

INCLUDED IN THIS PACKAGE

- **PROFILE INFORMATION FORM**
- **GRANT APPLICATION FORM**

INSTRUCTIONS

1. Complete the Profile and Grant Application electronically; PLEASE DO NOT FILL OUT BY HAND. Use Internet Explorer or Firefox and the most current version of Adobe Acrobat.
2. Ensure the Declaration is signed by the President and Secretary / Treasurer
3. Please submit the completed Profile and Application 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: Government of Yukon
Sport & Recreation Branch
Telephone: (867) 667-5254

or

Toll Free
1-800-661-0408 ext. 5254

YRAC FUNDING PROVIDED BY

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

ANNUAL APPLICATION DEADLINE: APRIL 13

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

ABOUT YRAC FUNDING

The Yukon Recreation Advisory Committee adjudicates funding for Yukon Special Recreation Groups. The funding is provided by Lotteries Yukon and the Sport & Recreation Branch of the Government of Yukon.

Grant funding is structured to allow Yukon Special Recreation Groups flexibility in their use of funds, while maintaining accountability and permitting evaluation of their efforts and accomplishments in meeting their goals and objectives.

The YRAC Grant Profile, Application and supporting documentation are key elements in the funding process. This information is very important to enable the Yukon Recreation Advisory Committee to make fair and equitable funding decisions. For this reason it is important to ensure completeness and accuracy of the information.

The 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 Branch and updated as changes occur. If you wish to use information provided last year please contact us in advance to confirm that we have the information.

Yukon Special Recreation Groups should present their organization's plans and objectives in the five principal areas of funding:

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

In addition, we want to see how your organization has progressed in the area of policy development, specifically:

1. Code of Conduct
2. Access and Equity
3. Conflict of Interest
4. Harassment and Abuse
5. Volunteer Screening

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

MORE INFORMATION

If you require more information, please contact the Consultant assigned to your organization as listed below:

ORGANIZATION	CONTACT
ElderActive Recreation Association	Sue Meikle Community Recreation / Active Living Consultant (867) 667-8729 or 1-800 661-0408 (ext. 8729) sue.meikle@gov.yk.ca
Girl Guides of Canada – Guides du Canada, Yukon Council Skookum Jim's Friendship Centre Yukon Scout Council	Tara Wardle First Nations / Community Recreation Consultant (867) 667-3778 or 1-800 661-0408 (ext. 3778) tara.wardle@gov.yk.ca
Friends of Mount Sima Society	Marie Cairns Community Recreation Consultant (867)667-5924 or 1-800 661-0408 (ext.5924) marie.cairns@gov.yk.ca

PROFILE INFORMATION**CONTACT INFORMATION****ORGANIZATION**

Name:

Mailing address:

City:

Postal:

Phone:

Fax:

YSRG Email:

Fiscal Year

Month/Day

Month/Day

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

EXECUTIVE BOARD / STAFF

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

ORGANIZATION INFORMATION		
1.	Does the YSRG have a national governing body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Does the YSRG have paid staff?	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: Wage/Salary: _____ Part Time: Wage/Salary: _____
	Other:	Full Time: Wage/Salary: _____ Part Time: Wage/Salary: _____
	Other:	Full Time: Wage/Salary: _____ Part Time: Wage/Salary: _____
	Other:	Full Time: Wage/Salary: _____ Part Time: Wage/Salary: _____
	Other:	Full Time: Wage/Salary: _____ Part Time: Wage/Salary: _____
	How does your organization cover the cost of paid staff? (Ex. Fundraising, Administration Fee, Grants, Membership dues, etc.)	
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?	
6.	Is the YSRG 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: _____
PARTICIPANT INFORMATION		
1.	How many people have been involved in your organization in the past year? This can include program participants, program leaders, members, volunteers, Board of Directors etc. Please provide a total number by community. (Do not break down by category)	
2.	How many participants were aboriginal?	
3.	Participation and outreach in rural Yukon communities is a priority for YRAC. YRAC understands that not all Yukon Special Recreation Groups are able to provide programs and services in rural Yukon. Has your organization been able to provide programs/services in rural Yukon?	
	<i>If yes please describe below.</i>	
	<i>If no please describe what challenges your organization has encountered. How will your organization address these challenges in the future?</i>	
4.	YRAC feels it is important to promote participation opportunities for underrepresented groups. If applicable what process or initiatives has your organization undertaken to promote participation by these groups? (examples, aboriginal people, people with a disability, people living in poverty, new Canadians, women and girls)	

FINANCIAL INFORMATION

Financial statements must include a Balance Sheet and a Statement of Earnings (also know 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 or retained earnings **MUST BE EXPLAINED**. The explanations must indicate how the funds were accumulated, the intended use and when the funds are expected to be used.

Please Attach

Attached

Financials for previous fiscal year (submitted to YG Corporate Affairs)

Financials to date for current fiscal year

COMMENTS:

PROFILE INFORMATION – COMPLETE!

