

### What is the Youth Investment Fund?

The Youth Investment Fund (YIF) allocates money for youth projects through an application process. ***The goal of the YIF is to provide healthy opportunities for marginalized youth in the territory.*** It is supported by the Departments of Community Services, Education, Executive Council Office (Youth Directorate), Health and Social Services, Justice, and the Women's Directorate.

### What does "marginalized youth" mean?

This refers to youth who are typically afforded fewer opportunities or who experience a form of discrimination. This usually involves youth in one or more of the following groups:

- Indigenous youth
- Youth with disabilities
- Youth from rural communities
- Youth from a small ethnic or cultural group
- Youth from a low social or economic background
- Youth exposed to substance abuse, violence, conflict and/or the justice system
- LGBTQ2S+ youth (Lesbian, Gay, Bisexual, Transgendered, Questioning, 2 Spirited)

### What age does the YIF target?

Youth 18 and under

### How much funding is available?

Organizations can apply for up to \$5,000 (per project).

### Who can apply?

A Yukon not for profit organization that is a legal entity can apply. These include:

- Registered non-profit organizations in good standing
- Municipalities and incorporated communities
- First Nation governments
- School councils / boards

### Who is NOT eligible for YIF funding?

- Individuals
- Businesses
- Yukon / federal government institutions (including schools)
- For profit organizations

### Does the YIF approve funding for any youth project?

**No.** Funding tends to be approved for projects that provide healthy opportunities for marginalized youth.

### What kinds of projects typically receive funding?

Common project themes include:

- Youth leadership development and training initiatives
- Substance abuse prevention
- Peer mentoring
- Skill development programs
- Recreation and physical activities
- Youth camps
- Reduction or prevention of bullying

### What should be kept in mind to ensure a good chance of receiving funding?

Every YIF project is unique. Projects should include as many of following items as possible:

- Create social and recreational opportunities for youth
- Promote self-esteem and positive self-image among youth
- Promote leadership, skill development and training
- Promote employment and educational opportunities for youth
- Encourage the development of positive lifestyle choices
- Have youth play a meaningful part in the planning and running of the project
- Build bridges between youth and adults in the community
- Involve a variety of people, support and resources from the community and add to what the community already has going for it
- Projects that use Yukon people and resources are given priority
- Preference is given to projects that operate out of school time

### What can YIF funding be used for?

- Coordinator wages up to \$25/hour – max 8 hours/day
- Youth wages up to \$20/hour – max 8 hours/day
- Honoraria up to \$25/hour - max \$200/day
- Rental or lease of room space or equipment for approved activities
- Program supplies and materials (consumable goods)
- Printing / production of resources such as pamphlets, posters or manuals
- Advertising and promotion of the project
- Travel within Yukon or in some instances to bring speakers or facilitators to Yukon – actual costs for food, gas, etc.
- Up to 50% towards the purchase of equipment to a maximum of \$1,000 (must be essential to the project)

### What can YIF funding NOT be used for?

- Personal items (e.g. running shoes, prizes, uniforms, medals, trophies)
- Feasibility studies / needs assessments
- Travel expenses outside the Yukon
- Travel expenses associated with schools or sports teams
- Projects duplicating areas of responsibility of, or existing, government programs
- Business ventures
- Paying youth to participate in the project
- Projects that support many non-Yukon youth
- Administration fees

### How does my organization apply?

Application forms are available online at yukon.ca or contact the fund administrator at 456-6771.

When can my organization send in an application?

- **Deadlines for applications requesting \$501 to \$5000 are 11:59 pm on April 1 and October 1 each year. Late applications will not be accepted.**
- If the deadline day falls on a weekend or holiday, the deadline will be at 11:59 pm on the next business day.
- If you are applying for \$500 or less, you may apply anytime.
- When fully completed \$500 and under applications are received, they will be reviewed and decided upon within three weeks.
- Applications for projects that occur during school hours or at a school must include written permission from both the school principal and superintendent
- All applications must include proof of liability insurance that covers project activities.

