



# **VILLAGE OF HAINES JUNCTION**

## **Community Culture, Arts, Recreation, and Environment (C-CARE) Fund**

### **Program Policy #48-25**

## **1.0 Vision**

By providing funding for culture, arts, recreation and environmental programming and events, the C-CARE fund will support and enhance individual and collective growth and well-being within our community.

## **2.0 Guiding principles**

Programs and events supported by this program will:

1. Support community diversity and inclusion.
2. Promote volunteerism.
3. Foster community engagement and/or active living.
4. Foster collaboration and partnerships.
5. Contribute to either: community social or economic development, or cultural or environmental sustainability.
6. Have a measurable, beneficial impact.

## **3.0 Goals and objectives**

Within the timeframe of this Council's mandate, this program will strive to achieve the following goals and objectives:

1. Community-identified needs for culture, arts, recreation and environment programming and events will be supported by:
  - a. Contributing to events or programming that benefit the community.
  - b. Incentivizing projects that address a strategic funding priority, as set by Council.
2. The reach/impact of the fund will be maximized by:
  - a. Leveraging other funding sources by requiring matching funding
  - b. Avoiding duplicating other funding envelopes
  - c. Establishing funding tiers that make more funding available to programs/events that positively impact more people within the community
  - d. Encouraging partnerships in the delivery of programs/events
3. Transparency and good governance will be ensured in the administration of this program by:
  - a. Making the following information available to the public:



- i. Program committee membership
  - ii. Project eligibility criteria
  - iii. Application requirements
  - iv. How applications will be evaluated
  - v. What funds are awarded
  - vi. Applications from funded projects
  - vii. Final project reports
- b. Requiring a program evaluation to be initiated in May 2028 and completed prior to the end of this Council's mandate.

## 4.0 Program implementation

### 4.1 Eligibility criteria

1. The following organizations are eligible to apply:
  - a. Individuals (tier 1 only)
  - b. Community groups
  - c. Non-profits
  - d. Local businesses
  - e. First Nation development corporations
  - f. Educational institutions
2. Applicants that are not headquartered within the community may apply, providing the project is carried out within Haines Junction/Dakwākāda and the project directly benefits residents of the community.
3. To be eligible, projects must sustain and/or contribute to the growth of recreation and the arts and/or contribute to the resiliency of culture and environment within Haines Junction/Dakwākāda.
4. Eligible projects may include:
  - a. Programming (e.g. summer camps, school break camps, group lessons, training courses, drop-in programs, registered programs, after-school programs, adult and senior programs etc.)
  - b. Events (e.g. festivals, workshops, conferences, performances, weed-pulls, trail care days, etc.)
5. To be eligible, the project must have a measurable, beneficial impacts within the Village of Haines Junction/Dakwākāda. Project benefits may include:
  - a. Individual growth and development – e.g. contribute to skills development, build knowledge or experience, promote well-being.
  - b. Community cohesion – e.g. strengthen community networks, facilitate community involvement.
  - c. Community sustainability – e.g. projects that contribute to cultural/ environmental resiliency/sustainability within the community.
  - d. Community development – e.g. generate local spending, bring in money from outside sources.



6. To be eligible, at least 25% of total project costs must be acquired from another funding source(s).
  - a. At least half of these matching funds must be a cash contribution, the remainder can be an in-kind contribution.
  - b. For example, a project with a total cost of \$1,000
    - i. is eligible to receive \$750 in C-CARE funding
    - ii. must fundraise \$250 from other funding sources -- at least \$125 must be cash contribution to the project, and the remaining contributions, at least \$125, can be in-kind contributions (e.g. donated goods/services).
7. Eligible expenses:
  - a. Costs related to providing programming or hosting events (e.g. catering, advertising, room rental, public performance rights/film licensing fees).
  - b. Fees and travel expenses directly associated with the delivery of programming/events (e.g. instructor fees/travel, facilitator fees/travel, speaker fees/travel, technician fees/travel, honoraria).
  - c. Equipment and supplies directly associated with the delivery of programming/events. (e.g. rental tents, rental equipment, printing of posters etc.).
  - d. Note regarding equipment: if equipment must be purchased that is essential to the success of the program/event, the applicant must indicate how it will be made accessible for use by other community groups following the funded program/event.
  - e. Note regarding local preference: if technicians, equipment or supplies must be sourced from outside the community, an explanation will be required on why this can't be sourced locally within Haines Junction/Dakwākadā.
  - f. Individual items that cost over \$1,000 must be accompanied by a minimum of two quotes
8. Ineligible expenses:
  - a. Assistance for individual children/families that can be accessed through the Kids Recreation Fund or Canadian Tire Jumpstart programs.
  - b. Operating and maintenance costs associated with an organization's general administration (e.g. insurance, rent, electricity, heat, phone, internet).
  - c. Salary/wages associated with an organization's general administration (e.g. wages associated with coordination, fundraising, payroll, bookkeeping, etc.)
  - d. Office supplies and equipment (computers, scanners, printers, projectors, telephones, software etc.).
  - e. Gifts, awards, prizes.
  - f. Capital expenses (renovations, construction, acquiring of assets).
  - g. Profit (e.g. financial gains that remain after program/event related expenses are paid).
9. Projects must be completed by March 31 of the following calendar year.
10. If an applicant received funding in the previous year and did not submit their final project report, they will be ineligible for funding for one year.



