YUKON RECREATION ADVISORY COMMITTEE (YRAC)

GRANT APPLICATION – YUKON SPECIAL RECREATION GROUPS

Included in this package

a) Profile information form
b) Grant application form

Instructions

1. Complete the grant application electronically; **DO NOT FILL OUT BY HAND**. Do not fill out this form in a web browser (data may be lost). Download this form to your computer and open it in Acrobat Reader to complete.
2. Only use the application forms provided; however, if providing additional information please reference attachment material appropriately.
3. Ensure the declaration is signed by the president and other authorized individual.
4. Submit the completed forms and supporting documents to:

Physical address:	Yukon Sport and Recreation Administration Building 4061 – 4th Avenue, Whitehorse
By mail:	Government of Yukon Sport and Recreation Branch, C-10 Box 2703 Whitehorse YT Y1A 2C6
By email:	Scanned (signed) documents are acceptable by email at megan.cromarty@gov.yk.ca

APPLICATION DEADLINE: APRIL 9, 2020

YRAC reserves the right to deny or reduce funding if an application is submitted after the deadline.

YRAC funding provided by:
Government of Yukon, Community Services, Sport and Recreation Branch and Lotteries Yukon

For more information:
Government of Yukon
Sport and Recreation Branch
Phone: 867-667-5254
Toll-free: 1-800-661-0408 (ext. 5254)

Personal information is collected under the *Recreation Act*, Section 10(d) and 20(a) for the purposes of determining eligibility for funding. For further information, contact the Director, Sport and Recreation Branch at (867) 667-5608, toll free within Yukon 1-800-661-0408, ext.5608 or in person at 4061-4th Avenue, Whitehorse YT, Y1A 2C6.

About YRAC funding

The Yukon Recreation Advisory Committee adjudicates funding for Yukon Special Recreation Groups. The funding is provided by Lotteries Yukon and the Sport and Recreation Branch of the Government of Yukon.

Grant funding is structured to allow Yukon Special Recreation Groups flexibility in their use of funds, while maintaining accountability and permitting evaluation of their efforts and accomplishments in meeting their goals and objectives.

The YRAC Grant Profile, Application and supporting documentation are key elements in the funding process. This information is very important to enable the Yukon Recreation Advisory Committee to make fair and equitable funding decisions. For this reason it is important to ensure completeness and accuracy of the information.

The grant application checklist makes provision for noting certain documents and information that may not change from year to year and can be filed with the branch and updated as changes occur. If you wish to use information provided last year please contact us in advance to confirm that we have the information.

Yukon Special Recreation Groups should present their organization's plans and objectives in the five principal areas of funding:

1. Administration/organization development
2. Participant development
3. Leadership development
4. Special project/community development
5. Facility operations and maintenance (if applicable)

The Sport and Recreation Branch requires YSRG to have a number of policies and that they be kept on file at the branch. It is the responsibility of YSRG to review and update these policies. Please provide the most current version of the following policies:

1. Code of conduct
2. Access and equity
3. Conflict of interest
4. Harassment and abuse
5. Volunteer screening

More information

If you require more information, please contact the consultant assigned to your organization as listed below:

Organization	Contact
ElderActive Recreation Association	**Sue Meikle** Community Recreation/Active Living Consultant 867-667-8729 or 1-800 661-0408 (ext. 8729) sue.meikle@gov.yk.ca
Girl Guides of Canada – Guides du Canada, Yukon Council Skookum Jim's Friendship Centre Yukon Scout Council	**Megan Cromarty** First Nations Recreation and Sport Consultant 867-667-3778 or 1-800 661-0408 (ext. 3778) megan.cromarty@gov.yk.ca
Friends of Mount Sima Society	**Marie Cairns** Community Recreation Consultant 867-667-5924 or 1-800 661-0408 (ext.5924) marie.cairns@gov.yk.ca

YUKON RECREATION ADVISORY COMMITTEE (YRAC)

GRANT APPLICATION – YUKON SPECIAL RECREATION GROUPS

Profile information			
Organization			Fiscal year: _____
Name			from: MM/DD
			to: MM/DD
Mailing address		City	Postal code
Phone	Fax	YSRG email	

Executive board/staff

Indicate whose information should appear in our Sport and Recreation contacts directory by checking box beside position/title.

