

Application & Guidelines



New Canadians Event Fund

For Yukon events and festivals that celebrate the culture of new Canadians.
(Individuals may not apply)



Application Deadlines:

Applications are accepted
throughout the year

The application and guidelines provide details about eligibility and the purpose of the program. You are encouraged to contact the fund administrator for assistance.

Objective

The objective of the New Canadians Event Fund is to support and celebrate Yukon's diverse multiculturalism.

Results and Outcomes

The intended results and outcomes of the New Canadians Event Fund are:

- Increased opportunities for Yukon multicultural communities to celebrate and share their unique culture and traditions with each other and the Yukon public at large;
- Enhanced recognition of Yukon's longstanding openness to and appreciation of the cultures of new Canadians.

Eligibility

Eligible applicants must:

- Be a registered non-profit society based in Yukon, and
- Have primarily a cultural or multicultural mandate, or to be otherwise significantly engaged in cultural or multicultural activity, and
- Have an interest in assisting new Canadians with their transition to living in Yukon.

Eligible activities or projects include:

- Yukon public festivals or events that celebrate communities of new Canadians and their cultures, and that demonstrate community involvement.

Eligible Costs

In general, eligible costs include one-time costs associated with the planning and staging of cultural events and festivals.

Eligible costs include:

Venue and event coordination fees; staging, lighting and technical costs; talent fees; advertising; equipment rental; décor; catering, food and food preparation.

Ineligible Costs

- Ongoing operating costs;
- Capital purchases;
- Expenses incurred before the application is submitted.

Funding Thresholds

Applicants may apply to receive up to a maximum of \$5,000 per Yukon Government fiscal year (April 1 to March 31).

Applicants may apply for more funding than one project per year, though previously funded applicants may not receive additional funding until they have fully accounted for their previous grants.

For a given project, applicants may apply for up to 100% of eligible project costs.

Conditions of Funding and Payments

The schedule for payment is in accordance with Yukon Government transfer payment policy, including an analysis of the risk associated with the funding program. Generally successful applicants to the New Canadians Event Fund will be paid a 90% advance. Applicants must submit a final report with the outcomes of the project and a financial statement on completion of the project to receive the balance of funding.

Applications and Approval Process

There are no deadlines to the fund. Applications will be accepted throughout the year. Applications are encouraged to give enough lead time for assessment and planning the proposed event. It is recommended that applications are submitted three (3) months prior to the event.

Applicants must declare that they do not owe any debts to the Yukon Government.

Applications will be assessed by the Department of Tourism and Culture and will be judged on the following criteria:

- The degree to which the proposed activity or project meets the objective of the New Canadians Event Fund;
- The existence of a realistic and feasible budget and plan; and,
- Available funds in the New Canadians Event Fund.

Normally, applicants will be notified in writing of the results within 8 weeks of receipt of application. The media is later notified of the award results.

TO APPLY

Required Supporting Material

Applicants must submit:

- A completed Cover Sheet and Summary and Statistics Form (in this package);
- A Certificate of Status from the Registrar of Societies;
- A project description of the proposed festival or event –
 - Describe your ideas for your event, how it will celebrate your culture and how it will involve members of the wider public.
 - Describe how this relates to your organization’s mandate as well as the objective of the Fund.
 - Provide information about the event itself, the schedule, venue, project team, activities, and how you plan on advertising and promoting the event.
 - Who are you hoping will benefit from the event? How will you know it was successful?
 - Describe anything else that will help to explain what you are trying to achieve.
- A timeline for the project; and,
- A detailed budget identifying costs and anticipated revenue.

For more information or to submit an application:

Fund Administrator, Arts Section
Department of Tourism and Culture

in person: #100 Hanson Street, Whitehorse
(Visitor Information Centre)

mail: New Canadians Event Fund
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

telephone: toll-free, 1-800-661-0408 ext.3535 / ext.8789
In Whitehorse, telephone 667-3535 or 667-8789

fax: (867) 393-6456

e-mail: artsfund@gov.yk.ca

**Applicants are encouraged to contact a Fund Administrator
to discuss applications prior applying.**



COVER SHEET

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

Personal information on this application is collected for the purpose of administering the Arts Fund in accordance with the Yukon Government Transfer Payment Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, (867) 393-6460.

Title of Event or Festival _____

Please provide a one-sentence description of the project _____

Organization Name _____

Mandate of Organization _____

Contact Name and Position _____

Mailing Address _____

Town/City _____ **Postal Code** _____

Physical Address (if different from mailing address) _____

Telephone _____ **Email** _____

Amount of funding requested \$ _____ **Total budget of project \$** _____

Project start date _____ **Project end date** _____

Declaration of applicant:

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application 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 be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We agree to allow representatives of the Government of the 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 may be made available to the public in accordance with the Access to Information and Protection of Privacy Act. We declare that we owe no debts to the Government of Yukon.

Signature of applicant

Date



BUDGET SUMMARY & STATISTICS FORM

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

Project Name _____

Part 1: Budget Summary - please summarize from your overall budget into the following general categories to accommodate programme evaluation and impact measurements. **Also include a detailed budget with your application.**

<i>Cost Summary</i>	<i>Budgeted Costs - Application</i>	<i>Actual Costs- Final Report</i>
EXPENSES	//////	//////
Artistic Fees and Expenses		
Administration Fees and Expenses		
Promotion		
Production Expenses		
Other		
TOTAL EXPENSES		
REVENUE	//////	//////
Earned Revenue (fees, tickets, etc.)		
Fundraising (i.e.: donations and in-kind contributions)		
Applicant in-kind equity		
Applicant cash equity		
Other government funding		
OUR REQUEST TO NEW CANADIANS EVENT FUND		
TOTAL REVENUE		

Total Expenses should EQUAL Total Revenue

Part 2: Statistics - estimate the following event/activity statistics related to your project. If some items do not apply, please explain.

	<i>Estimate - Application</i>	<i>Actual- Final Report</i>
Number of events or activities		
Audience/public attendance/participation		
Employment (# of hours of employment)		
Number of volunteers		
Total number of volunteer hours		



APPLICATION CHECKLIST

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

My application includes:

- A completed and signed Cover Sheet
- This application checklist
- A detailed description of the proposed festival or event
- A detailed project budget that includes all projected costs and revenues
- A completed Budget Summary & Statistics Form
- A project timeline
- A statement describing how the proposed activities meet the organization's objectives to celebrate its culture
- A copy (original not required) of the Certificate of Status from the Registrar of Societies