



APPLICATION FOR GROUP/BUSINESS FUNDING

ABOUT THE FUND

The Yukon Tourism Training Fund (YTTF) is funded by the Department of Education, Advanced Education and is administered by the Tourism Industry Association of the Yukon (TIA Yukon). Applications are reviewed by a committee of from five to seven members from the Industry and are assessed based on eligibility, merit and an ability to meet fund criteria.

In order to meet the human resource development needs of the Yukon Territory's tourism industry, the fund is divided into three streams:

1. Entry-level skill development,
2. Seasonal/Wilderness focused training, and
3. Professional skills enhancement and development – both employer and employee.

PURPOSE OF THE TOURISM TRAINING FUND

The main purpose of the Tourism Training Fund is to provide tourism training that is responsive to industry and employee training needs, from entry-level skills development to tourism professional career development. This fund will contribute to achieving a more qualified Yukon tourism labour market that can support an increasingly competitive industry.

GOALS INCLUDE:

- Fund short-term training which will advance and enhance Yukon independent tourism workers/employers, groups, and collectives of workers' capacity to obtain or create employment, reduce staff turnover, attract and keep committed staff,
- Increase the skill base and availability of supervisor trainees, professionals and managers, as well as entrepreneurs and business owners and tourism operators.
- Increase destination competitiveness through strong commitment to human resources base.

EXPECTED RESULTS OF FUNDING

- To increase the number of people with the skills necessary to obtain work in tourism sectors;
- To attract and retain tourism workers through providing them with funding assistance to access training opportunities critical for job satisfaction and labour market competitiveness;
- To provide human resources which enable Yukon to develop its tourism resources professionally and at a world class level;
- To support training which increases opportunities for Yukon tourism workers to obtain employment and diversify their income in tourism sectors especially locally, but also nationally and internationally;
- To develop capacity and long term sustainability in tourism sectors, providing Yukon tourism employers with an employable workforce trained to meet their needs;
- To enhance the current capacity of tourism industry professionals, such as supervisors and supervisor trainees, managers, and other professionals, tourism business owners and operators.



WHO CAN APPLY?

Applicants may be any of the following:

- Businesses, groups of businesses, collectives, not-for-profit associations, or organizations that are currently engaged in the work of the tourism sector or wish to supply training or education applicable to the tourism sector.

Applicants must be:

- A Yukon based business, groups of businesses, collective, not-for-profit association or organization
- Those prepared and able to invest to or recover up to 25% of the total eligible costs.

HOW MUCH CAN I APPLY FOR?

- A maximum of two applications per year (April 1 – March 31) per applicant or the maximum fundable amount – whichever occurs first;
- Funding limit is \$5,000.00 (Canadian Funds) for business, groups of businesses, not-for-profit association, collective, or organization applicants. The committee may, under extraordinary circumstances approve larger funding applications based on the program applied for and funding availability;
- The fund will only cover eligible costs (see page 2) and only up to a maximum of 75%.

WHO CANNOT APPLY?

- Businesses, collectives, not-for-profit associations, or organizations that are not Yukon based.
- Permanent employees, offices, or groups of the Yukon, Federal or First Nations Governments

WHAT ARE ELIGIBLE COSTS?

- Instructors' wages and travel expenses as per the below conditions (provided the instructor is not an employee) – receipts required
- If travel required:
 - Accommodation – up to \$200/night – receipts required
 - Airfare – must be based on an advanced purchased ticket – receipts required
 - Equipment rentals – receipts required
 - Per Diem: anywhere in Canada \$55/day in Canadian funds; in the US, \$55/day in USD. Half days of travel will be reimbursed for half of the daily per diem – no receipts required
 - Gas allowance of .42 cents/kilometer if using own vehicle. If driving to destination, total gas budget may not exceed cost of airfare or total cost of tuition – no receipts required but mileage reported with back up.
- Consumable materials, printing, textbooks – receipts required
- Wages (other than instructors wages) that are applicable to the development of the program – specifics are required in the proposal
- Rental of facilities for instructional purposes – receipts required
- Advertising costs – receipts required
- 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 YTTF will only cover 75% of any remaining and legitimate costs that are submitted in an application.



WHAT ARE INELIGIBLE COSTS? (List not exhaustive)

- Rental cars and related expenses
- Miscellaneous expenses outside of food and lodging
- School supplies such as paper, pens, binder, etc.

WHAT TRAINING CAN BE FUNDED?