✓	Position/title	Name	Community	Email	Phone
	President				
	Vice president				
	Secretary				
	Treasurer				
	Director				
	Director				
	Director				
	Director				
	Director				
	Director				
	Director				
	Director				
	Director				
	Staff				
	Staff				
	Staff				
	Staff				

Organization information

1. Does the YSRG have a national governing body? ☐ Yes ☐ No

2. Does the YSRG have paid staff? **If yes**, specify titles and attach job descriptions/contracts ☐ Yes ☐ No

Administrator/executive director Full time wage/salary: _____ Part time wage/salary: _____

Other: _____ Full time wage/salary: _____ Part time wage/salary: _____

Other: _____ Full time wage/salary: _____ Part time wage/salary: _____

Other: _____ Full time wage/salary: _____ Part time wage/salary: _____

Other: _____ Full time wage/salary: _____ Part time wage/salary: _____

How does your organization cover the cost of paid staff? (Ex. fundraise, admin fee, grants, membership dues, etc.)

3. How many board/executive meetings are held each year?

4. When was the last annual general meeting (AGM)? YYYY/MM/DD Location: _____

5. How long is your season of operation?

6. Is the YSRG responsible for any facility operations and/or maintenance costs? ☐ Yes ☐ No

If yes, facility name: _____ Location: _____

Participant information

1. How many people have been involved in your organization in the past year? This can include program participants, program leaders, members, volunteers, board of directors etc. Provide a total number by community. (Do not break down by category.)

2. How many participants were of aboriginal ancestry?

3. Participation and outreach in rural Yukon communities is a priority for YRAC. YRAC understands that not all Yukon Special Recreation Groups are able to provide programs and services in rural Yukon. Has your organization been able to provide programs/services in rural Yukon? ☐ Yes ☐ No

If yes, describe below. **If no,** describe what challenges your organization has encountered. How will your organization address these challenges in the future?

4. The Government of Yukon is committed to the principle of gender equity in sport and recreation and we have a critical role to play along with each of our Yukon sport and recreation organizations. We will be asking each of you to make significant efforts aimed at addressing the issue of participation of women and girls in sport and recreation including as leaders and coaches. Please address this within your organizations and we would like you to submit your plan this year or next year along with your YRAC application.

5. The Government of Yukon is also committed to implementing the new Canadian Concussion Guidelines and harmonized concussion protocols (visit parachutecanada.org/injury-topics/topic/C9). We will be holding educational sessions with the Yukon Medical community, Education and with all of our Sport and Recreation organizations over the coming year. We encourage you to discuss this within your own organization, and how you are going to implement these new guidelines within your sport or recreational activity. We will be asking for implementation plans with your YRAC application next year.

Financial information

Financial statements must include a balance sheet and a statement of earnings (also know as income statement or statement of profit/loss). The financial statements provided must be in a commonly-accepted format and must reflect generally accepted accounting principles (GAAP).

Any significant amounts shown on the balance sheet as term deposits, reserve funds or retained earnings MUST BE EXPLAINED. The explanations must indicate how the funds were accumulated, the intended use and when the funds are expected to be used.

Financials for previous fiscal year (submitted to Government of Yukon Corporate Affairs) ☐ Attached
Financials to date for current fiscal year ☐ Attached

Comments:

YRAC grant application

Organization	Date submitted YYYY/MM/DD

Applying for (check all that apply):

☐ Administration/organization development ☐ Participant development ☐ Leadership development
☐ Special project/community development ☐ Facility operations and maintenance

Checklist

Will be presented to YRAC during adjudication		**Included** (new or amend.)	**On file** with Sport and Rec
Profile – organization information/list of executive		☐	N/A
Profile – financial statement – previous completed fiscal year	Attachment	☐	N/A
Profile – financial statement – year to date fiscal year	Attachment	☐	N/A
Profile – budget – new fiscal year	Attachment	☐	N/A
President's report	Attachment	☐	N/A
Paid staff report(s)	Attachment	☐	N/A
AGM minutes	Attachment	☐	N/A
Will be kept on file with Sport and Recreation (mandatory)		**Included** (new or amend.)	**On file** with Sport and Rec
Access and equity policy		☐	☐
Accountability reporting		☐	☐
Code of conduct policy		☐	☐
Concussion policy/protocol		☐	☐
Conflict of interest policy		☐	☐
Constitution/bylaws (or updates)		☐	☐
Discipline policy		☐	☐
Gender equity policy		☐	☐
Harassment and abuse policy		☐	☐
Multi-year plan (minimum 3 years)		☐	☐
Paid staff contracts/job descriptions		☐	☐
Volunteer screening policy		☐	☐
Other:		☐	☐
Other:		☐	☐

Be sure to provide copies of any amendments to all documents on file with the branch. For those policies not yet completed, indicate the anticipated date of completion.