## 4.2 Funding tiers

1. Applications are to be submitted to the funding tier that corresponds with the number of people within the community that will directly benefit from the proposed activity, initiative or event.
2. No more than half of funds available in a funding tier can be awarded at the May 15 intake.
3. Funds not allocated within a funding tier at the November 15 intake can be re-allocated/awarded to another funding tier.
4. Applicants can only receive an award once per calendar year.
5. Applicants that also apply for funding from the Village of Haines Junction's Donated Refundables Fund or Community Lotteries program must clearly distinguish how funds will be used from the different sources.
6. Funds will be paid out on the submission of receipts for eligible expenses per the approved project budget.

<b>Tier</b>	<b>Community Impact</b>	<b>Maximum Funding</b>	<b>Total Envelope</b>	<b>Application Deadlines*</b>
1	Less than 5 people	Up to \$1,000	\$5,000	May 15 November 15
2	Between 5-15 people	Up to \$5,000	\$30,000	May 15 November 15
3	Between 15-50 people	Up to \$10,000	\$40,000	May 15 November 15
4	More than 50 people	Up to \$25,000	\$50,000	May 15 November 15
<b>Total envelope</b>			<b>\$125,000</b>	

## 6.3 Applications

1. All applicants must complete, in full, the application form provided in Appendix A.
2. Applications must be received before 5:00pm on the deadline for applications.
3. If the application deadline in the table above falls on a weekend or statutory holiday, applications will be due the next business day.
4. All or parts of funded project applications may be made available to the public.

## 4.3 Evaluation of applications

1. The evaluation of applications will be carried out by the Program Committee, whose terms of reference are provided in Appendix B.
2. Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.
3. Projects that address the strategic funding priority, established by Council, will receive extra points in the evaluation phase.
4. The highest ranked projects, within the available funding envelope, will be funded.



5. Evaluations must be complete within two weeks of the application deadline.
6. The committee's evaluations and recommendations will be summarized, and presented to Council, by staff.
7. Council will make the final decision on the awarding of funds.
8. All applications will be evaluated per the attached evaluation form provided in Appendix C.

#### 4.4 Final project report requirements

1. At the conclusion of the project, applicants must report on
  - a. How the outcomes of the project, as described in the application, have been achieved.
  - b. The number of individuals within the community that benefitted from the program.
  - c. How the community benefitted from the program.
  - d. How funds were expended in accordance with the approved project budget.
  - e. The final budget allocations for the project from all sources.
  - f. Explanations for any variances between the anticipated and actual outcomes must be provided and may be a consideration in the evaluation of future funding applications.
2. Final project reports must be submitted using the attached form in Appendix D.
3. Final project reports are due on March 31 of the following calendar year (e.g. projects awarded funding following either the May 15 or November 15, 2026 intake will be required to submit final project reports on or before March 31, 2027).
4. Final project reports will be made available to the public.
5. If a final project report is not submitted, the organization will be ineligible for funding for one year.

#### 5.0 Program limitations

A number of challenges were identified that could affect the success of the program. Mitigations were incorporated into the design of this program to address these challenges.

Challenge	How addressed
1. Many community groups are volunteer driven, with limited resources to prepare grant applications	<ul style="list-style-type: none"> <li>• Clear requirements for those applying to the program have been created;</li> <li>• No more information than is absolutely necessary to support decision making will be requested in the application form.</li> </ul>
2. Community groups seek stability funding opportunities	<ul style="list-style-type: none"> <li>• Dates when applications will be received, and when notices of award will be made will be posted well in advance.</li> <li>• Thresholds / levels of access to funds that are scaled to reach/impact will be set, so smaller initiatives are not evaluated alongside larger initiatives</li> </ul>



