

**Our Address:**

**Send your completed application to:**

Youth Investment Fund  
Box 2703 (J-7)  
Whitehorse, YT Y1A 2C6

Fax # 1-867-393-6240  
Phone: 867-667-5367  
or 1-800-661-0408 extension 5367

The departments of Community Services, Education, Executive Council Office, Health and Social Services, Justice and Women's Directorate all support the YIF

**Information About You & Your Group:**

**Ensure all sections are complete. PLEASE PRINT CLEARLY!**

**Applications are assessed on the information provided. Incomplete applications may not be considered for funding.**

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Registered / Legal Name of Group: \_\_\_\_\_

Is your organization registered, and in good standing with the Yukon Societies Act?

**Yes**     **not applicable**

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Annual deadlines: Spring: April 1st    Fall: October 1st



1. a) Please give us a thorough description of your project and tell us what's in it for youth.



Start date: \_\_\_\_\_ End date: \_\_\_\_\_

1. b) Please copy this information from the Budget Chart (page 8)

Total Project Cost: \_\_\_\_\_

Amount Requested from YIF:

For the \$501 to \$5000 level \_\_\_\_\_ (**\$5000 maximum**)

For the \$500 and under level \_\_\_\_\_ (**\$500 maximum**)



YIF funding to pay for (from budget page):

2. Are you partnering with any other groups to deliver this project? If so, what are they helping you with?



3. Who are the resource people/instructors for your project and what will they be doing? What kind of certification, experience or qualifications do they have for the job?



\* The applicant may wish to ensure that all employees, workshop facilitators, volunteers or anyone else that:

- o will be left alone with youth
- o are in a supervisory role with youth
- o participate on overnight trips with youth



complete and clear a criminal records check. (forms will be provided)

4. Please give us your best estimate as to the number of participants:

\_\_\_\_\_ Female youth                      Ages \_\_\_\_\_

\_\_\_\_\_ Male youth                         Ages \_\_\_\_\_

\_\_\_\_\_ Female Youth leaders         Ages \_\_\_\_\_

\_\_\_\_\_ Male Youth leaders             Ages \_\_\_\_\_



5. How many youth are helping plan the project and how are they helping?  
What are their ages? ***(The Youth Investment Fund targets youth that are under 19 years of age)***



6. Which communities will your youth participants come from?



7. How will you get the word out to youth that your project is happening?



8. a) Is this activity open to all youth who apply?



8. b) If the answer to 8a is “no”, how will you be selecting the youth who will participate in your project?



8. c) Is there a participant fee and if so, how much?



8. d) If there is a participant fee, how will you accommodate those who can not pay?



9. How are you going to know if your project was a success? How do you plan to measure this success?



10. Are there other groups in your community that are working on the same kind of project happening in your area? If yes, then how will your project work with their project?



**EXPENSES** *(How much are you spending on your project?)*

**Enter on Budget Chart and YIF amounts on Details section (page 10)**

- Wages (provide details of all hourly rates and total hours to be worked for each position- the YIF can only support up to **\$15/hr** wages or **\$150/day** honoraria)
- Facility Costs, e.g. cost of renting a building (include a breakdown)
- Program Supplies and Materials (include detailed costs for each item)
- Printing/Advertising (include a list with costs for each item)
- Travel (within Yukon or in some cases to bring speakers to the Yukon)
- Equipment (Youth Investment Fund may be able to provide money towards buying minor equipment for up to 50 % of the final purchase price to a max of \$1,000)
- Unidentified Costs – enter information in blank expense item area



**SOURCES of FUNDING (Income)** - *Where you get your money from*

**Enter on Budget Chart**

- Money from Fundraising *(tell us the source of fundraising)*
- Money from Sponsors *(tell us the sponsor's name)*
- Money from Community Grants *(tell us the name of the grants, e.g. community recreation grant, lotteries)*
- Other sources of money or supplies *(e.g. you're chopping firewood and selling it, you're renting out space in a building that belongs to your group, you're selling an old computer that belongs to your group)*



**Total \$ Requested from YIF** - *This is the amount of money you are requesting from the Youth Investment Fund*

**Enter on Budget Chart**

**In-kind Contributions** *An in-kind contribution is a non-cash input which can be given a cash value.*

*In-kind contributions may include donated equipment, services, and facilities necessary to directly implement a project that would otherwise have to be purchased if they were not donated by the applicant or other organization*

**Enter on Budget Chart**

*(tell us what kind of contribution and how much, e.g. "Bud's Beverages" donates \$ 400 of pop, Joni donates her time for 2 hours and her tools for the week – place a dollar value on this contribution)*

11. BUDGET CHART

Expense Items *\$ required to run project – do not include in-kind contributions	Total Cost of Expense Item	Source(s) of funding for Expense Item (Income)	Amount covered by Source	\$ Confirmed Y/N
<b>Coordinator Wages</b> *up to \$15/hour	\$	YIF		No
<b>Youth Wages</b> *up to \$15/hour	\$	YIF		
<b>Honorariums</b> *up to \$150/day	\$	YIF	\$	No
<b>Entertainment</b>	\$	YIF		
<b>Equipment</b> *50% to a max of \$1,000	\$	YIF		
<b>Facility Rental</b>	\$	YIF		
<b>Food</b>	\$	YIF		
<b>Liability Insurance</b>	\$	YIF		
<b>Materials</b>	\$	YIF		No
<b>Printing</b>	\$	YIF		
<b>Transportation</b> *inside Yukon only	\$	YIF		No
	\$	YIF		
	\$	YIF		
	<b>Total Expenses</b> \$ _____		<b>Total \$ requested from YIF</b> \$ _____ <b>Maximum \$500 or \$5000)</b>	



**Expense Details: Applicants must provide detailed information of all expense items in which they are requesting \$ from the Youth Investment Fund**

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Expense Item \_\_\_\_\_ Amount Request from YIF \$ \_\_\_\_\_

Expense Details:

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Expense Item \_\_\_\_\_ Amount Request from YIF \$ \_\_\_\_\_

Expense Details:

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Expense Item \_\_\_\_\_ Amount Request from YIF \$ \_\_\_\_\_

Expense Details:

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Expense Details:

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Expense Item \_\_\_\_\_ Amount Request from YIF \$ \_\_\_\_\_

Expense Details:

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Expense Item \_\_\_\_\_ Amount Request from YIF \$ \_\_\_\_\_

Expense Details:



## Declaration of Applicant

I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements in this application and in all further submissions in regard to this application are, to the best of my knowledge, true and correct.

I submit that, to the best of my knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal guidelines and laws.

We agree to allow representatives of the Government of Yukon access to the site and the premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all other pertinent information necessary to evaluate this application.

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Name of authorized official, if applicable  
Please Print

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Signature

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Title of authorized official, if applicable  
Please Print

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Date

## APPENDIX A

12. In a few words, tell us about your group. Why does your group exist? What does it do?



**Youth Investment Fund Information**

**Questions?**

<b>Contact</b>	<b>phone #</b>
Administrator	667-5367 1-800-661-0408 ext. 5367 Fax: 1-867-393-6240
Chairperson	667-8213

**Youth Investment Fund**  
Department of Justice  
Administrator  
Box 2703 (J-7)  
Whitehorse, YT Y1A 2C6

You may remove this page before submitting your application