



# Youth Investment Fund Guidelines for Applicants

## What is the Youth Investment Fund?

The Youth Investment Fund (YIF) is an allocation of money that is dedicated for youth projects through an application process. It is supported by the Departments of Community Services, Education, Executive Council Office (Youth Directorate) Health and Social Services, Justice, and the Women's Directorate.

## When you say "youth", what age do you mean exactly?

Under 19

## How much funding can we get?

Organizations can apply for up to \$5,000 (per project)

## So who can apply?

A Yukon organization that is a legal entity can apply. These include:

- registered non-profit organizations in good standing
  - Municipalities and unincorporated communities;
  - First Nation Governments / organizations
  - School committees/councils;
- Individuals cannot apply directly to the Youth Investment Fund.

## Does the YIF approve money for any youth project?

**No.** Money tends to be approved for projects that engage youth in positive opportunities.

## OK, now be more specific. What kinds of projects are we talking about here?

Common themes for projects include:

- Youth leadership development and training initiatives
- Substance abuse prevention
- Peer counseling
- Skill development programs
- Recreation and physical activities
- Youth camps

## OK, so pretend my organization is in the middle of thinking up a project. What should we keep in mind if we want a good chance at getting money from the YIF?

Every YIF project is unique. Projects should include as many of following items as possible:

- Create social and recreational opportunities for youth
- Promote self-esteem and positive self image among youth
- Promote leadership, skill development and training
- Promote increased employment and educational opportunities for youth.
- Encourage the development of positive lifestyle choices
- Have youth meaningfully play a part in the planning and running of the project

- Build bridges between the youth and the adults of the community
- Involve a variety of people, support and resources from the community and add to what the community already has going for it (projects that use Yukon people and resources are given priority)

## So what can we use the money for?

YIF money can pay for what's listed below:

- Wages up to \$15/hour
- Honoraria up to \$150/day
- Rentals, lease of room space or equipment for approved activities
- Program supplies and materials
- Production of resources such as pamphlets, posters or manuals
- Travel within the Yukon or in some instances to bring speakers or facilitators to the Yukon
- Travel/meals – actual costs for food, gas, etc.
- advertising and promotion of the project
- Up to 50% towards the purchase of equipment to a maximum of \$1,000 (must be essential to the project).

## Are there any things that CAN T get YIF money?

You bet:

- Personal items (eg. running shoes, prizes, medals, trophies)
- Feasibility studies /needs assessments
- Travel or travel expenses outside the Yukon
- Projects which duplicate existing government programs
- Business ventures
- Projects that support a significant number of non-Yukon youth
- Administration fees

## How does my organization apply?

**Easy.**

Application forms are available online at [www.funding.gov.yk.ca](http://www.funding.gov.yk.ca) or contact the Administrator at 667-53 67.

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### When can my organization send in its application?

- Deadlines for applications requesting \$501 to \$5000 are 4:30 pm **April 1** and **October 1** each year.
- **The maximum amount an organization can apply for is \$5000.**
- If you are applying for \$500 or less, you may apply anytime.
- Once received, the \$500 and under applications will be reviewed and decided upon within three weeks.

### What happens once we apply?

You wait:

- Your application will be reviewed and you will be contacted to let you know if your project is going to be funded or not.

### What happens if we get approved?

- If your project gets funded, a contract called a "Transfer Payment Agreement" will be sent to you. Your organization must sign this and return it to the government before the YIF is able to give your organization the money.

- Any costs your organization has incurred before the YIF application deadline will not be covered by the fund.
- Any costs your organization has incurred after the YIF application deadline may be covered by the fund provided your project has been approved to receive funding.
- To minimize risk, we recommend that all employees, workshop facilitators, volunteers or anyone else that:
  - will be left alone with youth
  - are in a supervisory role with youth
  - participate on overnight trips with youth complete and clear a criminal records check.
- Organizations that have not submitted their final reports from previous projects are not eligible for funding (unless there wasn't sufficient time to do so or the project is still underway).
- Upon completion of your project, you will be required to prepare a short, written evaluation and financial report accompanied with receipts. Applicants may use additional methods of reporting to add to their written evaluation report. Pictures of the project are very helpful.

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If your organization is interested in applying, fill out the application form and send it to:



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

For more information please contact us at:

Phone 1-800-661-0408 ext. 5367 or 1-867-667-5367

Fax: 1-867-393-6240

**Yukon**  
Justice