### What happens after we apply?

- Your application will be reviewed and, within 5 weeks after the application deadline date, you will be contacted to let you know if your project is going to be funded or not (notification date).

- YIF funding can only start being used on or after the notification date. As a result:
  - Spring funded projects should start mid-May or later.
  - Fall funded projects should start mid-November or later.
  - YIF funding cannot be applied to expenses incurred before the notification date.
- Number of applications for all levels of funding:
  - maximum of 2 per funding session (April 1 to September 30 and October 1 to March 31)
  - projects must be separate initiatives

### What happens if we get approved?

- If your project is approved, your organization will receive a “Transfer Payment Agreement” that sets out the terms and conditions under which your project will be funded. An authorized official from your organization must sign this agreement and return it to the YIF fund administrator before the YIF is able to give your organization the funding.
- Any costs your organization has incurred before the date you receive notification that your project is approved will not be covered by the fund.
- To minimize risk, we recommend that all employees, workshop facilitators, volunteers or anyone else that:
  - will be left alone with youth
  - are in a supervisory role with youth
  - participate on overnight trips with youthcomplete and clear a **criminal records check**. CRC forms will be provided.
- Organizations that have not submitted final reports from previous projects that were due prior to the application deadline are not eligible for funding.
- Upon completion of your project, you will be required to prepare a short, written evaluation and financial report accompanied with receipts.
- Applicants may use additional methods of reporting to add to their written evaluation report. Pictures of the project are encouraged.

**Questions?** Applicants are encouraged to contact the fund administrator for questions, more information, clarification or assistance. Contact:

Fund administrator      Phone: 867-456-6771 or 1-800-661-0408 ext. 6771  
Fax: 1-867-393-6341

Chairperson              Phone: 867-667-8213

**The departments of Community Services, Education, Executive Council Office, Health and Social Services, Justice and Women’s Directorate support the YIF.**



## YOUTH INVESTMENT FUND – APPLICATION

**Print clearly and ensure all sections are complete.** Applications are assessed on the information provided. Incomplete applications may not be considered for funding.

**Application deadlines: April 1st and October 1st @ 11:59 pm. Late applications will not be accepted.**

If the deadline day falls on a weekend or holiday, the deadline will be at 11:59 pm on the next business day.

### Applicant information

Project name

Contact person

Position

Registered/legal name of group

Is your organization registered, and in good standing with the Yukon Societies Act?  Yes  Not applicable

Address

City

Postal code

Email

Phone

Fax

Amount requested from YIF\*:  for the \$501 to \$5000 level \_\_\_\_\_ (\$5000 maximum)

for the \$500 and under level \_\_\_\_\_ (\$500 maximum)

**\*YIF requires proof of recipient liability insurance that covers this project**

In a few words, tell us about your group. Why does your group exist? What does it do?

## Project details

1 a) Give a detailed description of your project.

b) How does your project and organization offer a safe and inclusive space for marginalized youth? (Refer to definition of marginalized youth on page 1).

c) How will marginalized youth benefit from your project? (Refer to definition of marginalized youth on page 1).

d) Where will your project take place?

e) What are the exact dates for the activities?

f) When will you start working on your project and when will the project be complete?

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

g) Project success is more than just indicating the number of participants, providing photos or just having fun. It also includes things like:

- What did the youth learn from participating (new skills, etc.)?
- Did your project accomplish what you wanted it to do?

How will you know if your project was a success and how will you measure this success?

2. Are you partnering with any other groups to deliver this project? If so, what are they helping you with? Provide letters of support from your project partners.

3. Who are the resource people/instructors for your project and what will they be doing? What kind of certification, experience or qualifications do they have for the job?

The applicant may wish to ensure that all employees, workshop facilitators, volunteers or anyone else who

- will be left alone with youth
- are in a supervisory role with youth
- participate on overnight trips with youth

complete and clear a criminal records check. (Forms will be provided.)

