



## FUNDING GUIDELINES 2023/2024

### 1. ABOUT THE FUND

Everything we do at BYTE is about creating spaces for Northern youth to lead. We want youth to have the strengths and skills they need to lead happy, healthy and meaningful lives and to be heard in their communities. With this goal in mind, we launched the BYTE Leadership Fund to celebrate our 20th Anniversary in 2018.

In 2021 we changed the name of our Leadership Fund to Nicole Edwards Leadership Fund. This change commemorates the legacy of our founder Nicole Edwards by directly supporting Yukon youth to explore their passions, learn new skills and become leaders in their own way.

Since the launch of this fund in 2018 and thanks to generous donations every year, we have funded \$38,400 in experiences and opportunities for Northern youth.

This year, a maximum of \$12,500 will be awarded prior to March 31st, 2024.

The Nicole Edwards Leadership Fund is funded and administered by BYTE – Empowering Youth Society. Applications are reviewed by a committee and are assessed based on eligibility, merit and an ability to meet fund criteria.

### 2. PURPOSE OF THE NICOLE EDWARDS LEADERSHIP FUND

The Nicole Edwards Leadership Fund is available for youth who need support attending or participating in any opportunity they think will build their leadership, self-esteem and confidence. The fund aims to connect young people aged 14-25 with experiences and resources to help develop their passions, gifts and identity.

### 3. WHO CAN APPLY?

Applicants may be any of the following:

- Young people aged 14-25 who have their main residence and live at least 10 months a year in areas currently served by BYTE (for 2023-2024 that is the Yukon, Mackenzie Delta Region, NWT; and Atlin, BC)
- While we welcome all applicants, given the context in which BYTE works, preference will be given to applicants from rural communities and/or Indigenous and marginalized youth.

### 4. HOW MUCH CAN YOU APPLY FOR?

Applicants can apply for a maximum of \$1,500 per year (April 1 - March 31).

# NICOLE EDWARDS LEADERSHIP FUND



Funds are distributed on a first come, first serve basis up to a maximum of \$12,500 for the year.

## 5. WHAT CAN YOU APPLY FOR?

- Transportation
- Accommodation
- Per Diems (\$50/day/person or \$10 for breakfast, \$15 for lunch and \$25 for dinner)  
\*Per diem rate only available when food not available through event or conference
- Course and/or conference registration fees, membership fees
- Materials and equipment needed to participate (such as camping equipment, camera, school supplies, and other eligible materials at the discretion of the fund committee)

Where possible all expenses will be paid and purchased directly by BYTE or must be confirmed through copies of actual paid receipts. Please note that 10% of the amount awarded will be held back and paid upon receiving your final report.

## 6. WHAT CAN YOU NOT APPLY FOR?

Applications that include costs, expenses, or content that has been or will be funded by any other source(s) are not allowed. If funding has been or will be provided by another source, the Nicole Edwards Leadership Fund will only cover any remaining and legitimate costs that are submitted in an application.

## 7. EVALUATION OF APPLICATIONS

Applications will be accepted at any time, but will only be assessed monthly. Dates may vary so applicants are encouraged to contact the BYTE office if they have questions. Applicants are encouraged to plan ahead and apply early, at least one month prior to the activity or event they plan to participate in. All applicants will be treated equally and evaluated on merit.

Criteria for evaluation will include:

- The significance of the activity to the applicant;
- Evidence of the applicant's high degree of commitment to the activity;
- The opportunity provides excellent opportunity for youth to lead, develop identity and lead happy, healthy, meaningful lives;
- Complete budget breakdown including all costs.

### **The Review Committee:**

- Will have the primary responsibility of selecting successful applications and evaluating final reports;
- Will be comprised of BYTE members of staff and the Board of Directors;
- Will report the activities of the fund to its Board of Directors.



## 8. FINANCE AND REPORTING

- Approved funding represents the maximum amount based on the budget submitted, but final payment will depend on the actual project cost, as per submitted receipts.
- BYTE will hold back 10% of the approved funding until a final report is received.
- Deadline for the final report is March 1, 2024, however youth may submit any time after their activity took place or purchases have been made.

## 9. HOW TO APPLY

Read these guidelines thoroughly and be sure to contact the Executive Director at BYTE to discuss any questions you may have. We can also assist with filling out the application if necessary.

Please submit the following:

- A [completed application form](#) including cost breakdown

Upon approval of funding we will require:

- Receipts or invoices, either to be paid directly through BYTE or reimbursed to the youth

### **For Questions Please Contact:**

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