



ARTS OPERATING FUNDS - ANNUAL OPERATING COMPONENT  
**COVER SHEET**

Complete the information as requested noting both the name of the organization as filed with the Registrar of Societies as well as the most commonly used name of the group. The contact person should ideally be the person filling out the application form. Signing affirms that the society is in compliance with the *Societies Act* in respect of their annual filings and declares that the applicant owes no debt to the Government of Yukon. **The application must be signed by the board president or chair.**

**1. Applicant information**

Name as filed with the Registrar of Societies

Name of organization if different from above

**Mailing address**

Unit number (optional)	Street number and name, or P.O. box number	
City or town	Province or territory	Postal code

**Contact person's information**

Last name	First name	
Title	Phone	Email

**Board president or chair's information**

Last name	First name	
Phone	Email	
Previous year award	Current request	

**Declaration of applicant:**

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application 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 be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We commit as an organization to provide a safe and healthy workplace free from harassment, bullying, abuse and discrimination of any kind. 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*. We declare the society owes no debt to the Government of Yukon.

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

Date: **YYYY-MM-DD**

## 2. Financial information

The council is interested in the **total** activity of your organization. The funding history table below provides a quick overview of the support your group has received in recent years. If you lack complete records for this section of the form contact an arts advisor for assistance.

Funding type	Last completed fiscal year	Current fiscal year (original budget)	Current fiscal year (projected to year end)	Next fiscal year
Arts Operating Fund				
Arts Fund				
Other Yukon Government funds (specify)				
<b>Total</b>				

## 3. Proposed program information (maximum 3,000 words)

On a separate sheet using this heading, provide a description of your planned activities **for the one-year period for which you are requesting funds** (for instructions on how to request multi-year funding, see Section 8). Do not describe past achievements, background or history. State your mandate and objectives as an organization and show how planned activities support that mandate. We ask that applicants also address the priorities of the Yukon Arts Policy in describing their plans for the coming period.

It is important to refer back to any comments you may have received from the Yukon Arts Advisory Council from past applications and to address those comments as needed.

Requests for funding increases must have a clear rationale. What is the increased impact and is there a corresponding increase in projected revenue, beyond Arts Operating Funds program?

The Yukon Arts Advisory Council recognizes that all groups might not have current programs that serve communities outside of Whitehorse, or artists at various levels of their development, or provide meaningful attention to First Nations' access to the organization's programming. However, the principles are fundamental to the AOF and organizations should remain cognizant of the need to creatively explore partnerships or other means to address the principles in ways that benefit Yukoners and the organization.

To ensure a fair, efficient assessment process, we ask that applicants keep responses under 3,000 words

## 4. Budget information

Fill out the graph on page 3. Depending on your fiscal year end, your application for funding will apply either to your current year or to your next fiscal year. Comparative financial information in the columns is requested as follows:

- a) **Last fiscal year** Provide actual figures from your last completed fiscal year. (This column should conform to the expense and revenue information contained on your reviewed or audited financial statement if your organization has one.) Attach a copy of the financial statement with the application.
- b) **Current fiscal year (two columns)** Original budget: This will be the planned budget with which you began your current fiscal year. Projected to year end: This will be your revised budget (up-to-date at time of application). This is the budget you are currently working with and should show your revised projections to year end. If your fiscal year has just started or if you are very near to fiscal year end, there may be little or no difference between these two columns.
- c) **Next fiscal year** The budget for your next fiscal year. This column need only be completed if it is the year to which your application for funding applies or if projected budget information is readily available.

In addition to completing this form, attach your current budget and most recent financial statements. Do not alter this form. Additional information can be included in budget notes.

**This request for funds applies to:**  Current fiscal year  
 Next fiscal year

Use date format: YYYY/MM/DD			
Last fiscal yr	Current fiscal year		Next fiscal yr
Fr _____ to _____	Fr _____ to _____ Original budget to year end	Projected budget to year end	Fr _____ to _____
<b>Expenditures</b>	<b>A</b>	<b>B</b>	<b>C</b>
Artistic fees/salaries/honor			
Production/exhibition			
Administrative fees/salaries			
Office/admin/rent/bldg maint			
Promotion/publicity			
Fundraising			
Other: (specify)			
Other: (specify)			
<b>Total expenditures</b>			
<b>Earned revenue</b>	<b>A</b>	<b>B</b>	<b>C</b>
Subscriptions			
Admissions/single tickets			
Performance/service fees			
Workshops/classes			
School tours			
Other tours			
Concessions/bar/rentals/misc			
Other: (specify)			
<b>Total earned revenue</b>			
<b>Fundraising</b>	<b>A</b>	<b>B</b>	<b>C</b>
Corporate donations			
Individual and memberships			
In-kind donations			
Foundations			
Gaming - casino/bingo/raffle			
Special events			
Other (specify)			
<b>Total fundraising revenue</b>			
<b>Government support</b>	<b>A</b>	<b>B</b>	<b>C</b>
Arts Operating Funds program			
Lotteries Yukon			
Arts Fund/Touring Artist Fund			
Yukon Government - other (specify)			
Municipal			
Canada Council for the Arts			
Department of Canadian Heritage			
Canadian Government – other (specify)			
Other (specify)			
<b>Total government support</b>			
Enter surplus/deficit at start of last fiscal year. The following years will be automatically calculated.	<b>Total revenue</b>		
\$ _____	<b>Surplus (deficit) for period</b>		
	<b>Accumulated surplus (deficit)</b>		

## 5. Personnel statistics

This section is intended to reflect your own statistics and will be used with information from other organizations to compile aggregate information about employment and voluntarism in the arts sector.