Training may be short, formal courses and workshops, distance education training via the internet, job shadowing and coaching, mentoring, informal apprenticeships and internships, or combination of these, and other training opportunities to be determined eligible on a case by case basis by the review committee.

REQUIREMENTS OF FUNDING

Individuals attending are not eligible for YTTF funding. The applicant is not allowed to charge a fee to attendees of the event. The applicant must provide overall attendance figures that document the names and contact information of participants.

Training delivery must be from a recognized and/or certified individual or group. Proof of recognition and/or certification will be required and can include professional certificates, C.V., letters of reference, and portfolio. The Fund Administrator or Committee will communicate to the applicant if further documentation is required.

It will be the responsibility of the applicant to deliver all relevant material on the course or program to the committee so that they may make an approval decision. Incomplete applications will not be accepted. The applicants should note the schedule deadline dates for funding indicated above.

Although not an exhaustive list, eligible training programs and courses may include:

- First aid and rescue courses, risk management, superhost courses, creating sales strategies, travel media relations
- Entry-level skill training in areas such as finances, marketing, web design, language, etc.
- Program elements of professional development but not the total costs related to completing a program – such as a professional designation or certification program.
- Tourism programs from accredited or recognized post-secondary- institutions
- Recognized agencies of tourism training programs such as the Yukon Tourism Education Council
- Courses of a tourism diploma or degree but not the entire diploma curriculum

Note: Application must be received before programs are scheduled and application approvals will only occur four times per year – plan ahead!

WHAT TRAINING IS NOT FUNDED?

Ineligible programs include long-term education programs such as those that lead to a diploma or degree. The YTTF will fund courses that are part of a degree program (where tourism and employment is demonstrable) but will not fund an individual to complete an entire degree or diploma. Training that is normally performed in the usual course of operating the business, collective, not-for-profit association, or organization will not be funded.

The fund will not pay for the purchases of equipment or software, conferences or conventions. Applications for outside training will not be funded if equal training opportunities exist locally or if



review deems community benefit in trying to coordinate the training in the Yukon for a broader Yukon benefit.

The YTTF is not intended for board development, training of government employees, funding individual groups to acquire non-technical skills unrelated to increasing capacity in the tourism industry, funding for post secondary education (except as specified above), nor for the administration/co-ordination of institutions, organizations, or projects and programs.

EVALUATION OF APPLICATIONS

Applications will be accepted at any time, but will only be assessed quarterly. Dates may vary so applicants are encouraged to be aware of deadlines through contact with TIA Yukon, the TIA website and its promotions for the Fund. Applicants are encouraged to plan ahead and apply early. All applicants will be treated equally and evaluated on merit. Criteria for evaluation will include:

- The significance of the training activity to the applicant and the tourism industry;
- The ability of the applicant to realize the objectives of the proposed training;
- Evidence of the applicant's high degree of commitment to the tourism sector;
- Complete training budget breakdown including all eligible and in-eligible costs – see page 2 for eligible costs
- Funding preference will be given to projects that benefit more than one person, company or organization and that demonstrate results in business growth or employment opportunities.

The Review Committee:

- Will assess applications and have the primary responsibility of selecting successful applications and evaluating final reports;
- Will be comprised of a maximum of seven members representing the tourism industry together with the ED of TIA Yukon;
- Will have the ability to convene, if required, technical teams to assist in making their decisions, these can be drawn from Yukon Territorial Government (YTG) Department of Tourism and Culture, Yukon Tourism Education Council, Yukon College, territorial tourism associations (e.g. WTAY or YFNTA), as well as from the private sector;

ADDITIONAL INFORMATION

- The Tourism Industry Association of the Yukon will manage the funds and will acquire administrative support and co-ordination services to the Tourism Training Fund;
- TIA Yukon will report the activities of the fund, financial reports and training outcomes, on an annual basis to its members and to the YTG Department of Education.

FINANCE AND REPORTING

- Successful applicants will be notified and may request payment of up to 50% of the eligible costs paid out prior to the education/training program's scheduled dates. Submission of invoice(s), receipts, or other documentation is mandatory.
- Approved funding represents the maximum payable based on the budget submitted, but final payment will depend on an accurate accounting for the actual projects cost, percentage of applicants contribution or other revenues;



- No later than 30 days after official notification of approved funding, applicants are required to complete and deliver to the TIA offices, a one-page contract that is available from the Fund Administrator or TIA offices.
- No later than 30 days after official notification of approved funding, applicants are required to submit all documentation or receipts for payment unless the training or education is scheduled to extend past that time period. In such cases, no later than 30 days after completion of the program/course a written final report, an evaluation and a financial statement for the project are required in order to receive the balance of funding. The financial report should include original receipts as backup or a signed affidavit. A Claim Form will be provided, attached to the commitment letter;

Failure to meet these reporting requirements may result in the applicant being required to immediately reimburse the Tourism Training Fund of any or all amounts advanced.

