

## Application and guidelines

# Express Micro-Grant

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Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

You are encouraged to contact an arts advisor for assistance.

Be sure the proposal includes all the required information: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough proposal.

**Deadline: Applications are accepted throughout the year**

## **What is the Express Micro-grant?**

This funding program is for those in the creative and cultural industries who are looking for small amounts of funding to help them achieve a goal. Applicants can ask for any amount from \$100 to \$5,000.

This is a great opportunity for those who have never received funding before, especially those who may find the funding world intimidating. This program will prioritize first-time applicants, and those from equity-deserving communities. This program will provide quick responses to allow creatives to take advantage of opportunities. Arts advisors are available to answer questions or help prepare your application.

This fund is also available to support the sector to participate in activities and opportunities that may not fit our other funding programs.

Yukon residents at any stage of their creative paths and from all communities are invited to apply. The program is designed to encourage applications from Indigenous, Black, racialized people and people born outside of Canada; LGBTQ+, Two-Spirit and non-binary people; people living with disabilities; and those with low-incomes or living in poverty.

## **Objectives**

The objectives of the Express Micro-grant are to:

- Provide timely access to funds for the sector to respond to time-sensitive or unique activities and opportunities, which could further their artistic or professional development, or increase their participation in the creative and cultural economy.
- Improve accessibility to funding for first-time and diverse equity-deserving applicants.
- Advance the creative and cultural activities and practices, as well as market development and access in the Yukon.

## **Outcomes**

Growth and development of the Yukon creative and cultural industries, and increased ability of the sector to respond to creative and cultural opportunities. Reduced barriers to accessing funds, resulting in increased participation of first-time applicants and applicants from equity-deserving communities in the creative and cultural sector.

## **Eligibility**

### **Eligible applicants**

- Emerging, established and professional artists, creatives and/or those involved in the creative and cultural industries;
- Canadian citizens or permanent residents of Canada who have lived in the Yukon for at least one continuous year prior to the award deadline;
- Artist collectives, where a minimum of 75% of members meet the above Yukon residency requirements;
- Yukon registered non-profit societies that are in good standing;
- Businesses, for activities that have artists at the centre;
- First Nation governments, for activities that have artists at the centre; and
- Municipal governments, for activities that have artists at the centre.

Express Micro-grant cannot be used to supplement activities already supported through arts funding.

## **Ineligible applicants**

- individuals under the age of 16;
- applicants who submit more than one application at a time;
- organizations that receive Arts Operating Funds, unless the proposed projects explore significantly new approaches or activities;
- applicants who have outstanding reports for any previous Yukon government arts funding; and
- applicants whose submission to this program is incomplete.

The Government of Yukon will issue a T4a to individuals and representatives of collectives who receive Micro-grant funding.

## **Eligible activities**

The Micro-grant can support a variety of creative and cultural projects and activities. We encourage potential applicants to contact an arts advisor to discuss their activity.

Some examples of activities include:

- attendance at workshops, conferences, craft fairs or arts events;
- travel to and from communities for research;
- podcast projects;
- business plans, with a priority on emerging artists;
- activities that build partnerships between the creative and cultural industries and the business sector; and
- preparation for selling work (for example, preparing display cases for market readiness).

## **Ineligible activities**

- Large capital purchases. Some examples include: vehicles, building construction, real estate, heavy machinery, and any capital purchase not directly related to the creative and cultural product or arts activity;
- Activities already receiving other arts funding;
- Projects and activities that take place prior to the application submission;
- Fundraising activities, awards, sponsorships or re-funding activities;
- Religious activities;
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without consent from the Indigenous creator(s), collaborator(s) or community member(s), as applicable;
- Projects that promote hatred or intolerance;
- Activities that contravene territorial or federal law; and
- Payment of taxes owed by an individual or organization.

## **Funding guidelines**

There are two tiers of funding available. Funding can cover 100% of eligible expenses.

Tier 1: Up to \$1,500

Tier 2: \$1,501 to \$5,000

## **Intakes**

The Express Micro-grant has a rolling monthly intake. Applicants can submit an application at any time. Applications received after the 21st day of the month may be considered in the following month's intake.

### **Note:**

- A minimum of \$12,500 is available each month;
- Applications will be accepted on an on-going basis throughout the year, but applications must be made before the activity starts;
- Funding cannot be used for costs occurring before the date of application;
- Applicants can receive funding through this program for more than one project at a time; and
- Applicants are generally limited to a maximum of \$10,000 in funding over one fiscal year. To discuss your particular circumstance, contact an arts advisor.

## **Payments**

Each successful application will be required to enter into and sign a funding agreement with the Government of Yukon. The agreement will detail the activities that are approved for funding and the terms and conditions of that funding.

90% of the approved funding will be advanced to the applicant after the project funding agreement is signed with the Yukon government. The remaining 10% of the funding will be held back until the final project report has been submitted.

Any funds received by the applicant but not spent on an approved activity must be repaid in full to the Government of Yukon.

## **Recognizing funders**

Recipients are to give funding credit to Yukon government when there is an opportunity to do so.

## **Reporting requirements**

Arts advisors are available to help with reporting, if needed. Reporting is due within 60 days of the conclusion of the funded activity.

All funding recipients shall provide a final report that includes:

- A final financial report for the project that includes revenues and expenses;
- A completed questionnaire; and
- A photo of the activity, if possible.

## To apply

### Application requirements, assessment and approval process

All submissions must include a completed application form.

Support letters can be included, but are not required. For activities that use or present Indigenous cultural material, traditional knowledge or stories that are not your own, you must submit written consent from the Indigenous artist(s), creator(s), collaborator(s), or community member(s), as applicable.