While volunteer information may be difficult to ascertain exactly, you are encouraged to track and estimate these statistics to the best of your ability. Include regular members, volunteer board members, ongoing volunteers and any project volunteers.

Provide data for last completed fiscal year	From <b>YYYY-MM-DD</b> to <b>YYYY-MM-DD</b>	
Administrators, coordinators, production staff, technical personnel, etc.	Employed for season/year-round	# of individuals _____
	Employed for project/event	# of individuals _____
Artists, artistic directors, creators, curators, directors, etc.	Employed for season/year-round	# of individuals _____
	Employed for project/event	# of individuals _____
Volunteers (include board and non-board)  A volunteer is someone who is working for a project/group and is not being paid. Generally, volunteers are not the participants or the beneficiaries of the project.	# of volunteers _____	Total volunteer hours _____
	# of paid memberships _____	Membership fee range _____

## 6. Event statistics

This section is intended to reflect your own statistics and to be used with information from other organizations to compile aggregate information about performing, workshop and exhibition activities in the sector.

Note that for these purposes, a festival is considered one event, while a series of 5 concerts or workshops during a season would be 5 events. Include free and ticketed events or public demonstrations.

Provide totals for last fiscal year	From <b>YYYY-MM-DD</b> to <b>YYYY-MM-DD</b>					
	# events	# subscriptions sold	# single tickets sold	# total attendance	% capacity (i.e. occupied vs available seats)	\$ total event revenue (if applicable)
Performances and exhibitions	Whitehorse					
	Yukon					
	National					
	International					
School performances	Whitehorse					
	Yukon					
	National					
	International					
Workshops and/or classes						
Other (specify)						
<b>Totals</b>					<b>x</b>	

## 7. Reporting past year activities (maximum 3,000 words)

On a separate sheet using this heading, provide a report describing your group's activity over the last completed fiscal year and/or the period to which the last award of Arts Operating Funds applied. Do not describe achievements, background or history dating earlier than the most immediate period.

Use specific examples of activities as opposed to general mandate statements to give an accurate picture of your attention to fund guidelines. Describe how the activities supported your organization's mandate. If you have received funding from this program before, it is important to refer back to any comments you may have received from the Yukon Arts Advisory Council and address the comments as needed.

We ask that applicants clearly describe how their activities, of the past year only, addressed each of the priorities of the Yukon Arts Policy.

Also describe:

- Did your past year activities change significantly from your original plans and budget? Explain.
- How does your group or organization co-operate with other groups and organizations in the arts community?

To ensure a fair, efficient assessment process, we ask that applicants keep responses under 3,000 words.

## 8. Multi-year agreement - Statement of interest

In this section, indicate your level of interest in being considered for a multi-year funding agreement.

### Background

This is a new initiative designed to provide increased stability and reduce administrative workload. To ease pressures on organizations who may not be ready for this change, and to ensure that the assessment and administrative processes remain efficient, this initiative will be implemented with a staggered approach.

If you are interested in accessing multi-year funding beginning in 2025-27, provide a brief statement of interest. If selected, Arts Section staff will request further information including a revised budget and cash flow projections reflecting the additional year(s) of funding.

If you do not want to pursue a multi-year agreement at this time, the option will still be available in following years.

Note that a successful application for two- or three-years of confirmed funding does not guarantee financial assistance after the agreement terminates.

### Consider this application for:

- A three-year agreement (2026-27 to 2028-29)
- A two-year agreement (2026-27 to 2027-28)
- A one-year agreement (2026-27 only)

### Additional information (max 500 words)

On a separate sheet using the heading **Multi-year agreement – statement of interest**, tell us more about why would you like to access multi-year funding at this time. Will it help you address any gaps or achieve a specific goal? For example, multi-year funding support could help your organization to better address its mandate, sustain impact and relevance, promote partnerships or collaboration, leverage other sources of revenue, etc.

## Application checklist

Include this page in your application. All pages should be 8 1/2" x 11" as proposals will be photocopied. Do not staple, bind or add title pages. Keep a copy of this completed application for your own records.

### Submit in this order:

- A completed and signed cover sheet (section 1) – must be signed by chair or president of the organization (additional cover letter not required)
- Completed sections 2 through 4
- Last completed financial statements\* (reviewed or audited financial statements where possible), signed by two officers of the society (if you have already submitted this statement prior to the intake date, attach a copy)
- Copy of current operating budget
- Copy of projected budget (the year for which you are requesting funds)
- Completed sections 5 through 8
- A copy (original not required) of the Certificate of Status or Profile Report from the Registrar of Societies.
- A list of board of directors for the organization
- List any additional documents included:

### \*Note:

A *budget* is a detailed estimation of all of your organization's revenue and expenses over a specified period of time; for Arts Funding purposes it would be the 12 month period to which this funding will be applied, also known as your fiscal year. A surplus budget means that your organization is anticipating profit, a balanced budget means revenues should equal all expenses, and a deficit budget means expenses will be higher than revenues. Surplus and deficit budgets need explanations; what will be done with the surplus, and if there is a deficit how will it be covered.

A *financial statement* is an accounting statement detailing actual financial data for your organization, including income from all sources, expenses and liabilities as of a set date, usually your fiscal year end. Financial Statements include a balance sheet and income statement. The balance sheet reports your organization's assets and any liabilities against those assets. The income statement reports the revenues and expenses. The difference between a budget and an income statement is that your budget is an estimate of your expenses and revenues for a future period whereas the income statement records the actual values for a set time period already passed.