



Recreation Grant Application

City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

Background

Under the Recreation Grant Policy, the City of Whitehorse provides funding assistance to community groups and organizations for recreational purposes. Projects focused on building a healthy community which use recreation as a vehicle to attain positive outcomes for the community may also be funded through this program.

Program Objectives

The City of Whitehorse offers financial assistance to encourage volunteer community groups and organizations to further improve and develop recreation opportunities for Whitehorse citizens.

Application Deadlines

The availability of financial assistance will be advertised to the community a minimum of one month prior to the deadline. Application forms are available from the City of Whitehorse Parks and Recreation Department. Check your dates and deadlines! Organizations are only eligible for funding once within a 12 month period.

There are two deadlines per year:

- (1) Category 1 Applications – March 15 and September 15
- (2) Category 2 and Category 3 Applications – March 15

All applications must be received by the City of Whitehorse prior to 4:30 p.m. on the deadline date. If the application deadline occurs on a non-business day, the application deadline is 4:30 p.m. of the next business day.

Note: Attachments **must** be on **8½" x 11" white paper, single sided**. Handwritten applications will not be accepted. If you are submitting a computer printout of financial information please ensure it will be legible after photocopying.

Submit Completed Applications to:

City of Whitehorse, 2121 Second Avenue, Whitehorse or Canada Games Centre, 200 Hamilton Blvd.
Email recgrants@whitehorse.ca.

Applications must be received by the City of Whitehorse by 4:30 pm of the deadline date.

Late applications will not be accepted, no exceptions.

Personal Information is collected under the authority of the Public Lottery Regulations and will be used only for the purpose of administering the Recreation Grant and Community Lottery Program. For further information, contact: the Manager, Recreation & Facility Services, City of Whitehorse, 867-668-8331 and/or the General Manager, Lotteries Yukon, 101-205 Hawkins Street, Whitehorse, YT Y1A 1X3 or 867-633-7899, toll free within Yukon 1-800-661-0555, extension 7899.



The City of Whitehorse is pleased to acknowledge the contribution of Lotteries Yukon for funding support for the Recreation Grant Program.

Eligible Applicants

Preference is given to projects that include ALL of the following:

1. The project benefits the community;
2. The applicant must be a Whitehorse group or organization, or a Yukon Association where the membership and project are Whitehorse based. Note: Corporations are not eligible for funding;
3. The project takes place within the City of Whitehorse.

Eligible Projects – for a complete list of eligible ineligible projects, please refer to the Recreation Grant Policy

Category 1 – Recreation Grants (March, September)

May include one or more project type. If applying for more than one project type, they must be prioritized with number one being the highest priority.

- a) Program Assistance
- b) Leadership Development
- c) Capital
- d) Equipment
- e) Operation and Maintenance

Category 2 – Recreation Facilities / Parks (March)

- a) Capital
- b) Operation and Maintenance
- c) Program Assistance

Category 3 – Arts /Cultural Facilities (March)

- a) Capital
- b) Operation and Maintenance
- c) Program Assistance

Ineligible Projects – for a complete list of ineligible projects, please refer to the Recreation Grant Policy

Funding support is **NOT** available for:

- a) festivals and community special events – Please see Festivals and Special Events Grant, www.whitehorse.ca/grants
- b) fundraising events
- c) events held outside the City of Whitehorse
- d) items and programs funded by the Yukon Recreation Advisory Council (YRAC)
- e) costumes/personal equipment
- f) uniforms, trophies, medals, crests, ribbons, plaques, pins, pictures, or other awards
- g) facility fees for City operated facilities
- h) individuals and gifts
- i) registration and certification fees
- j) vehicle rental
- k) office furniture and office equipment, including software and computers

Application Procedures

1. Applications must be type-written or legibly printed using black ink.
2. For organizations registered under the Societies Act, the name of the applicant must be the official name as registered under the Societies Act.

3. Applications must be completed in full and shall contain:

- A brief, but clear description of the project, **not to exceed two pages**.
- A description of the target group involved.
- Why the project is needed and how it will benefit the community.
- Budget for the project.
- Organization's budget for the current year.
- Financial statement for the previous year prepared and signed by at least two members of the organization is acceptable if an independent audit is not available.
- For projects requiring matching funds (capital and major equipment) the source of matching funds must be specified.
- For organizations that are affiliated with a governing body, the application must be endorsed by the governing body. See definition of "governing body".
- For organizations that are not affiliated with a governing body the application must be endorsed by the membership as defined in the constitution and/or bylaws. A copy of the motion endorsing the submission of the application must be included.

