

**This form is savable and fillable. However, it does not have expanding fields. Download and save this application to enter information, and include additional pages if required.**

Questions? Call 1-800-661-0408 or (867) 667-8125, or e-mail [cdf@gov.yk.ca](mailto:cdf@gov.yk.ca) for more information.

**SECTION 1 - APPLICANT INFORMATION**

Project name

Total requested amount

Describe your project in one sentence

Name of Applicant

Main contact person

Mailing address

Physical address (if different from mailing)

Telephone

Fax

E-mail

Check which applies to your organization (Check one only)

- |  |  |
|--|--|
| <input type="checkbox"/> registered not-for profit society | <input type="checkbox"/> municipal government  |
| <input type="checkbox"/> community association             | <input type="checkbox"/> First Nations government                                      |
| <input type="checkbox"/> charitable organization           | <input type="checkbox"/> registered industry, and/or professional business association |

How long has your organization existed?

What is your organization's mandate?

## SECTION 2 - PROJECT INFORMATION

Explain your organization's project in detail

Project start date

End date

How many people will the project employ?

Estimate how many hours each person will be employed

Where is the project happening? Attach location diagram if appropriate

Will your project have job-training opportunities?  Yes  No  
If yes, please describe the training, and the qualifications of the trainer(s)

Are you hiring apprentices?  Yes  No  
If yes, are the apprentices registered with Advanced Education?  Yes  No

Demonstrate how & why this project is valuable to the community.

How is your **community** supporting this project?  
(Please list other organizations supporting the project - you must include letters of support from each)

Are other **organizations** participating in this proposed project?  Yes  No  
If yes, please list and describe their respective role in the project

How will your **organization** determine whether the project is successful?

### SECTION 3 – PROMOTION OF THE COMMUNITY DEVELOPMENT FUND AND GOVERNMENT OF YUKON

Please indicate how the Community Development Fund and Government of Yukon will be acknowledged for funding provided by checking the applicable boxes.

#### CDF/GY LOGO PLACEMENT

- |  |   |
|--|---|
| <input type="checkbox"/> Social Media            | <input type="checkbox"/> Website                            |
| <input type="checkbox"/> Media Releases          | <input type="checkbox"/> Promotional Materials and Branding |
| <input type="checkbox"/> Print Advertising       | <input type="checkbox"/> Decals                             |
| <input type="checkbox"/> Banners                 | <input type="checkbox"/> Signage                            |
| <input type="checkbox"/> Newsletters or Programs |   |

#### CDF/GY ACKNOWLEDGEMENT

- |  |
|--|
| <input type="checkbox"/> Photos                              |
| <input type="checkbox"/> Events                              |
| <input type="checkbox"/> Newsletters or Programs             |
| <input type="checkbox"/> Public Announcements                |
| <input type="checkbox"/> Acknowledgement Message/Credit Line |
| <input type="checkbox"/> CDF/GY Representation               |

### SECTION 4 – PROJECT SUSTAINABILITY

Does the proposed project have any operating, maintenance and programming costs after it's complete?  Yes  No  
If yes, who is paying? (the organization responsible for the project's O&M must provide a letter of confirmation)

### SECTION 5 – FINANCIAL INFORMATION

Amount of CDF funding requested

Total project cost

\$

\$

#### CDF DOES NOT FUND 100 PER CENT OF ANY PROJECT'S COST

Please attach an itemized budget that identifies:

- goods and services available from Yukon sources
- other funding sources, pending and confirmed (if confirmed, please attach a copy of the confirmation letter)
- in-kind contributions / donations (confirmation letters required)

**Organizations requesting CDF funding must include quotes from suppliers, contractors, or consultants.**

**BEFORE SIGNING THE DECLARATION BELOW, ASK, “AM I READY TO SUBMIT THIS APPLICATION?”**

If your CDF application is done properly; **you’ve already discussed your project idea with a Community Development Advisor**; your application is clear and legible; and, you have copies of the following documents attached:

- Certificate of Status, if applicable
- letters of support from community stakeholders and partners
- letters of confirmation from other funding partners
- detailed project budget
- professional quotes for materials or hiring contractors or consultants
- copies of permits, if applicable
- other supporting documents, if applicable
- environmental assessment, if applicable

How did you find out about the CDF fund?

**SECTION 6 – DECLARATION**

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein 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 comply with existing municipal, territorial and federal codes, guidelines and laws. 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 maybe made available to the public in accordance with the *Access to Information and Protection of Privacy Act*.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**Please mail or fax your CDF application and supporting documents to:**

Mailing address:           Community Development Fund (F-1)  
  Government of Yukon  
  Box 2703, Whitehorse, YT Y1A 2C6  
Fax:                               (867) 393-7018

**Or, drop off your application at the CDF office in Whitehorse:**  
303 Alexander Street, 2<sup>nd</sup> Floor  
Whitehorse, YT