3. Community groups seek sustainability from funding opportunities	<ul style="list-style-type: none"> <li>• This program provides annual project-based funding for specific programming and/or events; it does not provide core funding for administrative functions, nor does it provide permanent, ongoing financial support. Applicants should not expect funds to be provided from year-to-year.</li> <li>• The intention of providing project-based funds is to ensure community groups do not become reliant on this one-funding source.</li> <li>• By encouraging the seeking of multiple funding sources, community groups will be more sustainable in the long run.</li> </ul>
4. Staff have limited capacity to implement program	<ul style="list-style-type: none"> <li>• A program committee will be established to assist with evaluating applications and making funding recommendations to Council.</li> <li>• Staff, with experience in program administration and delivery, will support the committee's work. The roles and responsibilities of the secretariat will be clearly outlined in the committee's Terms of Reference.</li> </ul>
5. Demand for funds may exceed available resources	<ul style="list-style-type: none"> <li>• Clear guidelines on how applications will be evaluated will be provided.</li> </ul>
6. Alignment with community needs	<ul style="list-style-type: none"> <li>• The public was asked to review the draft program outline. Comments provided by the public were addressed before the program was finalized.</li> <li>• A review of the program after its first year is scheduled to identify any needed improvements.</li> <li>• Each applicant will be required to identify how the program aligns with identified community needs.</li> </ul>
7. Program longevity	<ul style="list-style-type: none"> <li>• The program will be evaluated towards the end of this Council's term. An evaluation report, with recommendations, will be provided to the next Council to inform their decision-making on the continuity of the program.</li> <li>• By setting the total funding envelope at a level the Municipality can afford and having clear vision for what the program aims to accomplish, the program should be easier to sustain over the longer-term.</li> </ul>
8. Fairness and equity in award allocations	<ul style="list-style-type: none"> <li>• Clear guidelines on how applications will be evaluated will be provided.</li> <li>• Anticipated and actual outcomes will be compared in the final project report, and any unexplained or inadequately explained differences may affect future funding.</li> </ul>



## 6.0 Program review

1. The program will be evaluated towards the end of this Council's term. An evaluation report, with recommendations, will be provided to the next Council to inform their decision-making on the continuity of the program.

## 7.0 Relationship to other policies

1. This is an additional funding opportunity that is administered separately from the Village of Haines Junction's Donated Refundables Fund, and Community Lottery funding programs.
2. Application deadlines and project completion deadlines are aligned with those of the Community Lottery Grant Program.
3. Where any part of this policy conflicts with requirements in Village Bylaws, the requirements in the Bylaws will apply.

<b>POLICY TITLE:</b>	Community Culture, Arts, Recreation and Environment Fund
<b>POLICY #:</b>	48-25
<b>EFFECTIVE DATE:</b>	September 24, 2025
<b>ADOPTED BY COUNCIL ON:</b>	September 24, 2025
<b>RESOLUTION #:</b>	320-25

Approved by:

---

Diane Strand – Mayor

---

David Fairbank - CAO



## Appendix A: C-CARE Application Form

APPLICANT INFORMATION	
Name of applicant (organization)	
Primary contact person name	Primary contact person position
Mailing address of organization	Phone
	Email
Type of applicant: <input type="checkbox"/> Individual <input type="checkbox"/> Community group <input type="checkbox"/> Registered non-profit <input type="checkbox"/> Licensed local business <input type="checkbox"/> First Nation development corporation <input type="checkbox"/> Educational institution	What is your organization's mandate?
Is your organization based in Haines Junction? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PROJECT DESCRIPTION	
Start date:	End date:
Describe the project	
Describe how this project addresses a need identified by the community	



This project will (check all that apply)

\_\_\_Contribute to environmental sustainability within Haines Junction/Dakwākāda

\_\_\_No

\_\_\_No

If this project addresses a strategic funding priority, please explain how:

Please explain:

\_\_\_Tier 4 (up to \$25,000)



To be eligible, the project must have a measurable, beneficial impacts within the Village of Haines Junction/Dakwākāda. Explain what benefits your project will have, and how you will measure them.

PROJECT PARTNERS			
Name/Position	Organization	Phone/Email	Nature of Partnership



PROJECT BUDGET					
Item		Who would pay for the item			
Description/Justification	Cost	C-CARE	Other Funding Source		
			Cash	In-kind	Name of Source
<b>Subtotal</b>					
<b>Total project budget</b>					

Budget notes:

1. Justify all budget items. Attach additional budget pages if required.
2. Items under \$1,000 – provide a breakdown of the expense (for example: printing \$20/manual x 20 participants).
3. Items over \$1,000 – include with the application a minimum of two quotes from suppliers, contractors or consultants.



### EXPECTED OUTCOMES OF PROJECT

Listed the expected outcomes of the project (the specific results, changes, or impacts that the project aims to achieve)

### Certification by Applicant:

I certify that (check all that apply)

- ☐ I am a designated representative of the organization on whose behalf I am applying
- ☐ I have read the program policy
- ☐ I have only applied for project expenses that are eligible under this program
- ☐ I understand that I am required to submit a final report
- ☐ I understand that if successful, I am required to publicly acknowledge financial assistance from the Village of Haines Junction
- ☐ All statements within this application are to the best of my knowledge, true and correct
- ☐ This project will abide by all applicable municipal, territorial and federal laws and regulations

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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



## **Appendix B: C-CARE Program Committee Terms of Reference**

### **Membership**

Five members will be appointed by resolution by Council and will sit as members at the pleasure of Council. One Council member will also serve on the Committee.

