



COMMUNITY DEVELOPMENT FUND PROGRAM

GUIDELINES AND APPLICATION

The Community Development Fund (CDF) supports projects, events and initiatives that provide long-term, sustainable economic and social benefits to Yukon communities by funding projects that:

- generate local spending;
- create employment opportunities;
- build needed infrastructure;
- bring new money into Yukon;
- develop skills, knowledge and experience;
- facilitate community involvement; and
- build partnerships.

A maximum of 90% of total eligible project expenses is provided through three funding tiers. Program funding is competitive. The number of eligible applications may exceed available funds.

FUNDING TIERS	Tier 1	Tier 2	Tier 3
Funding level	\$20,000 or less	\$20,001 to \$75,000	Over \$75,000
Deadline(s)	January 15 May 15 July 15 October 15	April 15 September 15	January 15
Application processing times	4 weeks	8 weeks	12 weeks

CONTACT AND SUBMISSION

Community Development Fund office

303 Alexander Street, 2nd floor, Whitehorse
Phone: 867-667-8125 • Toll-free (in Yukon): 1-800-661-0408 ext. 8125
Fax: 867-393-7018
Email: cdf@gov.yk.ca

Mailing address

Community Development Fund
Government of Yukon
Box 2703 (F-1)
Whitehorse, Yukon Y1A 2C6

Eligibility

Eligible applicants are Yukon-based and include:

- registered non-profit societies;
- not-for-profit corporations incorporated under the *Canada Not-for-Profit Corporations Act*;
- charitable organizations;
- municipal and First Nations governments; and
- First Nation development corporations engaging in community-level initiatives.

Eligible projects and activities include:

- new construction projects (for example: parks, playgrounds, buildings, structural improvements, recreational facilities, community gardens);
- renovations, restorations and other physical improvements to buildings or lands (for example: facility improvements, new technology, large equipment purchases);
- knowledge or skills development (for example: training courses, pilot projects or workshops);
- research and planning (for example: historical research, feasibility studies, strategic planning, community planning, exhibits, publications, videos, marketing and promotion);
- programs and events (for example: conferences, festivals, demonstration or pilot wellness programs); and
- capital portion of expenditures for art-based projects (for example: stage construction, equipment, advertising and marketing).

Ineligible applicants, projects and costs include:

- local advisory councils, private businesses, individuals, or the Governments of Canada and Yukon;
- land development;
- improvements to buildings owned by private citizens or businesses (improvements to Government of Yukon buildings are eligible if a long-term lease agreement of five years or more is in place);
- road projects;
- projects that fall under the normal responsibility of the Government of Yukon, a municipal authority, First Nation or federal government;
- operations and maintenance costs or on-going expenses (for example: leasehold improvements where the improvements are the responsibility of the leaseholder, existing employee positions, rent, telephone, internet, annual or recurring events);
- projects that compete with a local private sector business unless a circumstance shows a defensible greater economic benefit to the community or territory (for example: daycares, golf courses, tent rentals);
- projects whose primary objective is creating, producing or presenting art; and
- expenditures made prior to the project being approved for funding.

Application instructions

Read this document carefully for details about the program's purpose, the eligibility of your organization and your project, and how to apply.

Contact a CDF advisor to discuss your project. CDF advisors are available year-round to provide advice and guidance about the program and to review draft applications well before a deadline.

Prepare your application with all pages on 8½ x 11 single-sided. Do not use staples. Download and save this document to enter information for your application. Additional pages can be attached if required.

Complete the application checklist (page three) and include it with your application.

Submit your application. Applications must be received by the CDF office **no later than 4:30 p.m.** on the day of the deadline. If a deadline falls on a weekend or holiday, applications must be received no later than 4:30 p.m. on the first business day following the deadline. Late applications will not be considered for funding.

APPLICATION CHECKLIST

All applications must include:

- Completed application checklist.
- Completed and signed application form with original signature page.
- Proof of compliance with the Government of Yukon Corporate Affairs or federal certificate of charitable status (or tax number).
- Minimum 10% applicant equity identified.
- At least two quotes to justify each budget item over \$1,000.
- Support letters from community stakeholders and partners.
- Confirmation of in-kind contributions and/or donations (if applicable).
- Confirmation of other sources of funding (if applicable).
- Confirmation that on-going operations and maintenance costs as a result of the project will be the responsibility of the applicant.
- Authority to sign and submit the application on behalf of the applicant.