4. a) The Youth Investment Fund targets youth 18 and under. Give us your best estimate as to the:

Estimated number of **marginalized youth** participants 18 and under: \_\_\_\_\_

Estimated number of **youth participants** 18 and under: \_\_\_\_\_

Estimated number of **youth leaders** 18 and under: \_\_\_\_\_

b) Will there be other participants besides youth 18 and under in the project?  Yes  No

If yes, state the expected age range and how many participants are expected in that age range.

Expected age range: \_\_\_\_\_ Number of participants expected in that range: \_\_\_\_\_

5. How many youth are helping plan the project and how are they helping? What are their ages?

6. Which communities will your youth participants come from?

7. How will you get the word out to youth that your project is happening?

8 a) Is your project open to all youth who apply?

b) Is there a fee for the youth participants and if so, how much?

c) If there is a participant fee, how will you accommodate those who cannot pay?

d) How will you be selecting the youth leaders that are involved in your project?

9. Are there other groups in your community that are working on the same kind of project happening in your area?  
If yes, then how will your project work with their project?

## Budget information

Use the charts on the following pages to identify your project's budget. Definitions for budget items are below.

### Expenses – How much are you spending on your project?

- **Coordinator wages** – Provide details of all hourly rates and total hours to be worked for each position. The YIF can support up to \$25/hour (max 8 hours/day).
- **Youth wages** – Provide details of all hourly rates and total hours to be worked for each position. The YIF can support up to \$20/hour (max 8 hours/day).
- **Honorarium** – A payment made to someone for a service for which no official charge is made. The YIF will cover honorariums up to \$25/hour (max \$200/day).
- **Facility costs** – E.g. cost of renting a building (include a breakdown).
- **Program supplies and materials** – Include detailed costs for each item.
- **Printing/production** – Include a list with costs for each item.
- **Advertising and promotion** – Include a list with costs for each item.
- **Travel** – Within Yukon or in some cases to bring speakers to the Yukon.
- **Equipment** – Youth Investment Fund may be able to provide money towards buying minor equipment for up to 50% of the final purchase price to a max of \$1,000.
- **Unidentified costs** – Enter information in blank expense item area.

### Sources of funding (income) – Where you get your money from

- Money from **fundraising** – Tell us the source of fundraising.
- Money from **sponsors** – Tell us the sponsor's name.
- Money from **community grants** – Tell us the name of the grants (e.g. community recreation grant, lotteries)
- **Other sources of money or supplies** – E.g. you're chopping firewood and selling it, you're renting out space in a building that belongs to your group, you're selling an old computer that belongs to your group.

### Total \$ requested from YIF

This is the amount of money you are requesting from the Youth Investment Fund.

### In-kind contributions

An in-kind contribution is a non-cash input which can be given a cash value. In-kind contributions may include donated equipment, services, and facilities necessary to directly implement a project that would otherwise have to be purchased if they were not donated by the applicant or other organization

Tell us what kind of contribution and how much (e.g. "Bud's Beverages" donates \$400 of pop; Joni donates her time for 2 hours and her tools for the week). Place a dollar value on this contribution.



**Expenses and income – Do not include in-kind contributions on this page**

| A  | B                          | C  | D                    | E                       |
|--|----------------------------|--|----------------------|-------------------------|
| Expense items  | Total cost of expense item | Source(s) of funding for expense item (income)                           | \$ covered by source | \$ confirmed Y / N      |
| <i>Example: Food</i>   | \$500                      | <i>Youth Investment Fund</i>   | \$200                | No                      |
|  |                            | <i>Yukon River Recreation Society</i>                                    | \$100                | Yes                     |
|  |                            | <i>Town of Yukon River</i>   | \$200                | Yes                     |
| <b>Coordinator wages</b><br>YIF can pay up to \$25/hour<br>max 8 hours/day | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Youth wages</b><br>YIF can pay up to \$20/hour<br>max 8 hours/day       | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Honorariums</b><br>YIF can pay up to \$25/hour<br>(max \$200/day)       | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Facility or equipment rental</b>  | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Program supplies and materials</b><br>(consumable goods)                | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Printing / production</b>   | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Travel</b><br>Inside Yukon only   | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Advertising and promotion</b>   | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Equipment</b><br>YIF can pay 50% of cost<br>(max. \$1,000)              | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Food</b>  | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Liability insurance</b>   | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Other</b> (e.g. professional fees):                                     | \$                         | Youth Investment Fund  | \$                   | No                      |
|  |                            |  | \$                   |                         |
|  |                            |  | \$                   |                         |
| <b>Total expenses</b>  | \$                         | <b>Total \$ requested from YIF</b><br>Total of shaded values in column D | \$                   | Max. \$500<br>or \$5000 |

