



## ECONOMIC DEVELOPMENT FUND PROGRAM GUIDELINES AND APPLICATION

The Economic Development Fund supports projects and initiatives that provide long-term, sustainable economic benefits to Yukoners and Yukon communities by funding projects that:

- Support business innovation, sustainability and planning by identifying, pursuing and facilitating the development of business, industry, projects and economic infrastructure while maximizing secondary benefits, attracting investment and balancing socio-economic interests;
- Encourage diversification of the economy by providing support that opens up new markets or significantly expands existing markets, and in particular, export markets; and
- Increase business competitiveness by supporting innovation through capital investment and the facilitation of organizational capacity development.

A maximum of 75% of total eligible project expenditures, excluding capital expenditures, is provided through three funding tiers. Eligible capital expenditures may be rebated to a maximum of 50% of eligible expenditures. The Economic Development Fund program is competitive. The number of eligible applications may exceed available funds.

Funding tiers	Tier 1	Tier 2	Tier 3
Funding level	\$30,000 or less	\$30,001 to \$100,000	\$100,001 to \$500,000
Deadline(s)	Rolling intake; applications accepted year-round	April 15 September 15	January 15

### Eligible applicants

The following types of businesses and organizations are eligible to apply to the Economic Development Fund:

- Businesses which meet three of the following conditions:
  - Has an office with a physical address in Yukon;
  - Is subject to the *Yukon Income Tax Act*;
  - Is registered under the *Business Corporations Act* and the *Partnership and Business Name Act*, where applicable; or
  - Has a valid municipal business license, where applicable.
- Yukon First Nation governments;
- Yukon First Nation development entities (whether structured as a corporation, partnership, joint venture or a trust);
- Yukon municipal governments; and
- Community societies or associations that:
  - Are registered under the *Yukon Societies Act* and are in good standing;
  - Are based in one or more Yukon communities; and
  - Can demonstrate clear interest in seeking to improve Yukon's economic development.
- Not-for-profit corporations incorporated under the *Canada Not-for-profit Corporations Act*.

## Eligible projects and activities

Eligible projects and activities fall into three categories:

**Business Innovation, Sustainability and Planning**, eligible projects or activities include:

- Activities that support strategic business and industry development;
- Research to identify and address barriers to industry and sector development;
- Building sustainability measures into business practices and operations;
- Facilitating strategic economic infrastructure for public access;
- Regional economic planning;
- Projects or activities in the preliminary stage may be eligible for support for:
  - Research to identify emerging opportunities;
  - Concept development and scope of a project;
  - Preliminary feasibility;
  - Business plans, sustainability and feasibility studies;
  - Development plans;
  - Economic impact analyses; or
  - Business scanning to determine/analyze potential secondary benefit.
- Projects or activities in the implementation stage may be eligible for:
  - Implementation support; or
  - Post-project analysis and support.

**Market Support and Diversification**, eligible projects or activities include:

- Participation in trade and investment missions, business conventions, marketing events and exchanges;
- Organization and promotion of conferences, trade fairs, and other networking or marketing events;
- Preparation for incoming trade missions and familiarization tours;
- Branding, web enhancements and e-commerce;
- Marketing plans and promotional materials; or
- Investment attraction.

**Capacity and Capital Development**, eligible projects or activities include:

- Construction costs related to the establishment or expansion of an entity in order to grow its market or increase the footprint and/or output.
- Leasehold improvements where a minimum five-year lease agreement is in place;
- Equipment purchase or lease where the equipment supports:
  - the development or distribution of goods or services for a market in Yukon that is not already supplied with those goods or services by an established eligible business;
  - the export of goods or services from Yukon; or
  - replacing imports with goods or services from Yukon.
- Product development to improve competitiveness and meet market demand;
- Internship and mentoring opportunities;
- Activities related to business or organizational capacity development such as needs assessments and training plans; corporate organizational capacity training for corporate business enterprises and economic development organizations; or
- Business-related professional development workshops and other learning forums on business topics.