Copies of the following, if applicable:

- Permits.
- Environmental assessment.
- Other supporting documents such as leases, land ownership, etc.



Download and save the guidelines and application form to enter information electronically. This form does not have expanding fields. Include additional pages if required.

APPLICANT INFORMATION		
Applicant (organization) name		
Main contact person name	Position	
Mailing address	Daytime phone	
	Cell	
	Email	
Type of organization	How long has your organization existed? years months	
What is your organization's mandate?		
PROJECT DETAILS		
Total requested from the fund	Total project costs	
Project name		
Describe your project in one sentence		
Project type	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD

PROJECT DETAILS (cont.)

Provide a brief detailed description identifying the need for the project.

Provide an outline of your project or activity detailing what you plan to do, how you plan to do it and where the project will take place.

PROJECT DETAILS (cont.)**Project timeline**

Use the table below to list the project's main activities, when they will happen and who will be responsible.

	Main activities	Timeline/Duration	Role (exec. director, consultant, contractor, volunteer, etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			

PROJECT DETAILS (cont.)

Project impact

What are the anticipated impacts for your target group, your organization or the larger community? Describe what will be in place or different as a result of your project?

Check the fund objectives below that apply to your project.

- | | |
|---|---|
| <input type="checkbox"/> Generate local spending and/or bring new money into Yukon | <input type="checkbox"/> Build needed infrastructure |
| <input type="checkbox"/> Create employment opportunities | <input type="checkbox"/> Facilitate community involvement and/or build partnerships |
| <input type="checkbox"/> Develop skills, knowledge and experience (for example: through training) | |

Describe each of the objectives identified above.

BUDGET

Complete the detailed project budget below showing the minimum 10% applicant equity. Note that only 2.5% of GST is eligible for funding (if applicable). Justify all budget items. Attach additional budget pages if required.

- **Under \$1,000** – provide a breakdown of the expense (for example: printing \$20/manual x 20 participants).
- **Over \$1,000** – include with the application a minimum of two quotes from suppliers, contractors or consultants.

Proposed budget		Who is paying for what?				Variance +/-
Project item (excluding GST)	Project costs	CDF request	Proponent cash contribution	Proponent in-kind	Other funding	
	If applicable, add 2.5% GST					
	Total project costs					

APPLICANT DECLARATION AND SIGNATURE

Payment and reporting requirements

Transfer payment agreements between the Government of Yukon and successful applicants outline the terms and conditions of funding, payment schedule and reporting requirements. The schedule for payment is in accordance with the Government of Yukon's Transfer Payment Policy.

Registered societies must be in compliance with the *Societies Act* whenever a payment is issued.

The final report should demonstrate that the outcomes or outputs of the project, as described in the application, have been achieved and that the funds have been expended in accordance with the approved project budget. This information can be collected across projects to determine the impacts and effects of Community Development Fund projects Yukon-wide.

Acknowledgement of funding

Successful applicants are required to publicly acknowledge the financial assistance of the Government of Yukon and the Community Development Fund. Further information on this requirement is included in the transfer payment agreement.

Applicant declaration

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein 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 comply with existing municipal, territorial and federal codes, guidelines and laws. We agree to allow representatives of the Government of 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*.

Signature of authorized representative: _____

Print applicant name: _____ Date: YYYY/MM/DD

Access to Information and Protection of Privacy Act: This information is collected for the purpose of administering an economic development program pursuant to Section 8 and 9 of the *Economic Development Act*, as amended. Personal information on this form is collected under the authority of Section 29(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* for the purpose of carrying out a program and/or providing financial assistance to the applicant. The collection, use and disclosure of your personal information is managed in accordance with the *ATIPP Act* and all or part of this information may be made available to the public. For more information about the collection, use and disclosure of your personal information, please contact the Department of Economic Development's ATIPP coordinator/records officer 867-667-5946, or privacy officer/director of Finance, Administration and Systems 867-667-5933.