



# RECREATION GRANT APPLICATION

*City of Whitehorse Recreation Services*

**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.

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

**Eligibility** - 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;
3. The project takes place within the City of Whitehorse.

***For a complete list of eligible projects, please refer to the Recreation Grant Policy***

## 2021 REQUIREMENTS

Application will be accepted two times per year.

Application deadlines: March 15 – funding available by May 31

September 15 – funding available by November 31

The Recreation Grant Policy has four funding categories. Applicants may apply to up to two categories per year (12 months). If applying to two categories, submit a separate application form for each category. Do not combine categories into one application.

For this application to be considered, the following attachments must be included:

- Completed Grant Application – Form A
- Completed Budget – Form B
- Financial Statements-Approved annual financial statements signed by the Board Chair and Treasurer (or auditor) for the organization's previous fiscal year, including revenue and expense statement and balance sheet.
- Annual Operating Budget-The applicant's annual operating budget for the current fiscal year must be attached.
- For programs requiring matching funds (Major equipment) the source of matching funds must be specific
- For organizations that are affiliated with a governing body, the application must be endorsed by the 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.

*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: Program Supervisor, Recreation Services, City of Whitehorse, 867-687-3492 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.***

Submit your forms by the deadline in one of three ways:

1. Hand-delivery: Delivered to Canada Games Centre, 200 Hamilton Blvd.  
In a sealed envelope and titled 'Attn: Recreation Grant Administrator'
2. Mail: Attn: Recreation Grant  
Canada Games Centre  
c/o City of Whitehorse  
2121 Second Avenue  
Whitehorse, Yukon, Y1A 1C2
3. Email: [recgrants@whitehorse.ca](mailto:recgrants@whitehorse.ca)  
Subject: Recreation Grant

## **IMPORTANT**

It is the responsibility of the applicant to ensure that the submitted application is in the hands of the department regardless of the submission method chosen.

*To confirm receipt, please email [recgrants@whitehorse.ca](mailto:recgrants@whitehorse.ca)*

Please ensure that you have read the Grant Application Guide prior to completing and submitting your application.

# FORM

## PART A: Organization Information

Registered name of organization:	
Contact (one person only):	
Title of Contact Person:	
Phone:	
Alternate Phone:	
Email:	
Mailing Address (organization):	
Who does the group cater to?	

### Governing Body:

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

Governing Body Endorsement \_\_\_\_\_ Date \_\_\_\_\_

### 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 with submission.

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

In making this application, we the undersigned, 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 \_\_\_\_\_

**PART B: Project Information**

<b>Project Name:</b>	
<b>Amount Requested:</b>	<b>\$</b>
<b>Funding Category:</b> <i>Refer to the Application Guide for funding category information</i> <i>If applying to two categories, a separate application form must be submitted for each category.</i>	<input type="checkbox"/> Ongoing Projects & Initiatives <input type="checkbox"/> New Projects & Initiatives <input type="checkbox"/> Training & Leadership Development <input type="checkbox"/> Operational Support

**A1: Project description:** *Describe your specific project or initiative that the funding will be used for, including (if applicable): timeline, location, ages of participants, and expected reach. (Maximum 250 words)*

**A2: Funding Monies:** Please indicated exactly where the granting dollars will be spent. For example: materials and supplies, administration, new equipment, infrastructure, capital projects, utilities, staff salaries, travel expenses and honoraria. Please refer to the Grant Policy for future applicable funding

**B1: Highlight how the project aligns with the guiding principles outlined in the Parks and Recreation Master Plan. (*Maximum 250 words*)**

**B2: What positive change or impact will this project have on our community once completed?**

**B3: Project Success: How will you determine project success? What measurement will you use (# of attendees, # of sessions held, training hosted, quality of equipment, organizational effectiveness, etc)**

**B4: How will you recognize the City and Yukon Lotteries in your program or initiative?**

B5: What is the organization's contribution to the Project or Initiative?

**PART C: Authorization for Application**

As established through a resolution / motion of the organizations Board of Directors, the following signatures indicate that the information is correct and has been approved.

President \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

# FORM B

Organization Name:

Project Name:

<b>PART 1: Project Revenue</b>		<b>Estimated</b>	<b>City Funded</b>
City of Whitehorse Recreation Grant (\$ requested)		\$	\$
Fundraising		\$	\$
Donations / Contributions		\$	\$
Participation Fees		\$	\$
Other Funding or Grant	(specify here)	\$	\$
Other Funding or Grant	(specify here)	\$	\$
Revenue	(specify here)	\$	\$
<b>TOTAL REVENUES</b>		<b>\$</b>	<b>\$</b>

<b>PART 2: Project Expenses</b>		<b>Estimated</b>	<b>City Funded</b>
Materials & Supplies		\$	\$
Major Equipment (Over \$2000)		\$	\$
Minor Equipment (Under \$2000)		\$	\$
Travel		\$	\$
Other		\$	\$
		\$	\$
		\$	\$
<b>TOTAL EXPENSES</b>		<b>\$</b>	<b>\$</b>

**DON'T FORGET**

Please attach:

- Financial statement
- Annual Operating Budget