

SPORT GROUPS

DOCUMENTS REQUIRED FOR YRAC & YS4L APPLICATION INCLUDE:

- **PROFILE INFORMATION FORM (YRAC & YS4L)**
- **GRANT APPLICATION FORM (YRAC)**
- **GRANT APPLICATION FORM (YS4L)**

INSTRUCTIONS

1. Ensure Profile Information Form has been completed
2. Complete the Grant Application electronically; **PLEASE DO NOT FILL OUT BY HAND.** Use Internet Explorer or Firefox and the most current version of Adobe Acrobat.
3. Only use the application forms provided; however, if providing additional information please reference attachment material appropriately.
4. Ensure the Declaration is signed by the president and other authorized individual.
5. Please submit the completed forms and supporting documents to:

Physical Address: Yukon Sport & Recreation Administration Building
4061 - 4th Avenue, Whitehorse

By Mail: Government of Yukon
Sport & Recreation Branch, C-10
Box 2703
Whitehorse YT Y1A 2C6

By Fax: We will not be accepting faxed documents due to poor quality

By Email: Scanned (signed) documents are acceptable by email

For more information: Trevor Twardochleb, Sport Consultant
Telephone: (867) 667-5606
1-800-661-0408 (ext. 5606) toll-free
trevor.twardochleb@gov.yk.ca

YRAC FUNDING PROVIDED BY

Yukon Government, Community Services, Sport and Recreation Branch and Lotteries Yukon

APPLICATION DEADLINE: APRIL 13, 2017

YRAC reserves the right to deny or reduce funding if an Application is submitted after the deadline

ABOUT YRAC & YS4L FUNDING

YRAC and Yukon Sport for Life (YS4L) are initiatives designed to provide funding to qualified Yukon Sport Governing Bodies (YSGB). These initiatives are separate but complementary objectives. The application forms are combined in order to simplify the process.

YSGB requesting YRAC funding are required to submit a Profile and the appropriate YRAC or Y4SL Grant Application.

The Profile provides updated information on your organization as well as information on how your previous year's YRAC & YS4L funding was utilized. The information gathered fulfills reporting requirements for YG and Sport Canada.

The YRAC Grant Application enables your organization to apply for funding for basic initiatives in Yukon Government five principal areas.

The YS4L Grant Application enables your organization to apply for funding for special initiatives as listed below.

YRAC Grant

YRAC Grant funding is provided jointly by Lotteries Yukon and Government of Yukon Sport & Recreation Branch. It is intended to support basic sport development initiatives and is structured to allow YSGB flexibility in their use of funds. This will enable YSGB to maintain accountability while permitting evaluation of their efforts and accomplishments relative to their goals and objectives. In accordance with this structure we are inviting YSGB to present their organization's plans and objectives within the following five principal categories of funding:

1. Administration/Organization Development
2. Athlete Development
3. Leadership Development
4. Special Project/Community Development
5. Facility Operations & Maintenance (if applicable)

YS4L Grant

YS4L Grant funding is provided jointly by Government of Yukon Sport & Recreation Branch and Sport Canada, and is intended to support enhanced sport participation. YSGB wishing to access this funding must present proposed initiatives and apply for funding within the following categories:

1. Enhanced Athlete Development
2. Rural and Aboriginal Participation
3. Coaching Enhancements
4. Coach Salary Subsidy

Policy Development

The Sport and Recreation Branch requires YSGB to have a number of policies and that they are kept on file at the branch. It is the responsibility of the YSGB to review and update these policies.

These include:

1. Conduct and Discipline
2. Code of Conduct
3. Harassment and Abuse Policy
4. Discipline Policy
5. Access and Equity Policies
6. Conflict of Interest Policies
7. Doping Policies
8. Volunteer Screening Policy

The enclosed Profile, YRAC Grant Application and YS4L Grant Application, along with the required attachments and supporting documents are the main source of information in the funding process. This information is very important in enabling Government of Yukon Sport & Recreation Branch, the Yukon Recreation Advisory Committee and the YS4L Adjudication Committee to make fair and equitable funding decisions.

For this reason it is important to ensure completeness and accuracy of the information.

The YRAC Grant Application Checklist makes provision for noting certain documents and information that may not change from year to year and can be filed with the Government of Yukon Sport & Recreation Branch and updated as changes occur.

PROFILE INFORMATION

CONTACT INFORMATION

ORGANIZATION

Name:

Mailing address:

City: Postal:

Phone: Fax:

YSGB Email:

Fiscal Year Month/Day Month/Day

Please indicate whose information you would like to appear in our Sport and Recreation Directory by checking in the text box beside the Position/Title.

EXECUTIVE & STAFF

Position / Title	Name	Community	Email	Phone
President				
Vice President				
Secretary				
Treasurer				
Director				
Director				
Staff				
Staff				

ORGANIZATION INFORMATION

1.	Are you in good standing with;	a) National Sport Governing Body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		b) Yukon Government Corporate Affairs (Societies)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		c) Please provide written documentation to verify.		
2a.	Do you have paid staff or contractors?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes, specify titles and attach job descriptions and contracts</i>			
	Administrator / Executive Director	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
	Technical / Coach	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
	Other:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
	Other:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
	Other:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
2b.	Do you provide honorariums?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes, specify titles and amounts below</i>			
	Title:	Amount:		
	Title:	Amount:		
	Title:	Amount:		
3.	How many Board / Executive meetings are held each year?			
4.	When was the last Annual General Meeting (AGM)?	Date:	Location:	
5.	How long is your season of operation?	Mo/Day:	Mo/Day:	
6.	Are you responsible for any facility operations and/or maintenance costs?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide facility name and location</i>			
	Name:	Location:		

FINANCIAL INFORMATION

Financial statements must include a Balance Sheet and a Statement of Earnings (also known as Income Statement or Statement of Profit/Loss). The financial statements provided must be in a commonly-accepted format and must reflect Generally Accepted Accounting Principles (GAAP).

