



RECREATION GRANT APPLICATION

City of Whitehorse Recreation Services



Background -

The City of Whitehorse provides funding to support community recreational programs and initiatives. This funding helps organizations deliver activities that contribute to a healthy and active community.

Purpose –

This grant supports volunteer-led community groups and organizations in developing and improving recreation opportunities for Whitehorse residents.

Eligibility (Who can apply)- Your project may be eligible if it meets **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.

APPLICATION TIMELINE

Applications are accepted twice per year.

- **March 15** / funding available by May 31

- **September 15** / funding available by November 30

If an application deadline falls on a weekend, we will accept submissions until the following Monday at 4:30 pm.

APPLICATION RULES

- Applicants may apply to up to two categories per year
- Separate applications must be submitted for each category

for More detail of **eligibility** details, **application requirements**, and **reporting obligations**, please refer to *the Recreation Grant Application Guide*.

REQUIREMENTS

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

- ☐ Completed Grant Application – Form A
- ☐ Completed Budget – Form B
- ☐ Financial Statements (Previous Fiscal Year)
 - Must include: revenue & expense statement and balance sheet
 - Must be signed by Board Chair AND Treasurer (or auditor)
- ☐ Annual Operating Budget (Current Fiscal Year)
- ☐ Matching Funds Information (if applicable)
 - Source of matching funds must be clearly identified
- ☐ Endorsement (Required – one of the following):
 - ☐ Governing Body Endorsement (if applicable)
 - Must be endorsed by the governing body (signature required in Form A)
 - ☐ Membership Endorsement (if no governing body)
 - A copy of the motion approving the application must be attached

FUNDING SUPPORT

The Recreation Grant Program is supported through funding provided by **Lotteries Yukon**.

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.

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
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

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 Approval (if applicable):

If your organization is affiliated with a governing body (e.g. Whitehorse Minor Soccer or Polarettes Gymnastics Club), the application must be endorsed by that organization.

Governing Body Endorsement

Name of Governing Organization _____

Authorized Signature _____ Date _____

PART B: Project Information

Project Name:	
Amount Requested:	\$
Funding Category: <i>Refer to the Application Guide for funding category information</i>	One application per category ☐ Ongoing Projects & Initiatives ☐ New Projects & Initiatives ☐ Training & Leadership Development ☐ 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 indicate exactly how the grant funds 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?

FORM B

Organization Name:

Project Name:

PART 1: Project Revenue

		Estimated	City Funded
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)	\$	\$
TOTAL REVENUES		\$	\$

PART 2: Project Expenses

		Estimated	City Funded
Materials & Supplies		\$	\$
Major Equipment (Over \$2000)		\$	\$
Minor Equipment (Under \$2000)		\$	\$
Travel		\$	\$
Other		\$	\$
		\$	\$
		\$	\$
TOTAL EXPENSES		\$	\$

Declaration and Authorization

By signing below, you confirm that:

- The information provided in this application is accurate
- All required documents have been included
- Any funds awarded will be used for the purposes described
- You agree to comply with all program requirements

President

Signature _____ Date _____

Print Name _____

Witness

Signature _____ Date _____

Print Name _____

Witness Title (position) _____