

# Yukon Arts Funding Program – Annual Project Component Guidelines and Application Form

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## Objectives

The objectives of the Yukon Arts Funding Program – Annual Project Component are:

- To encourage the development of the arts and to enhance the contribution of the arts to the Yukon; and
- To support arts organizations towards sustainable and effective planning, governance, and allocation of human and financial resources to meet their arts mandates and activities.
- Funding is to support project costs for groups with on-going annual projects.

## Results and Outcomes

The intended results and outcome of the Yukon Arts Funding Program are to encourage the development of the arts and to enhance the contribution of the arts to the Yukon. This will be achieved by providing the necessary resources to support arts-focused projects, including literary, visual or performing arts. .

## Eligibility

Eligible applicants include Yukon non-profit societies, First Nations, school councils, municipal governments and industry associations with an arts-focused project that meets the following criteria:

- For organizations, the applicant is in good standing with the Registrar of Societies for 2 consecutive years prior to the application;
- The project fosters the creative development of the arts in the Yukon and supports the principles of the Yukon Arts Act;
- The project is arts-focused, including literary, visual or performing arts; and
- The project is an annual activity that has occurred for at least three years.

Local advisory councils are excluded from eligibility. Non profit organizations must be registered societies.

Eligible under the Yukon Arts Funding Program - Annual Project Component are project costs related to coordination, product development, and or audience development.

## Limitations to Funding

Organizations whose projects are not focused specifically on arts-related activities may not receive funding under the Annual Project Component.

Ongoing, permanent administration costs are not eligible for groups applying under the Annual Project Component.

## Required Supporting Material

Applicants must submit:

- A completed application form;
- A detailed project description which addresses application requirements, Arts Fund criteria and Arts Policy Principles (found in this package).

- A detailed project budget outlining all expenses and revenues for the project.
- A completed and signed Cover Sheet (attached).
- A completed Budget Summary & Statistics form (attached).
- Any other relevant attachments (letters of support, for example) that support and strengthen your application.
- An explanation of any significant discrepancies from the previous year's programs, projects or budgets.

The Conflict of Interest clause of the *Arts Act* [section 7] and the Yukon Government *Conflict of Interest Policy* are considered during the assessment and administration of the funding process.

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

### **Eligible Costs**

Eligible costs under the Annual Project Component of the Yukon Arts Funding Program are a contribution towards the total costs of the project (artistic fees and expenses, production expenses, promotion expenses and project coordination). Applicants may request a maximum of 70 per cent of eligible project expenses. Project administration expenses will generally not be considered from groups that already receive annual operating funds from other sources. Any such expenses should be part of the applicant's contribution to the project.

### **Funding Thresholds**

There are no maximum funding amounts specified for the Annual Project Component.

### **Application and Approval Process**

The deadline for the Yukon Arts Funding Program is February 15. Applications must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or a weekend, the deadline will be extended until 4:30 p.m. on the next working day. Faxed or email applications are acceptable. Late applications will not be accepted.

Submit all applications to:

Fund Administrator, Arts Section, Cultural Services Branch,  
Department of Tourism and Culture,  
Box 2703, Whitehorse, Yukon Y1A 2C6,

Fax 867 393-6456

Email [artsfund@gov.yk.ca](mailto:artsfund@gov.yk.ca)

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Applicants are encouraged to contact the fund administrator to discuss applications prior to the deadline at 867-667-3535 or toll free 1-800-661-0408

Ensure that the completed application is signed by the chair or president of the board

Include the most recent annual financial statements of your organization and the current year budget

Application forms are available by email, in hard copy or can be saved onto a disk for your use. Please make arrangements with the Arts Section.

Applications are assessed by the Yukon Arts Advisory Council. Applications are judged on the following criteria:

- *Arts Act* objectives as they pertain to previous year's and proposed activities of the applicant, including:
  - Appreciation of the value of the artist as the centre of operations
  - Low proportion of administration to production expenses reflected in budgets
  - Multiplicity of funding sources for operations
  - Involvement of communities outside of Whitehorse
  - Meaningful attention to First Nations' access to programs and services; and
  - Attention to artists at various levels of their development, including youth, community, and professional artists
  
- Arts Fund Funding Criteria:
  - Demonstrated investigation of alternative funding sources.
  - Availability of alternative municipal or federal government participation.
  - Degree of earned revenue, fundraising or fee for service component(s) of the project.
  - Extent and nature of the applicant's contribution.
  - Relevance to Yukon arts development and benefits to the Yukon.
  - Degree of community exposure and participation.
  