### **Membership criteria:**

Residing in Haines Junction, or surrounding region, for no less than two (2) years.

### **Conflict of interest and confidentiality**

Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.

### **Mandate:**

1. Recommend projects for funding under the C-CARE program.
2. Adhere to guidelines provided in the program policy on how applications will be evaluated.
3. Make recommendations to council regarding any needed improvements to the program policy following the first year (two intakes) of the program's implementation.
4. Participate in a program evaluation that will be initiated in May 2028 and completed prior to the end of this Council's term.

### **Term:**

Members will serve until May 1, 2029.

### **Time commitment:**

The committee will review applications two times/year, following the May 15<sup>th</sup> and November 15<sup>th</sup> intake. Each review will require committee members to participate in a half-day meeting to review applications and make recommendations. Prior to the meeting, each member will be responsible for reviewing applications and completing the reviewer evaluation form. At the meeting, the committee will reach consensus on the rankings of each of the project proposals and reach consensus on a recommendation to Council on which projects should be funded.

### **Honoraria**

Committee members will be provided with a \$200 honoraria to participate in the half-day evaluation meeting, and a \$200 honoraria to prepare for an evaluation meeting.

### **Staff secretariat:**

Administrative support for the Committee will be provided by Village of Haines Junction staff. Staff will prepare meeting agenda packages, chair evaluation meetings, facilitate the Committee's work to reach consensus and summarize and present the Committee's recommendations to Council.



## Appendix C: C-CARE Individual Reviewer Application Evaluation Form

Program Committee Reviewer Name:	
Has the applicant applied to the correct funding tier:	___Yes ___No
Will the project take place in Haines Junction/Dakwākāda	___Yes ___No
The project will: ___Contribute to <u>cultural</u> sustainability within Haines Junction/Dakwākāda ___Sustain and/or contribute to the growth of <u>arts</u> within Haines Junction/Dakwākāda ___Sustain and/or contribute to the growth of <u>recreation</u> within Haines Junction/Dakwākāda ___Contribute to <u>environmental</u> sustainability within Haines Junction/Dakwākāda	
Does this project address the strategic funding priority identified by Council	___Yes ___No

Does the project address a need identified by the community?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
-------------------	----------	---------	-------	----------------

Comments:

Are the benefits to the community clearly described?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
-------------------	----------	---------	-------	----------------

Comments:

Is there a clear plan for how the benefits will be measured?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
-------------------	----------	---------	-------	----------------

Comments:

Have two quotes been provided for all individual items within the budget over \$1,000?

\_\_\_Yes \_\_\_No

Does the project budget include any ineligible expenses? \_\_\_Yes \_\_\_No

Are at least 25% of total project costs acquired from another funding source(s)? \_\_\_Yes \_\_\_No

Are at least half of the matching funds a cash contribution? \_\_\_Yes \_\_\_No



If yes, indicate which ineligible expenses were found within the budget

Y/N	Ineligible expenses	Notes
	Assistance for individual children/families that can be accessed through the Kids Recreation Fund or Canadian Tire Jumpstart programs.	
	Operating and maintenance costs associated with an organization's general administration (e.g. insurance, rent, electricity, heat, phone, internet).	
	Wages associated with an organization's general administration (e.g. wages associated with fundraising, payroll, bookkeeping, etc.)	
	Office supplies and equipment (computers, scanners, printers, projectors, telephones, software etc.).	
	Gifts, awards, prizes.	
	Capital expenses (renovations, construction, acquiring of assets).	
	Profit (e.g. financial gains that remain after program/event related expenses are paid).	

Does the project include partnerships? ☐ Yes ☐ No

Are partnerships missing that would be essential to the success of the project? ☐ Yes ☐ No  
Comments:

**Overall project ranking:**

- ☐ Priority (project is ranked high and also addresses Council's strategic funding priority)  
☐ High (project is highly recommended for funding)  
☐ Medium (project has some shortcomings, is only recommended for funding if adequate funds remain after high ranked projects are funded, and shortcomings are addressed)  
☐ Low (project has too many shortcomings to be recommended for funding in this round; encourage applicant to re-submit next round)  
☐ Not eligible (project has not met the eligibility criteria, encourage applicant to re-submit next round)

Reviewer signature

\_\_\_\_\_  
Print name                      Signature                      Date



## Appendix E: C-CARE Final Report Form

Describe the outcomes of the project.

Describe how the community benefitted from the program, and how this was measured.

How many individuals within the community benefitted from the program? Describe how you arrived at this number.



[illegible]