



## YRAC GRANT APPLICATION SPORT GROUPS

### 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 20, 2018**

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

## YRAC GRANT APPLICATION

Organization

Requesting fund in:  
(check all that apply)

- Administration/organization development
- Athlete development
- Leadership development
- Special project/community development
- Facility operations and maintenance

## CHECKLIST

<i>Please check the box in the appropriate column for each item below</i>		<b>INCLUDED</b> New or Amendments	<b>ON FILE</b> with Sport & Rec
<b>WILL BE PRESENTED TO YUKON RECREATION ADVISORY COMMITTEE DURING ADJUDICATION</b>			
Profile - organization information/list of executive		<input type="checkbox"/>	N/A
Profile - financial statement – previous completed fiscal year	Attachment	<input type="checkbox"/>	N/A
Profile - financial statement – year to date fiscal year	Attachment	<input type="checkbox"/>	N/A
Profile – budget – new fiscal year	Attachment	<input type="checkbox"/>	N/A
President’s report	Attachment	<input type="checkbox"/>	N/A
Paid staff report(s)	Attachment	<input type="checkbox"/>	N/A
AGM minutes	Attachment	<input type="checkbox"/>	N/A
Profile - affiliate verification form(s)	Attachment	<input type="checkbox"/>	N/A
<b>WILL BE KEPT ON FILE WITH SPORT AND RECREATION (MANDATORY)</b>			
Accountability reporting		<input type="checkbox"/>	<input type="checkbox"/>
Paid staff contracts/job descriptions		<input type="checkbox"/>	<input type="checkbox"/>
Multi-year plan (minimum 3 years)		<input type="checkbox"/>	<input type="checkbox"/>
<b>(NEW)</b> Gender equity plan		<input type="checkbox"/>	<input type="checkbox"/>
Constitution/bylaws (or updates)		<input type="checkbox"/>	<input type="checkbox"/>
Code of conduct policy		<input type="checkbox"/>	<input type="checkbox"/>
Access and equity policy		<input type="checkbox"/>	<input type="checkbox"/>
Conflict of interest policy		<input type="checkbox"/>	<input type="checkbox"/>
Harassment and abuse policy		<input type="checkbox"/>	<input type="checkbox"/>
Volunteer screening policy		<input type="checkbox"/>	<input type="checkbox"/>
Discipline policy		<input type="checkbox"/>	<input type="checkbox"/>
<b>(NEW)</b> Concussion policy / protocol		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>

\* Be sure to provide copies of any amendments to all documents on file

**Comments:**

**YRAC GRANT FUNDING REQUEST SUMMARY**

Organization:

<b>Category</b>	<b>Total estimated cost</b>	<b>Amount requested from YRAC</b>
Administration / organization development		
Athlete development		
Leadership development		
Special projects / community development		
Facility operations and maintenance		
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

**DECLARATION BY APPLICANT**

This profile and grant application is accurate and has the approval of the executive of the Yukon Sport Governing Body (YSGB) as indicated by the signatures below:

**PRESIDENT**

Full name:

Signature:

Date:

**AUTHORIZED INDIVIDUAL**

Full name and position:

Signature:

Date:

## ADMINISTRATION / ORGANIZATIONAL DEVELOPMENT

The purpose of administration/organizational funding is to provide support for the efficient operation and development of the YSGB. Program funding areas may include:

- Staff wages (full-time or part-time)
- Servicing of affiliates (newsletter, telephone, postage, office supplies)
- Registrations
- Office equipment
- Meeting expenses
- Secretarial services
- Rent
- Other relevant administrative expenses

1. List objectives below

2. Provide a list of initiatives in the chart below

Initiatives		Anticipated cost	Request from YRAC
1 Staffing	Administrative <input type="checkbox"/> F/T <input type="checkbox"/> P/T		
	Technical staff <input type="checkbox"/> F/T <input type="checkbox"/> P/T		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
<b>TOTAL</b>			

## ATHLETE DEVELOPMENT

The purpose of athlete development funding is to provide support for the development and growth of the YSGB membership and participants. Program funding areas include all costs associated with:

- Athlete clinics
- Sport schools / camps
- Yukon championships (NOT travel)
- On the Move / community training
- Regional competition (within Yukon)
- Out-of-Yukon travel
- North American Indigenous Games (NAIG) training
- Arctic Winter Games (AWG) training
- Western Canada Summer Games (WCSG) training
- Canada Games (CG) training

**Note:** YRAC Athlete Development funding may be used for athlete training for major games, although YS4L funding is a more appropriate source of funding.

Funding assistance is also available through SARB's in-territory travel program.

1. List objectives below

2. Provide a list of initiatives in the chart below

Initiatives		Anticipated # of participants		Anticipated cost	Request from YRAC
Name	Location	Youth	Adults		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

# ATHLETE DEVELOPMENT

Initiatives		Anticipated # of participants		Anticipated cost	Request from YRAC
Name	Location	Youth	Adults		
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
<b>TOTAL</b>					

## LEADERSHIP DEVELOPMENT

The purpose of the leadership development funding is to provide support for the development and growth of program leaders, board members, volunteers and administrators. Program funding includes all costs associated with:

- Coaching courses / clinics
- Officiating courses / clinics
- Board and staff development
- Support programs

1. List objectives below

2. Provide a list of initiatives in the chart below

Initiatives		Anticipated # of participants	Anticipated cost	Request from YRAC
Name	Location			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
<b>TOTAL</b>				

## SPECIAL PROJECT / COMMUNITY DEVELOPMENT

Funding provided under this category is designed to assist your organization in undertaking special projects. This funding may also be used to host major competitions or championships in Yukon.

- **Note:** Funding is available under YS4L for initiatives designed to enhance aboriginal and rural participation.

1. List objectives below

2. Provide a list of initiatives in the chart below

	Initiatives	Anticipated cost	Request from YRAC
1			
2			
3			
4			
	<b>TOTAL</b>		



## FACILITY OPERATION AND MAINTENANCE

The facility operation and maintenance grant is designed to assist those YSGB that have a direct responsibility for the operation and maintenance of facilities necessary to carry out the programs and activities of the YSGB. This category is not intended to support capital development projects.

1.	List objectives below	
2.	O&M request	
	Name or type of facility	
	Partner(s) in project (if any)	
	Total facility O&M cost	Request from YRAC