Arts advisors will assess the applications against the program's eligibility, requirements and criteria. Applications will be assessed on the potential impacts and benefits of the activity, not on artistic excellence.

Applicants will be notified of the results in writing within 5 working days for Tier 1 and 10 working days for Tier 2.

### Submit all applications to:

Arts Advisor, Arts Section  
Department of Tourism and Culture

In person: 100 Hanson Street, Whitehorse (Visitor Information Centre)

Email: [artsfund@yukon.ca](mailto:artsfund@yukon.ca)

Mail: Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

Phone: Toll-free: 1-800-661-0408 ext. 8789  
In Whitehorse: 867-667-8789

Fax: 867-393-6456

*We encourage applicants to contact an arts advisor prior to submitting an application. They are available to assist you.*

### Application checklist

Ensure that your application includes:

- A completed and signed cover sheet
- A completed application
- Consent from the Indigenous creator(s), collaborator(s) or community member(s), if the activity uses or presents Indigenous cultural material, traditional knowledge or stories

You may also include (though not required):

- The optional self-identification survey
- Support letters



All fields with an \* are mandatory.

Name of activity*			
One-sentence description of activity*			
Legal name of applicant*			
Applicant entity (check one):*			
<input type="checkbox"/> Individual (must have lived in Yukon for one continuous year)		<input type="checkbox"/> Artist collective	
<input type="checkbox"/> Registered Yukon non-profit		<input type="checkbox"/> First Nation government	
<input type="checkbox"/> Business		<input type="checkbox"/> Other government	
Members of collective (if applicable)			
Email*		Phone*	
		(    )    -	
Mailing address*		Town/city*	Postal code*
Physical address (if different from mailing address)			
Contact person, if different from above			
Amount of funding requested*	Total budget of project*	Project start date*	Project end date*
\$	\$	YYYY/MM/DD	YYYY/MM/DD
<b>Declaration of applicant</b>			
<p>We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application are, to the best of our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We commit to provide a safe and healthy workplace free from harassment, bullying, abuse and discrimination of any kind. We agree to allow representatives of the Government of Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. We understand that all or part of this application may be made available to the public in accordance with the <i>Access to Information and Protection of Privacy Act</i>. We declare the applicant owes no debt to the Government of Yukon.</p>			
Signature: _____			Date: YYYY/MM/DD _____

Personal information on this application is collected for the purpose of administering the Express Micro-grant funding program in accordance with the Yukon Government Transfer Payment Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, 867-393-6460.

**Activity information**

Applicant name	Name of activity
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Has the applicant previously received arts funding from Yukon government?  
 Yes – when? YYYY                       No

Has the applicant previously been funded through the Express Micro-grant program?  
 Yes – when? MM/YYYY                       No

Briefly describe your activity, including the goals and benefits and if this project is time sensitive (max 200 words).

**If you are requesting more than \$1,500, answer the following questions. Max 200 words each.  
 If you are requesting \$1,500 or less, skip to Budget section.**

How is your activity a unique opportunity? A unique opportunity is a chance to create or present or promote your work, a chance to do something that is exceptional and that may open doors for your work in the future.

List communities involved in your activity, if applicable. This could include communities outside Whitehorse, or other communities (including, but not limited to, equity-deserving communities such as racialized, LGBTQ2S+, youth, etc.).

**Answer one or more of the following questions. Max 200 words each.**

How will this activity help your artistic development?

How will this activity help your professional development, and/or provide future economic opportunities?

How will this activity contribute to the growth and development of the creative and cultural sector in the Yukon?



## Project Budget for

Fill in the budget lines that apply to your activity. The Express Micro-grant can fund up to 100% of eligible project expenses. Provide the 'Budgeted costs' now. Fill in the 'Actual costs' column once your activity is completed.

<b>Expenses</b> (ex. artist fees, materials, venue costs, rental expenses, travel, etc)	<b>Budgeted costs</b> (application)	<b>Actual costs</b> (final report)
<b>Total expenses</b>		
<b>Revenues</b> (ex. other funding, sponsorship, applicant contribution, etc)	<b>Budgeted revenues</b> (application)	<b>Actual revenues</b> (final report)
Request to Express Micro-grant		
<b>Total revenues</b>		
<b>Net (revenues minus expenses = should be \$0)</b>		
Total final expenses	Total final revenues	
Name		
Signature		Date YYYY/MM/DD
<b>Budget notes (if any)</b>		

## Self-identification

Applicants may choose to share the following information. This will help us evaluate the funding program against the stated objectives, which include ensuring that it reaches and prioritizes applicants from equity-deserving communities. We may also consider this information in the assessment of your application, given that there is a priority to support equity-deserving applicants. This information will remain anonymous. You may choose to answer all or some of the questions below.

### This survey is optional for all applicants

Do you identify as one of the following:

- First Nation: \_\_\_\_\_  
 Canadian Indigenous ancestry                       Inuit                       Métis

Do you identify as a member of a culturally-diverse community? This could include communities based on race, ethnicity, sexual orientation or identity, physical abilities, etc.

If yes, specify: \_\_\_\_\_

How old are you?       16-29       30-45       46-64       65+

How do you describe your gender? \_\_\_\_\_

What is your country of birth? \_\_\_\_\_

If you were born outside Canada, when did you arrive in Canada? \_\_\_\_\_

What languages do you speak at home? \_\_\_\_\_

What is your first language? \_\_\_\_\_

What is your highest education level?

- Elementary school                       Some high school                       High school diploma  
 Undergraduate degree                       Graduate degree

What is your income level?

- Below \$20,000                       \$20,000-\$49,999                       \$50,000-\$74,999                       \$75,000 and above

Is your primary source of income derived from:

- Creative and cultural sector  
 Outside the creative and cultural sector (specify) \_\_\_\_\_