



# Village of Mayo Recreation Board & the Community Lottery Program Application



## Policies and Procedures Manual

### 1.0 Policy Statement

The Mayo Recreation Board, with funding provided by the Community Lottery Program, shall offer financial assistance to encourage volunteer recreation groups and organizations in order to further improve existing programs and to develop new opportunities in the areas of arts, sport and recreation for the Village of Mayo and area citizens.

### 2.0 Guidelines and Procedures

#### DEFINITIONS:

“Accountability Statement” means submitting receipts and completing a summary report upon completion of the project, by the group/organization, which received the Recreation Grant.

“Capital” means a project involving the acquisition of, or addition to, a fixed asset such as land, building or structures.

“Group” means an Association of individuals whose purpose is to provide a service(s) to the community.

“Equipment” means an item that is not part of a structure. For granting purposes there are two classes: major and minor. Major equipment is equipment whose life expectancy exceeds five (5) years as specified by the manufacturer. Minor equipment is equipment whose life expectancy does not exceed five (5) years or more as specified by the manufacturer.

“Project Budget” means a detailed estimate of income and expenses for the project. The income shall include all grants applied for, fund raising activities, donations, volunteer labour and any financial reserves the group or organization is able to call upon.

“Recreation” means any activity related to heritage and culture, performing, visual and literary arts at all levels; non-competitive, competitive and elite sports; and other forms of indoor and outdoor leisure activity.

“Travel” means the cost incurred by traveling to and from Mayo.

### **3.0 Eligible Projects**

When considering a funding application, the Mayo Recreation Board will adhere to the following guidelines:

1. All applications for funding must be pre-approved.
2. Approved funding may be claimed by submission of receipts or invoices.
3. Individuals applying for travel must be associated with a recognized Territorial organization or event.
4. Applications that do not have a budget attached will not be reviewed.
5. Children, Youth and Senior Groups have priority.
6. Trips for recreational purposes may be partially funded upon presentation of receipts.
7. Capital projects receive low priority and may be referred to Lotteries Yukon.
8. Operation and maintenance costs may be funded but will receive very low priority; they can be referred to another agency.
9. Personal gain applications are not considered; the applicant must belong to a team, organization, or club.
10. Projects for which fund-raising and volunteer work have been involved will be given a higher priority.
11. Mileage rates: \$0.08 cents per km. for one participant and support person. Support persons include coaches, managers, chaperones, etc. at a ratio of 1 support person for every 20 or fewer adults, 1 support person for every 5 or fewer youth and 1 support person for every 3 disabled persons. A maximum of \$200.00 per vehicle is set. (based on Mayo to Whitehorse return). Additional mileage allowances may be considered by the Board.
12. Airfare travel to a maximum of \$300.00 per applicant per discipline within a fiscal year.
13. Hotel: Individuals and groups: \$50.00 per night. Groups must have a minimum of 4 occupants. Exceptions can be made for gender differences and odd numbers. Two applications per year per group for trips.
14. Meals will not be funded.
15. Prizes such as trophies, medals, gifts or cash rewards will not be funded.

Funding may be given upon review of application and/or receipts.

### **4.0 Equipment**

1. Groups or organizations funded for equipment purchases under this policy are responsible for the proper care, maintenance and security of the equipment.
2. Groups and organizations must be prepared to sign a Joint Use Agreement for use of Recreation Board funded equipment with other responsible groups or organizations.
3. For organizations registered under the Societies Act, ownership of equipment purchased with funds granted under this policy rests with the organization. Should the organization cease to exist, ownership for purchased equipment automatically reverts to the Village of Mayo.
4. Equipment purchased with funds granted under this policy cannot be traded, disposed of, or sold without the approval of the Recreation Board.

The Mayo Recreation Board encourages the purchase of local equipment and services. If an organization is granted funds by the Mayo Recreation Board to purchase a capital item and then the organization disbands, the capital item shall become the property of the Village of Mayo.

## 5.0 Assessment Criteria

1. The applicant is a volunteer group or organization.
2. The applicant must demonstrate the ability to contribute, in a significant manner, to the project. (Example, volunteer labour or financial contribution).
3. The application must reflect a clear, accurate and credible proposal.
4. Applicant must demonstrate that the project will be of direct benefit to the community.
5. Applicant must demonstrate their need for financial assistance regarding their project application.
6. Stability of the group or organization, i.e. the ability of the applicant to undertake the project, must be demonstrated.

## 6.0 Accountability

1. Applicants awarded a Recreation Grant shall be held accountable for the expenditure of funds.
2. Funds granted under this policy are not transferable between projects or groups/organizations and must be used for the specific purposes outlined. Where a change in project is requested, a written request shall be submitted to the Rec. Board for approval.
3. An Accountability Statement (appendix A) must be returned within ninety (90) days after receipt of money.
4. In the case of an individual attending functions, workshops, practices, etc., a letter (appendix B - supplied with this application), to certify your attendance must be included with receipts.
5. Groups receiving funding through a grant must include the following statement and logo on any advertising or print media at their event to show the support of the Mayo Recreation Board, the Community Lotteries Program and Lotteries Yukon:



**Funding is made possible through the  
Village of Mayo Recreation Board with the  
support of the Community Lottery  
Program.**



**PLEASE COMPLETE THE FOLLOWING:**

**1. Applicant Information**

Name Of Applicant/Club/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Organizations Leaders**

1. Name \_\_\_\_\_

2. Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

How long has your organization existed? \_\_\_\_\_

Are you a registered society? \_\_\_\_\_

**2. Banking Information**

Name of Bank: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

### 3. Project

Briefly describe your program or project: include number and approximate age of participants/members, membership fees, overall objective, equipment and training required, equipment on hand, etc.

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What amount of funding are you applying for? \_\_\_\_\_

What will the proposed funding be spent on? \_\_\_\_\_

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Give details of what the funding will be spent on. Please be specific; attach a summary budget of your project/program, showing how you plan to spend your proposed grant as well as any other possible income from other grants, fund raising, or donations that will be spent on your project/ program. A sample budget is attached as a guide only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Funding is made possible through the Village of Mayo Recreation Board with the support of the Community Lottery Program.**



“Personal information is collected under the authority of the Public Lottery Regulations and will only be used for the purpose of administering the Community Lottery Program. For further information, contact the General Manager, Lotteries Yukon, 101-205 Hawkins Street, Whitehorse, YT, Y1A 1X3 or 867-633-7899, toll free within Yukon 1-800-661-0555, extension 7899.”