Assessment Criteria

Applications will be assessed using the following criteria:

1. The applicant is a volunteer group or organization.
2. The applicant must demonstrate the ability to contribute in a significant manner to the project. (Example, volunteer labour, financial contribution).
3. The application must reflect a clear, accurate and credible proposal.
4. Demonstration of the project being of direct benefit to the community.
5. Financial need of the applicant for the specific project being applied for.
6. Stability of the group or organization, i.e. the ability of the applicant to undertake the project.



Recreation Grant Application

City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

Application Form

Project Name: _____

Project Description:
(one-sentence) _____

Project Start Date: _____ Project End Date: _____

Total Amount Requested: \$ _____ Total Project Budget: \$ _____

Applicant / Organization Name: _____

Mailing Address: _____

Town/City: _____ Postal Code: _____

Project Contact Person: _____ Position / Title: _____

Daytime Phone #: _____ Email: _____

Alternate Contacts: President: _____ Phone: _____
Secretary: _____ Phone: _____
Treasurer: _____ Phone: _____

Is the organization registered and in compliance under the Yukon *Societies Act*? Yes No
 Not applicable

of Board Members _____ Date of last Annual General Meeting: _____

# of members: e.g. 100	TOTAL	0 – 12 yrs	13 – 18 yrs	19 – 59 yrs	60+
_____	_____	_____	_____	_____	_____

of programs / activities offered to the community annually: _____ for children & youth 0-18 yrs
_____ for adults 19 years and over

Project Information

Provide a brief description (summary) of the project:



Recreation Grant Application

City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

Category 1 – Recreation Grants:

Project Type:	Project Name:	Priority (1, 2, etc.)	Request \$
<input type="checkbox"/> Program Assistance			
<input type="checkbox"/> Leadership Development			
<input type="checkbox"/> Capital (max. 50%)			
<input type="checkbox"/> Equipment (minor)			
<input type="checkbox"/> Equipment (major – max. 50%)			
<input type="checkbox"/> Operation & Maintenance			

Category 2 – Recreation Facilities / Parks:

Project Type:	Project Name:	Priority (1, 2, etc.)	Request \$
<input type="checkbox"/> Capital			
<input type="checkbox"/> Operation & Maintenance			
<input type="checkbox"/> Program Assistance			

Category 3 – Cultural Facilities / Arts:

Project Type:	Project Name:	Priority (1, 2, etc.)	Request \$
<input type="checkbox"/> Capital			
<input type="checkbox"/> Operation & Maintenance			
<input type="checkbox"/> Program Assistance			

For all Category 1, Category 2, and Category 3 grants please submit the following:

- Project Description (**maximum 2 pages**). List benefits derived from the project, including:
 - How the project supports the organizations mandate and objectives?
 - What is the anticipated impact of the project on the community, your members and sector? Include number of proposed participants/members benefiting (explain how), type of benefit received, and whether the impact is short or long-term.
- Project Budget Summary Sheet (see attached)
- Annual Operating Budget** - The applicant's annual operating budget for the current fiscal year must be attached (see attached template)
- Annual Financial Statements** - Approved annual financial statements signed by the Board Chair and Treasurer for the organization's previous fiscal year, including Revenue and Expense Statement and Balance Sheet, must be attached.

If your financial statement shows a surplus, please state it's indented uses below or attach an explanation on a separate page.

Endorsement:

Please provide a motion from your membership / executive endorsing this application. A copy of the motion of endorsement from the membership must be recorded and attached OR complete the motion below and have the president sign.

Motion (please print): _____

President's Signature

Date

Governing Body:

For groups or associations that are affiliated with a Governing Body - (ie. Whitehorse Minor Soccer, Polarettes Gymnastic Club) *the application must also be endorsed by the Governing Body.*

Governing Body Endorsement

Date

Declaration – ALL Groups and Associations must complete the following declaration:

In making this application, we the under signed, declare to the best of our knowledge, the information contained in this application is correct and all items of required information are enclosed. Further, that should our request be accepted in part or in whole, the funds granted will be used for the above stated purposes and that we will comply with all terms and conditions as outlined.