Comments:

Administration/organization development

Organization	Anticipated total cost	Request from YRAC

The purpose of administration/organization funding is to provide support for the efficient operation and development of the YSRG. Program funding areas include but are not limited to:

- Structure and planning
- Secretarial services
- General administration
- Human resources
- Policy development
- Membership services
- Financial management

Examples: staff wages, registrations, rent, resource materials, office equipment, meeting expenses

Your funding request for administration/organization development should include:

1. List objectives with measurable outcomes identifying administration and organization development for the next year.
2. Identify the projected costs, and funding requested from YRAC.
3. Details about how you are addressing the National Initiatives as outlined in the letter sent to you with this application.

Participant development

Organization	Anticipated total cost	Request from YRAC

The purpose of participant development funding is to provide support for the development and growth of the YSRG's membership and participants. Program funding areas include all costs associated with:

- Recruitment/access
- Skill/knowledge development
- Evaluation
- Retention

Examples: clinics, seminars, workshops, events, camps and courses

Your funding request for participant development should include:

1. List objectives identifying participant development for the next year.
2. A list of clinics, seminars or workshops that your organization is planning on offering for the next year. This must include the anticipated number of participants as well as projected costs, and funding requested from YRAC.
3. Details about how you are addressing the National Initiatives as outlined in the letter sent to you with this application.

Leadership development

Organization	Anticipated total cost	Request from YRAC

The purpose of leadership development funding is to provide support for the development and growth of program leaders, board members, volunteers and administrators. Program funding includes all costs associated with:

- Recruitment/access
- Education and training
- Support programs
- Evaluation
- Retention

Your funding request for leadership development should include:

1. List objectives with measurable outcomes identifying leadership development for the next year.
2. A list of projects, workshops or courses that your organization is planning on offering for the next year. This must include the anticipated number of participants as well as projected costs, and funding requested from YRAC.
3. Details about how you are addressing the National Initiatives as outlined in the letter sent to you with this application.

Special project/community development

Organization	Anticipated total cost	Request from YRAC

Funding provided under this category is designed to enable your organization to work with Yukon communities/First Nations, or local community organizations, on projects which develop opportunities to increase access and equity at the community or regional levels throughout the Yukon.

Your funding request for leadership development should include:

1. List objectives with measurable outcomes identifying special project / community development objectives for the next year.
2. Identify the projected costs, and funding requested from YRAC.
3. Detailed explanation of the project for which you are requesting funding. Include the following information:
   - Date
   - Location
   - Target market
   - Partners in project
   - Expected outcome/benefits
   - Key contact for project
   - Complete budget (identify all funding sources)

Facility operations and maintenance		
Organization	Anticipated total cost	Request from YRAC

The facility operations and maintenance grant is designed to assist those Yukon Special Recreation Groups that have a direct responsibility for the operation and maintenance of facilities necessary to carry out the programs and activities of the YSRG. This category is not intended to support capital development projects.

Your funding request for leadership development should include:

1. List objectives with measurable outcomes identifying facility operations and maintenance for the next year.
2. Identify the projected costs, and funding requested from YRAC.
3. Details about how you are addressing the National Initiatives as outlined in the letter sent to you with this application.

Funding request summary

Organization

Category	Total estimated cost	Amount requested from YRAC
Administration/organization development		
Participant development		
Leadership development		
Special projects/community development		
Facility operations and maintenance		
Total	$ 0.00	$ 0.00

Declaration

President

This profile and grant application is accurate and has the approval of the executive of the Yukon Special Recreation Group (YSRG) as indicated by the signatures below.

Full name of president

Signature	Date YYYY/MM/DD

Authorized individual

Full name	Position
Signature	Date YYYY/MM/DD

Print Clear