YRAC GRANT APPLICATION

ORGANIZATION

DATE SUBMITTED:

APPLYING FOR:
(Check all that apply)

Administration/Organization Development
 Participant Development
 Leadership Development
 Special Project/Community Development
 Facility Operations & Maintenance

APPLICATION CHECKLIST

Please check the box in the appropriate column for each item below

	INCLUDED	ON FILE
	New or Amendments	With Sport & Recreation

WILL BE PRESENTED TO YUKON RECREATION ADVISORY COMMITTEE DURING ADJUDICATION

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

WILL BE KEPT ON FILE WITH SPORT & RECREATION (MANDATORY)

Paid Staff Contracts/Job Descriptions	<input type="checkbox"/>	<input type="checkbox"/>
Current Multi-year Plan	<input type="checkbox"/>	<input type="checkbox"/>
Current Constitution/Bylaws	<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"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Note: Be sure to provide copies of any amendments to all documents on file with the Branch. For those policies not yet completed, please indicate the anticipated date of completion.

YRAC GRANT FUNDING REQUEST SUMMARY**ORGANIZATION:**

CATEGORY	TOTAL ESTIMATED COST	AMOUNT REQUESTED FROM YRAC
Administration / Organization Development		
Participant Development		
Leadership Development		
Special Project / Community Development		
Facility Operations and Maintenance		
TOTAL	\$	\$

DECLARATION BY APPLICANT

This Profile and Grant Application is accurate and has the approval of the Executive of the Yukon Special Recreation Group (YSRG) as indicated by the signatures below:

PRESIDENT

Full Name:

Signature:

Date:

SECRETARY OR TREASURER

Full Name & Position:

Signature:

Date:

ADMINISTRATION / ORGANIZATION DEVELOPMENT

ORGANIZATION

ANTICIPATED TOTAL COST

REQUEST FROM YRAC

The purpose of Administration / Organization funding is to provide support for the efficient operation and development of the YSRG. Program funding areas include but are not limited to:

- 1. Structure and planning
- 2. Policy development
- 3. Human resources
- 4. Financial management
- 5. Membership services
- 6. General administration
- 7. Secretarial Services

Examples: staff wages, registrations, rent, resource materials, office equipment, meeting expenses

Your funding request for Administration / Organization Development should include:

- 1. List objectives with measurable outcomes identifying Administration & Organization Development for the next year.
- 2. Identify the projected costs, and funding requested from YRAC.

PARTICIPANT DEVELOPMENT	
ORGANIZATION	
ANTICIPATED TOTAL COST	REQUEST FROM YRAC

The purpose of Participant Development funding is to provide support for the development and growth of the YSRG's membership and participants. Program funding areas include all costs associated with:

- 1. Recruitment/access
- 2. Skill/Knowledge Development
- 3. Evaluation
- 4. Retention

Examples: Clinics, seminars, workshops, events, camps and courses

Your funding request for Participant Development should include:

- 1. List objectives identifying Participant Development for the next year.
- 2. A list of clinics, seminars or workshops that your organization is planning on offering for the next year. This must include the anticipated number of participants as well as projected costs, and funding requested from YRAC.

LEADERSHIP DEVELOPMENT	
ORGANIZATION	
ANTICIPATED TOTAL COST	REQUEST FROM YRAC

The purpose of 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:

- 1. Recruitment / access
- 2. Education and training
- 3. Support programs
- 4. Evaluation
- 5. Retention

Your funding request for Leadership Development should include:

- 1. List objectives with measurable outcomes identifying Leadership Development for the next year.
- 2. A list of projects, workshops or courses that your organization is planning on offering for the next year. This must include the anticipated number of participants as well as projected costs, and funding requested from YRAC.

SPECIAL PROJECT/ COMMUNITY DEVELOPMENT

ORGANIZATION

ANTICIPATED TOTAL COST

REQUEST FROM YRAC

Funding provided under this category is designed to enable your organization to work with Yukon communities/First Nations, or local community organizations, on projects which develop opportunities to increase access and equity at the community or regional levels throughout the Yukon.

Your funding request for Special Project / Community Development should include:

1. List objectives with measurable outcomes identifying Special Project / Community Development objectives for the next year.
2. Identify the projected costs, and funding requested from YRAC.

Detailed explanation of the project for which you are requesting funding. Include the following information:

- | | | |
|------------------|--------------------------------|--------------------------------|
| 1. Date | 4. Partners in Project | 7. Complete Budget |
| 2. Location | 5. Expected Outcome / Benefits | (Identify All Funding Sources) |
| 3. Target Market | 6. Key Contact for Project | |

FACILITY OPERATIONS AND MAINTENANCE**ORGANIZATION****ANTICIPATED TOTAL COST****REQUEST FROM YRAC**

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

Your funding request for Facility Operations and Maintenance should include:

1. List objectives with measurable outcomes identifying Facility Operations and Maintenance for the next year.
2. Identify the projected costs, and funding requested from YRAC.