## Eligible expenditures

1. Incremental costs for employees may be included as eligible expenditures under the following conditions:
  - a. The proponent is able to demonstrate that it is not economically feasible to complete the project or issue a contract; or

- b. It is directly related to the provision of a mentoring or internship opportunity; and
  - c. The arrangement is approved in advance and in writing by Yukon.
2. Incremental costs of operations and maintenance may be included as eligible expenditures under the following conditions:
- a. The proponent is able to demonstrate that it is direct and necessary to achieve the deliverables of an eligible project such as planning, design, engineering, architecture, supervision, administration and management; or
  - b. It is directly related to the provision of a mentoring or internship opportunity; and
  - c. The arrangement is approved in advance and in writing by Yukon.
3. Costs associated with securing an environmental assessment and permits are eligible; and
4. Employee wages attributable to a project are considered eligible if it can be demonstrated the activities are outside of normal work duties and necessary for the completion of the project.

### **Ineligible projects and expenditures**

1. Capital expenditures for equipment that is readily movable and suitable for personal use such as computers, power tools, musical instruments, etc. unless it is deemed integral to the success of the project;
2. Costs incurred before any project approval decisions, including volunteer time such as board time.
3. Costs incurred for cancelled projects;
4. Expenditures made prior to the project being approved for funding;
5. Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
6. Land acquisition;
7. Leasing equipment other than equipment directly related to the project;
8. Leasing payment on land, buildings and other facilities;
9. Operation and maintenance costs, except as provided for under Eligible Expenditures;
10. Projects that fall under the normal responsibility of a Government of Yukon department, municipal authority, or First Nation or federal government
11. Provincial/territorial sales tax, goods and services tax or harmonized sales tax; or
12. Real estate fees and related costs.

### **Application instructions**

**Read** this document carefully for details about the program's purpose, the eligibility of your organization and your project, and how to apply.

**Contact** a program advisor at the Department of Economic Development to discuss your project. Program advisors are available year-round to provide advice and guidance about the program and to review draft applications well before a deadline.

**Prepare** your application with all pages on 8 ½ x 11 single-sided. Do not use staples. Download and save this document to enter information for your application. Additional pages can be attached if required.

**Complete** the application checklist below and include it with your application.

**Submit** your Tier 1 application at any time of the year. Applications for Tier 2 and Tier 3 must be received by the Department of Economic Development office **no later than 4:30 p.m.** on the deadline. If a deadline falls on a weekend or holiday, applications must be received **no later than 4:30 p.m.** on the business day following the deadline. Late applications will not be considered for funding.

## **Application checklist**

### **All applications must include:**

- Completed application checklist
- Completed and signed application form (request original signature page)
- Proof of compliance with the Government of Yukon Corporate Affairs
- Project budget
- Confirmation of other sources of funding for the project
- Confirmation of in-kind contributions and/or donations
- Quotes from contractors, suppliers or consultants involved in the project
- Authority to sign and submit the application on behalf of the applicant

### **Copies of the following, if applicable:**

- Business license
- Permits
- Environmental assessment
- Proof that you can fund/support your ongoing operations and maintenance costs relating to the capital purchase
- Other supporting documents such as leases, land ownership, market analysis, letters of support or other documents as requested by the program advisor

## **Contact and submission**

### **Economic Development Fund office**

303 Alexander Street, 2nd floor,  
Whitehorse, Yukon, Y1A 2L5  
Phone: 867-456-3803  
Toll-free (in Yukon): 1-800-661-0408 Ext. 3803  
Fax: 867-393-7018  
Email: edf@yukon.ca

### **Mailing address**

Economic Development Fund,  
Government of Yukon  
Box 2703 (F-1), Whitehorse, YT Y1A 2C6



# ECONOMIC DEVELOPMENT FUND APPLICATION

Download and save the guidelines and application form to enter information electronically. This form does not have expanding fields. Include additional pages if required.