President

Date

Treasurer

Date

PROJECT BUDGET SUMMARY SHEET

EXPENSES

	Total Budget Projections	City of Whitehorse Request
EQUIPMENT		
Major/Minor Equipment (list unit cost and provide quotes)	\$ _____	\$ _____
CAPITAL PROJECT EXPENSES (describe costs and provide quotes)	\$ _____	\$ _____
PROJECT EXPENSES Honoraria/contract fees/wages	\$ _____	\$ _____
SUPPLIES/MATERIALS (list supplies and unit costs)	\$ _____	\$ _____
FACILITY FEES	\$ _____	\$ _____
TRAVEL (resource persons, means of travel/fares/number of persons)	\$ _____	\$ _____
O & M (provide details)	\$ _____	\$ _____
OTHER (provide details)	\$ _____	\$ _____
CITY OF WHITEHORSE REQUEST		\$ _____
TOTAL PROJECT EXPENSES	\$ _____	

REVENUE *(please provide details)*

FUND RAISING		\$ _____
DONATIONS/CONTRIBUTIONS		\$ _____
PARTICIPATION FEES		\$ _____
GRANTS FROM OTHER SOURCES		\$ _____
REVENUE (other)		\$ _____
CITY OF WHITEHORSE REQUEST <i>(should match the requested amount from the project expenses)</i>		\$ _____
TOTAL PROJECT INCOME <i>(total income must equal total expense)</i>		\$ _____

ANNUAL OPERATING BUDGET

Please provide your annual operating budget (Estimate of all income and expenses for the current year.) Use the following as a guide or attach your own organization's annual operating budget.

EXPENSES

ADMINISTRATION	\$
WAGES	\$
PROFESSIONAL FEES	\$
SUPPLIES/SERVICES/MATERIALS	\$
FACILITY FEES	\$
CAPITAL EQUIPMENT	\$
TRAVEL	\$
OTHER (specify)	\$
OTHER (specify)	\$
OTHER (specify)	\$
TOTAL EXPENSES	\$

REVENUES

EARNED REVENUE	\$
FUND RAISING	\$
DONATIONS/CONTRIBUTIONS	\$
PARTICIPATION FEES	\$
OTHER (specify)	\$
OTHER (specify)	\$
GRANTS FROM OTHER SOURCES	\$
TOTAL REVENUES	\$

INCOME STATEMENT

Name of Organization: _____
Income Statement for the Fiscal Year Ending: _____

EXPENSES

Expenses	Details	Amount
Rent		
Heat		
Wages		
Membership Fees (Paid to other organizations)		
Postage		
Telephone		
Licenses		
Other		
	Total Expenses:	

REVENUE

Revenue	Details	Amount
Fundraising		
Donations/Contributions		
Participation Fees		
Grants (Details on all sources)		
Other:		
	Total Income:	

NET INCOME or LOSS (*Income minus Expenses*) \$ _____

BALANCE SHEET

Name of Organization: _____
 Balance Sheet for the Fiscal Year Ending: _____

ASSETS

Current Assets: (Easily liquidated)	Details	Amount
Cash		
Accounts Receivable		
Grants Receivable		
Short Term Investments (GIC's, etc.)		
Fixed Assets: (Not easily liquidated)		
Land		
Buildings		
Equipment		

Please note: method of depreciation of assets must be established and consistently used. If a change is made, notes to the financial statements are required.

Total Assets: \$ _____

LIABILITIES AND ORGANIZATION EQUITY

Liabilities: (Money Owning)	Amount
Accounts Payable	
Loans Payable	
Total Liabilities:	

Organization Equity:	Amount
<small>(Equity is money retained in the organization over the yrs)</small>	
Retained Earnings <small>(as stated in prior year's balance sheet)</small>	
Loans Payable <small>(net income or loss of current year)</small>	
Total Equity:	

Needs to be the same amount!

Total Liabilities & Organization Equity: \$ _____

 Director's Signature

 Director's Signature

**Assets and Liabilities and Equity must balance.
 2 Director's signatures are required.**