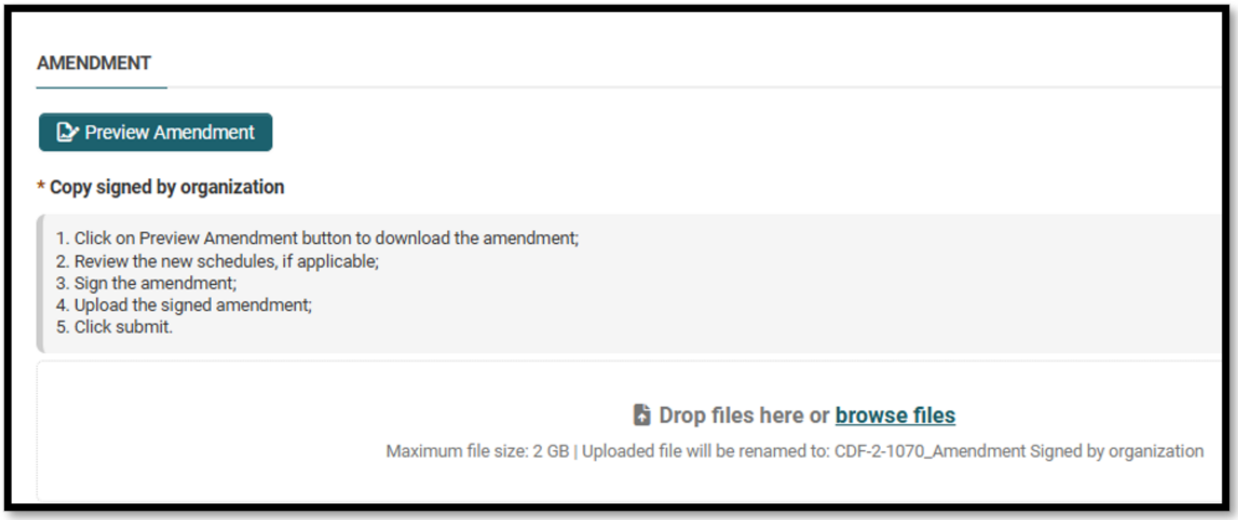
The document type is “Amendment”.

Open the applicable task.



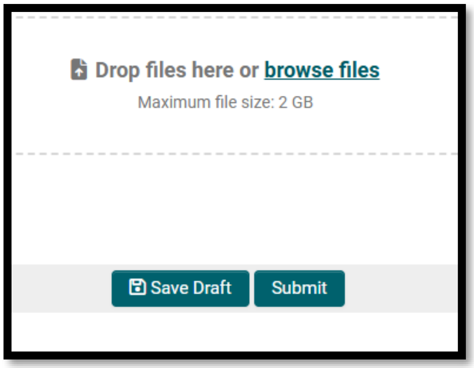
Click “Preview Amendment” to download the amendment.

Review the new schedules, if applicable.



13.2 Submitting the amendment

After you have reviewed and signed the amendment, upload and save it in the drop box and click “Submit.”



13.3 Amendment accepted

When your amendment has been countersigned, you will receive an email from noreply@smartsimplemailer.com with instructions on the next steps.

You can find a record of your submission under “Completed Items”, then “Completed Activities”**.**