Any significant amounts shown on the Balance Sheet as term deposits, reserve funds, retained earnings or the like **MUST BE EXPLAINED**. The explanations must indicate how the funds were accumulated, the intended use and when the funds are expected to be used.

1.	Attach previous completed years Financial Statements which you submitted to Yukon Government Corporate Affairs (Societies)	
2.	Attach most current year to date; income and balance sheets	
3.	YSGB with a fiscal year end different from April 1/March 31 must submit their YSGB year-end financial statements no later than one month after their AGM.	Date to be Submitted
	COMMENTS:	

DATA COLLECTION

1.	How many members are in your organization? Note: Members are defined as participants who have completed a registration form and are insured with your YSGB	Currently	Last Year	2 Years Ago
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Please use the chart below to provide a number breakdown of your members for this year

2.	COMMUNITY	YOUTH				ADULTS				TOTAL
		Non - Aboriginal Youth		Aboriginal Youth		Non - Aboriginal Adults		Aboriginal Adults		
		M	F	M	F	M	F	M	F	
Beaver Creek										
Burwash Landing										
Carcross										
Carmacks										
Dawson City										
Destruction Bay										
Faro										
Haines Junction										
Keno										
Marsh Lake										
Mayo										
Mt. Lorne										
Old Crow										
Pelly Crossing										
Ross River										
Tagish										
Teslin										
Watson Lake										
Upper Liard										
Whitehorse										
Other										
TOTAL										
	Youth Male Total	Youth Female Total	Adult Male Total	Adult Female Total	All Male Total		All Female Total			
3a.	What does it cost a participant to play in your sport?								\$	
	Comments:									
3b.	What are your NSO affiliation fees per participant								\$	
	Comments:									
3c.	What percent of your fees covers insurance?								\$	
	Comments:									

3d.	What are the ages for your YSGB participants? <input type="checkbox"/> Child 0-7 <input type="checkbox"/> Youth 13-17 <input type="checkbox"/> Youth 8-12 <input type="checkbox"/> Adult 18+ <input type="checkbox"/> All Ages					
3e.	What LTAD Stages are currently used by your YSGB? <input type="checkbox"/> First Involvement <input type="checkbox"/> Active Start <input type="checkbox"/> Learn to Train <input type="checkbox"/> Train to Complete <input type="checkbox"/> General Physical Literacy <input type="checkbox"/> FUNdamentals <input type="checkbox"/> Train to Train <input type="checkbox"/> Active for Life					
4.	PROJECTION: Will your YSGB be participating in any of these games in the future? (Check those that apply)			<input type="checkbox"/> Canada Games <input type="checkbox"/> Arctic Winter Games <input type="checkbox"/> North American Indigenous Games <input type="checkbox"/> Western Canada Summer Games <input type="checkbox"/> 55+ Games		
If yes; which age groups are currently training for the games and are training plans developed?						
5a.	Yukon Championships Number of Yukon Championships? (List age groups and divisions)					
5b.	Number of Yukon Championships held in Rural Yukon?					
5c.	Number of affiliates at Yukon Championships? (List which were present)					
5d.	Total Number of participants at Yukon Championships?					
6.	Did your YSGB host additional competitions within Yukon this past year?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please list competitions, age groups and in which community it was held.						
7.	How many athletes did you have traveling into Whitehorse to train with representative teams between April 1st and March 31st?					
Community		# of Athletes		How many are of aboriginal descent*		Team Name
		M	F	M	F	
TOTAL						
* How many out of the # of male and female athletes are Aboriginal male and females						

9. **Please use the chart below for number breakdown of your active coaches or officials for this year**
Note: An active coach or official must have participated in your sport between April 1st and March 31st.
M (Male) F (Female) A (Aboriginal)

Please use the chart below to provide a number breakdown of your members for this year

COMMUNITY	ACTIVE COACHES								ACTIVE OFFICIALS							
	TOTAL CERTIFIED				TOTAL NOT CERTIFIED				TOTAL CERTIFIED				TOTAL NOT CERTIFIED			
	M	F	A*		M	F	A*		M	F	A*		M	F	A*	
			M	F			M	F			M	F			M	F
Beaver Creek																
Burwash Landing																
Carcross																
Carmacks																
Dawson City																
Destruction Bay																
Faro																
Haines Junction																
Keno																
Marsh Lake																
Mayo																
Mt. Lorne																
Old Crow																
Pelly Crossing																
Ross River																
Tagish																
Teslin																
Watson Lake																
Upper Liard																
Whitehorse																
Other																
TOTAL																

* How many individuals out of the # of male and female athletes are Aboriginal male and females

10. **Of the total number of coaches certified above; please list the number at each level.**
 (example: Level 1 has 20 coaches or community coach has 20 coaches)

11. **How many COACHES are in the certification stream currently? These are coaches who are actively moving forward with a coaching program.**

12. **How many OFFICIALS are in the certification stream currently? These are officials who are actively moving forward with a officiating program.**

13. **Are you providing financial assistance to coaches to further their coaching development?** Yes No

If yes list coaches supported

