



RECREATION GRANT APPLICATION GUIDE

City of Whitehorse Recreation Services

OVERVIEW

Recreation grants provide funding support to community organizations and reflects the City's belief that community organizations play a crucial role in delivering active living opportunities to citizens.

A DEFINITION OF RECREATION

Recreation remains a fundamental human need in all ages and stages of life. People participate in recreation activities for fun, enjoyment, creative expression, fitness and health, social interaction, connect with nature, and to enhance quality of life. Recreation is defined by the Pathways to Well-being: A Framework for Recreation in Canada in 2015, as: the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.

FUNDING SUPPORT

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

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 RESOURCE

The City of Whitehorse has approximately \$200,000 per year to allocate through the Recreation Grant program. Retroactive funding is not available for projects that have been completed prior to funding application. This is a competitive grant program. Partial funding may be allocated. Operation and Maintenance funding is limited through this program.

Maximum application amount:

Applicant organizations may only submit applications for **up to two categories per year** (12 months) and **up to a maximum amount of \$14,000 per year**

Applying to Two Categories

If applying to two categories, a separate application form must be submitted for each category. Do not combine multiple categories into a single application.

Category	Proportion of total Recreation Grant funds allocated to the category	Funding limit per application
A. Ongoing Projects and Initiatives	50%	\$7,000
B. New Projects and Initiatives	20%	\$7,000
C Training and Leadership Development	10%	\$2,500
D. Operational Support	20%	\$5,000

FUNDING CATEGORIES

ONGOING PROJECTS AND INITIATIVES

Supports projects and initiatives that already exist to help foster their sustainability and optimize their benefits. To be eligible for this funding stream a project or initiative must have been in existence for more than two years. Projects that have previously received funding through the “New Projects and Initiatives” funding category are eligible after that time period for the “Ongoing Projects and Initiatives” funding.

Eligible expenses available for consideration may include but are not limited to:

- Equipment replacement specific to the project or initiative
- New equipment purchases specific to the project or initiative
- Materials and supplies specific to the project or initiative

NEW PROJECTS AND INITIATIVES

Support new projects and initiatives that address recreation opportunities in the community and have the ability to be self-sustaining in the future. Projects funded through this category are eligible for funding under the “Ongoing Projects and Initiatives” category after a period of two years.

Eligible expenses available for consideration include:

- New equipment purchases specific to the project or initiative
- Costs associated with developing, renovating or retrofitting infrastructure to accommodate the new program, initiative, or activity
- Major Equipment will be funded on a cost sharing basis-maximum of 50% City of Whitehorse grant funds
- Materials and supplies specific to the project or initiative
- Expenses associated with staff training in order to deliver the new project or initiative (eligible expenses include costs to retain qualified instructors, travel, and training venue expenses)
- Strategic or business planning costs associated with the exploration and/or refinement of a new project or initiative

TRAINING & LEADERSHIP DEVELOPMENT

Support training and leadership development initiatives undertaken by organizations to optimize their program offerings and enhance recreational capacity in Whitehorse.

Eligible expenses that will be considered under this stream of funding include but are not limited to:

- Airfare, accommodation and meal costs for instructors
- Honoraria for instructors
- Course registration and certification costs for organizational staff and volunteers

OPERATIONAL SUPPORT

Provides a small amount of operational funding that can help offset costs incurred by qualified organizations.

General operations and maintenance expenses that will be considered include:

- Primary utilities (heat, water, electricity)
- Program staff salaries (applicants must demonstrate that these costs are critical to program delivery)
- General administration, minor repairs, and maintenance

THE GRANT

This grant is designed so applicants have an open opportunity to receive financial support to fund initiatives deemed important by your organization.

The application process itself is meant to be easy and supportive and intended to create identifiable improvement in the local recreation community.

These positive changes can be accomplished through a number of strategies, including volunteer training, specialized equipment, marketing campaigns, attracting new participants, etc.

Eligibility <i>To apply, applicants must:</i>	Ineligible Projects <i>These do not qualify for funding</i>
Be a registered non-profit organization in good standing	City of Whitehorse Fees
Submit completed application form by the deadline	Projects on personal land
Project Benefits the community	Ongoing operations and maintenance
Grant applications are not accepted if there is an outstanding accountability statement of more than one year	Direct support to individual and/or elite athletes
Grant applications are not accepted from any group or organization that is overdue on money or obligations owed to the City of Whitehorse	Fundraising events
Joint applications are acceptable; however, the groups must identify which group is responsible for Finances and Accountability	Vehicle Rentals
Contract fees for instructors for a specific program	Events held outside of the City of Whitehorse
Alignment with the Parks and Recreation Masterplan	Registration fees
	Office furniture and office equipment including computers/software
	Costumes, uniforms, trophies, medals, crests, and similar items that do not remain with the organization

APPLICATION PROCESS

Application intakes occur two times per year:

Deadline to Apply	Funding Available By*
March 15	May 25
September 15	November 25

**Applications take approximately 10 weeks to administer from submission deadline, funding available date is approximate. Incomplete or late applications may not be considered.*

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

- ✓ Completed Grant Application – Form A
- ✓ Completed Budget – Form B
- ✓ Annual Operating Budget
- ✓ Financial Statements

Applications will be considered together as part of a competitive process. The City of Whitehorse reserves the right to fund all, some, or none of the submitted applications despite the availability of funding.

The City of Whitehorse reserves the right to suspend, interrupt, cancel, or reschedule this grant application process at any time. Successful applicants will be expected to sign a funding Letter of Understanding to receive the funds.

Funding will be announced after Council has approved the funding amounts.

REPORTING

Successful applicants are required to expend grant funds and submit a final report within one calendar year after the grant is awarded.

The report must address the following:

1. Did the project proceed as planned? Yes or no. If no, explain the variation.
2. A completed form, showing Submitted Budget compared to Actual Budget.
3. Reflective and performance improvement – what did you learn?
4. Acknowledgement of support from the City of Whitehorse and Lotteries Yukon.

Supporting Documentation

Organizations must retain receipts or copies of receipts and cancelled cheques for audit purposes.

*Applicants are encouraged to include 2–3 photos to help illustrate the impact of their project. Photos may be used by the City for promotional purposes. Please ensure you have permission to share and use the images and include the name of the photographer.

RETURN OF FUNDING

Funding that is awarded through this grant program but not expended as per the submitted Budget Form B, will be returned to the City for re-investment through this grant along with the reporting document.

For more information

Please refer to the [Recreation Grant Policy](#) or contact recgrants@whitehorse.ca