**In-kind contribution(s)** – An in-kind contribution is a non-cash input which can be given a cash value

| <b>Contribution source</b>                               | <b>Estimated dollar value</b> | <b>Contribution details (facility, time, etc.)</b> | <b>Support confirmed Y / N</b> |
|--|-------------------------------|--|--------------------------------|
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
|  | \$                            |  |                                |
| <b>Total estimated \$ value of in-kind contributions</b> | \$                            |  |                                |

**Expense items**

Applicants must provide detailed information of all expense items in which they are requesting \$ from the YIF. Vague or unclear entries may not be funded.

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

Expense item: \_\_\_\_\_ Amount request from YIF \$ \_\_\_\_\_  
Expense details:

**Submission checklist**

| Initial each of the following in the appropriate areas:   | Yes | No | N/A |
|---|-----|----|-----|
| Have you read the Youth Investment Fund guidelines?   |     |    |     |
| Is your project in compliance with these guidelines?  |     |    |     |
| Does your project target youth 18 and under?  |     |    |     |
| Did you include proof of insurance policy to cover your project activities?   |     |    |     |
| Have you completed the <b>budget chart</b> (page 8) correctly?  |     |    |     |
| Has an <b>authorized</b> representative from your organization signed the declaration below?  |     |    |     |
| Are you submitting your project before 11:59 pm on the deadline date?<br><b>Late applications will NOT be accepted.</b>                     |     |    |     |
| Is your organization <b>currently</b> in good standing with societies (if applicable)?  |     |    |     |
| If your project uses a school or takes place during school hours, did you include permission letters from the principal and superintendent? |     |    |     |
| Did you provide letters of support from all partnering organizations?<br>"N/A" indicates that there are no other partners.                  |     |    |     |
| If you answered "No" to any items on the checklist, explain why and how you intend to meet this obligation.                                 |     |    |     |

**Declaration of applicant**

I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements in this application and in all further submissions in regard to this application are, to the best of my knowledge, true and correct.

I submit that, to the best of my knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal guidelines and laws.

We agree to allow representatives of the Government of Yukon access to the site and the premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all other pertinent information necessary to evaluate this application.

We the undersigned, acknowledge that we have read the application guidelines and declare that the information contained in this application is correct; the organization does not owe any debts to the Yukon government; all other sources of funding have been disclosed; and further; that should this request be accepted in part or whole, that the funds provided will be spent for the stated approved purposes only.

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Name of authorized official (print) \_\_\_\_\_ Signature \_\_\_\_\_

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Title of authorized official (print) \_\_\_\_\_ Date \_\_\_\_\_

**Send your completed application:**

- by mail: Youth Investment Fund, Youth Directorate (A-8Y)  
Box 2703, Whitehorse, YT Y1A 2C6
- by fax: 867-393-6341
- by email: youthinvestment@yukon.ca

Personal information is collected, used, and disclosed under the authority of Section 29(c) of the *Access to Information and Protection of Privacy (ATIPP) Act*. This information is used for the purpose for administering project applications to the Youth Investment Funding program, such as determining applicant and program eligibility and compiling a registry of potentially available programs. For addition information contact Gord.Kurzynski, Manager, Youth Directorate, at 867-667-8313 or gord.kurzynski@yukon.ca.