HOW TO APPLY:

Read the guidelines thoroughly and be sure to contact the YTTF Administrator or representatives from TIA Yukon to discuss eligibility before applying. Please submit the following:

- A completed Application Summary Form
- A completed budget for the training projects which includes:
 - The total projected expenses of the training and the distribution of these costs,
 - Identification of other sources of funding if these exist, and amounts applied for if applicable, and amounts provided to you from them if any amounts are confirmed;
 - The extent and nature of the applicant's contribution (minimum of 25% of total costs).
- Businesses, collectives, not-for-profit associations or organizational applicants, are required to submit a written proposal which addresses the following:
 - Briefly describe the training proposed in this application:
 - List the Major benefits/results this project will provide and how market demand was evaluated
 - How does this training meet the expected results of the fund?
 - How will the success of the training be measured?
 - How is this training relevant to the future aspirations of the Yukon tourism sector?
 - How do your qualifications and background (or those of the proposed instructor) qualify you to provide this training?
- This proposal may be submitted in written form or by answering these specific questions using the attached application form.

YUKON TOURISM TRAINING FUND



APPLICATION DEADLINE: Aug 17 2009 | Nov 16 2009 | Feb 15 2010 | May 17 2010

APPLICATION INSTRUCTIONS: Please complete all sections of the application (A, B, C, D) and enclose the required documents before submitting your application.

PART A – TRAINING INFORMATION	
Title of Training Program:	
Proposed Dates of Training:	
Name of Organization Supplying Training:	
Name of Instructor Delivering Training:	

PART B – APPLICANT INFORMATION	
Name of Contact Person:	Business Name of Applicant:
Address (Street, City, Territory, Postal Code):	
Phone (work):	Phone (cellular or home):
Fax:	Email:
Total Project Budget:	Amount Applying for (see eligible expenses, page 2):
Is the Organization Yukon Based? __ Yes __ No	Are you a Canadian Citizen or Landed Immigrant/ Permanent Resident? __ Yes __ No
Is Your Organization a Current Provider of Training? __ Yes __ No	For How Many Years Has the Organization Supplied Training?
What previous, if any, training has the organization provided to the tourism sector?	

OFFICE USE ONLY	Date Received:	Initial:
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PART C – WRITTEN PROPOSAL
Is this program currently available in the Yukon? __ Yes __ No
Briefly describe the training proposed in this application:



PART C – WRITTEN PROPOSAL (continued)

List the major benefits/results this project will provide and how the market demand was evaluated:

How does this training meet the expected results of the fund?

How will the success of the training be measured?

How do your qualifications and background (or those of the proposed instructor) qualify you to provide this training? Attach relevant professional certificates, C.V., letter of reference, or portfolio.

How is this training relevant to the future aspirations of the Yukon tourism sector?



CHECK LIST OF REQUIRED ITEMS (Before you submit your application, make sure you have enclosed all the proper documents):

- Complete Budget
- Application Summary Form
- Receipts or Documentation Required for pre-payment
- All Remaining Receipts or Documentation Required for Final Payment
- Proof of Instructor's Qualifications
- Proposal
- Signed Contract (Upon Confirmed Funding)
- Signatures Required
- Advanced Education Training Client Outcome Report (Upon Confirmed Funding)

PART D – AFFIRMATION

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Department, I agree to publicly acknowledge funding and assistance by the Department. I understand that the information provided in this application may be accessible under the Access to Information Act. I also agree to respect the spirit and intent of the various acts governing the programs of the Yukon Tourism Training Fund.

AUTHORIZED SIGNATURE

Authorized Signature

Name and Title (please print)

Date

Please submit this form along with other application documents to:

Yukon Tourism Training Fund Advisor
Tourism Industry Association of the Yukon
#3-1109 First Ave. Whitehorse, Yukon Y1A 5G4
Tel: 867.668.3331 Fax: 867.667.7379
Email: tiayukon@klondiker.com



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