



RECREATION GRANT APPLICATION

City of Whitehorse Recreation Services

2020 REQUIREMENTS

Application will be accepted two times per year.

Application deadlines: March 15 – funding available by May 31
 September 15 – funding available by November 31

The Recreation Grant Policy has four funding categories. Applicant organizations may only submit applications for up to two categories per year (12 months).

For this application to be considered, the following attachments must be included:

- ✓ Completed Grant Application – Form A
- ✓ Completed Budget – Form B

Submit your forms by the deadline in one of three ways:

1. Hand-delivery: Delivered to Canada Games Centre, 200 Hamilton Blvd.
 In a sealed envelope and titled 'Attn: Recreation Grant Administrator'

2. Mail: Attn: Recreation Grant
 Canada Games Centre
 c/o City of Whitehorse
 2121 Second Avenue
 Whitehorse, Yukon, Y1A 1C2

3. Email: recgrants@whitehorse.ca
 Subject: Recreation Grant

IMPORTANT

It is the responsibility of the applicant to ensure that the submitted application is in the hands of the department regardless of the submission method chosen.

To confirm receipt, please email recgrants@whitehorse.ca

Please ensure that you have read the Grant Application Guide prior to completing and submitting your application.

FORM A

PART A: Organization Information

| | |
|----------------------------------|--|
| Registered name of organization: | |
| Contact (one person only): | |
| Title of Contact Person: | |
| Phone: | |
| Alternate Phone: | |
| Email: | |
| Mailing Address (organization): | |
| Who does the group cater to? | |

Governing Body:

For groups or associations that are affiliated with a Governing Body - (ie. Whitehorse Minor Soccer, Polarettes Gymnastic Club) *the application must also be endorsed by the Governing Body.*

Governing Body Endorsement _____ Date _____

Endorsement:

Please provide a motion from your membership / executive endorsing this application. A copy of the motion of endorsement from the membership must be recorded and attached with submission.

Declaration – ALL Groups and Associations must complete the following declaration:

In making this application, we the undersigned, declare to the best of our knowledge, the information contained in this application is correct and all items of required information are enclosed. Further, that should our request be accepted in part or in whole, the funds granted will be used for the above stated purposes and that we will comply with all terms and conditions as outlined.

President _____ Date _____

Treasurer _____ Date _____

PART B: Project Information

| | |
|---|--|
| Project Name: | |
| Amount Requested: | \$ |
| Funding Category: <i>Refer to the Application Guide for funding category information</i> | <input type="checkbox"/> Ongoing Projects & Initiatives <input type="checkbox"/> New Projects & Initiatives <input type="checkbox"/> Training & Leadership Development <input type="checkbox"/> Operational Support |

Project description: *Describe your project or initiative, including (if applicable): timeline, location, ages of participants, and expected reach. (Maximum 250 words)*

B1: Highlight how the project aligns with the guiding principles outlined in the Parks and Recreation Master Plan. *(Maximum 250 words)*

B2: What positive change or impact will this project have on our community once completed?

B3: Project Success: How will you determine project success? What measurement will you use (# of attendees, # of sessions held, training hosted, quality of equipment, organizational effectiveness, etc)

B4: How will you recognize the City and Lotteries?

B5: What is the organization's contribution to the Project or Initiative?

PART C: Authorization for Application

As established through a resolution / motion of the organizations Board of Directors, the following signatures indicate that the information is correct and has been approved.

President _____ Date _____

Witness _____ Date _____

FORM B

| | |
|--------------------|--|
| Organization Name: | |
| Project Name: | |

| PART 1: Project Revenue | Total Budget Projections | City of Whitehorse Request |
|--|---------------------------------|-----------------------------------|
| City of Whitehorse Recreation Grant (\$ requested) | \$ | \$ |
| Fundraising | \$ | \$ |
| Donations / Contributions | \$ | \$ |
| Participation Fees | \$ | \$ |
| Other Funding or Grant | \$ | \$ |
| Other Funding or Grant | \$ | \$ |
| Revenue | \$ | \$ |
| TOTAL REVENUES | \$ | \$ |

| PART 2: Project Expenses | Total Budget Projections | City of Whitehorse Request |
|---------------------------------|---------------------------------|-----------------------------------|
| Materials & Supplies | \$ | \$ |
| Capital Expenses | \$ | \$ |
| Travel | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| TOTAL REVENUES | \$ | \$ |

DON'T FORGET

Please attach:

- Financial statement
- Balance sheet