Applicant information		
Applicant (organization) name		
Main contact person name		Position
Mailing address		
Daytime phone	Cell	Email
Type of organization		How long has your organization existed? years
What is your organization's mandate?		
Project summary		
Total requested from the fund \$	Total project costs \$	Total eligible capital expenditures \$
Project name		
Describe your project in one sentence		
Project type	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD

Personal information on this form is collected under the authority of Section 15(c)(i) of the *Access to Information and Protection of Privacy Act* (ATIPP) for the purpose of carrying out a program, including program evaluation, and/or providing financial assistance to the applicant. The collection, use and disclosure of your personal information is managed in accordance with ATIPP. For more information about the collection, use and disclosure of your personal information, please contact the Department of Economic Development's ATIPP coordinator at 867-667-5946 or the Director, Finance and Information Management at 867-667-5946.

**Project background**

Provide a brief detailed description identifying the need for the project.

Provide an outline of your project or activity detailing what you plan to do, how you plan to do it and where the project will take place.

### Project outcomes

What are the anticipated impacts for your target group, your organization or the larger community? Describe what will be in place or different as a result of your project?

### Check the fund objectives below that apply to your project.

- Investment attraction
- Long-term impact of employment
- Impact on skills development, growth and diversification of both economic sectors and markets
- Improved organizational capacity
- Sustainable long-term benefits
- Innovation sector growth
- Potential climate impacts

Describe each of the objectives identified above.

Measuring success – Describe how you will assess the outcomes and success of your project.

## Project risks and mitigations

What risks could come up in executing the project and what are the potential mitigation strategies you could put in place to manage those risks.



**Project timeline**

Use the table below to list the project's main activities, when they will happen and who will be responsible.

<b>Main activities</b>	<b>Timeline/duration</b>	<b>Role</b> (exec. director, consultant, contractor, volunteer, etc.)
1		
2		
3		
4		
5		
6		
7		
8		
9		

**Budget**

Complete the detailed project budget below showing the minimum 25% or 50% applicant equity. Justify all budget items. Attach additional budget pages if required.

- **Under \$1,000** provide a breakdown of the expense (for example: printing \$20/manual x 20 participants).
- **Over \$1,000** include with the application a minimum of two quotes from suppliers, contractors or consultants.

Project item	Project costs (excluding GST)	EDF request	Proponent cash contribution	Proponent donation	Other funding	Variance +/-
<b>Total project costs</b>						

## Applicant declaration

### Payment and reporting requirements

Transfer payment agreements between the Government of Yukon and successful applicants outline the terms and conditions of funding, payment schedule and reporting requirements. The schedule for payment is in accordance with the Government of Yukon's Transfer Payment Policy.

The final report should demonstrate that the outcomes or outputs of the project, as described in the application, have been achieved and that the funds have been expended in accordance with the approved project budget. This information can be collected across projects to determine the impacts and effects of Economic Development Fund projects Yukon-wide.

### Acknowledgement of funding

Successful applicants are required to publicly acknowledge the financial assistance of the Government of Yukon and the Economic Development Fund. Further information on this requirement is included in the transfer payment agreement.

I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein are, to the best of my knowledge, true and correct. I affirm that I understand the criteria and intent of the funding program and my applying to it in good faith.

The Government of Yukon may share this application and/or make enquiries of such persons, firms, corporations, federal, provincial, First Nation and municipal government departments/agencies, and not-for-profit, economic development or other organizations regarding the applicant as may be appropriate in the opinion of Government of Yukon, and to share information with them, as the Government of Yukon deems necessary in order to assess this application or to refer the application.

I understand that all or part of this application may be made available to the public in accordance with the *Access to Information and Protection of Privacy Act*.

I understand the Government of Yukon or its agents may audit any or all of the records, including financial records of the recipient or its agents as is necessary to satisfy the Government of Yukon that the objectives and activities of the funding program have been carried out and that the funds have been spent in accordance with the terms of this funding program.

Any funds that are not expended to cover approved eligible costs shall constitute a debt due to Government of Yukon and shall, upon request by Government of Yukon, be repaid immediately by the Recipient to Government of Yukon.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
YYYY/MM/DD

\_\_\_\_\_  
Date