- Any projects previously funded by the Arts Fund or the Annual Project Component must be completed and a final report approved prior to re-applying to the fund.
- The project should not normally fall under the responsibility of a Yukon government department, municipal authority or federal government.
- The project should not compete with a local private sector initiative.
- Applicants are expected to provide an equity contribution.
- Consideration will only be given to expenses directly related to the project.
- Any administrative expenses included in the project budget should be clearly itemized (rather than given as a straight percentage of project costs).
- Funding will be approved once only for each project annually.
- Projects should be no longer than one year in duration, and may not begin before the application is approved.
- The application should include or address:
  - Uniqueness of the project opportunity and the objectives the project will accomplish.
  - How these objectives will be achieved.
  - Who benefits from the project?
  - How the project's success will be measured and evaluated.
  - The resources and background that qualify the applicant to complete the project.
  - Project timeline, including start and completion dates.

- Detailed project budget outlining all expenses and revenues related to the project.

Funding recommendations are forwarded to the Minister of Tourism and Culture for approval and announcement. Normally, applicants will be notified in writing of the results within 8 weeks of deadline. The media is later notified of the award results.

### **Conditions of Funding**

The Conflict of Interest clause of the *Arts Act* [section 7] and the Yukon Government *Conflict of Interest Policy* are considered during the assessment and administration of the funding process.

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

In order to credit the funding agency, groups are instructed to use the following message on all publicity related to their activities: "*Funding for this project is made possible through the assistance of the Yukon Arts Funding Program, Department of Tourism and Culture, Elaine Taylor, Minister and with support from the Yukon Lottery Commission.*" If logos are used, please include both the Tourism and Culture *Yukon* word mark and the Lotteries Yukon logo. Please contact the Arts Section for electronic versions of these logos as needed.

### **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.

### **Accountability**

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of the project activity and prepares annual reports with aggregate information to be submitted as a part of the annual departmental budgeting process. The information collected and reported includes quantitative statistics (e.g. audience attendance, number of venues) and qualitative feedback and evaluation.

### **Budget**

Estimate and list all expenses and revenues related to the project, including your contribution (cash or in-kind equity), donations and funds from other sources. Indicate whether funds are cash or in-kind and whether they are confirmed or pending a decision. Provide detail in the budget, showing how the final figures are calculated.

It is helpful if you summarize your overall project budget in the general categories shown on the Budget Summary and Statistics form and listed below.

The summary is a helpful tool for reporting, program evaluation and impact measurements. Please use the form provided to assist with organizing this information in a consistent manner.

#### **EXPENSES**

- Artistic fees and expenses
- Administration fees and expenses
- Promotion (advertising, posters or programmes)

- Production expenses (venue rental, technical rentals and fees, materials)
- Other

#### REVENUE

- Earned (fees, tickets, etc.)
- Fundraising (i.e., donations and in-kind contributions)
- Applicant equity
- Other government
- Expenses less revenue ((shortfall on project)
- Applicant cash equity
- SHORTFALL = FUNDING REQUEST

#### **Statistics**

Be sure to include an estimate of the following activity/event statistics on the Budget Summary & Statistics form (found in this package). This accommodates program evaluation and impact measurements.

- Audience/public attendance/participation (number)
- Number of events or activities
- Employment (estimate weeks of paid employment)
- Number of volunteers
- Number of volunteer hours contributed

Do not staple the application or use folders. The material you submit will be photocopied, so use only blue or black ink and print on standard 8 1/2 x 11" paper.

# Yukon Arts Funding Program – Annual Project Component Application Form

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Name of project: \_\_\_\_\_

Please provide a one-sentence description of the project: \_\_\_\_\_

Applicant/organization name (if a registered non-profit organization, please provide complete name):  
\_\_\_\_\_

contact name: \_\_\_\_\_

position: \_\_\_\_\_

mailing address: \_\_\_\_\_

town/city: \_\_\_\_\_ postal code: \_\_\_\_\_

physical address (if different from mailing address): \_\_\_\_\_

telephone: \_\_\_\_\_ fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

What type of organization are you? (Check one)

- |                                                |                                                             |
|------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Community association | <input type="checkbox"/> Industry association               |
| <input type="checkbox"/> Municipal government  | <input type="checkbox"/> First Nation                       |
| <input type="checkbox"/> School council        | <input type="checkbox"/> Registered non-profit organization |

(attach a copy of your *Certificate of Good Standing* from Corporate Affairs, do not submit the original)

Amount of funding request \$ \_\_\_\_\_ Total budget of project \$ \_\_\_\_\_

Project Start date: \_\_\_\_\_ Project End date: \_\_\_\_\_

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***Signature of applicant***

***Date***