



APPLICATION FOR INDIVIDUAL FUNDING

ABOUT THE FUND

The Yukon Tourism Training Fund (YTF) 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:

- Individuals, including those aspiring to work in the tourism sector, full time employees, and students, as well as seasonal workers and Yukon tourism industry professionals already engaged in the tourism industry.

Applicants must be:

- Yukon residents, including new and returning residents, who are Canadian citizens or Landed Immigrant/Permanent Residents.
- Those prepared and able to invest 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 limits are \$3,000.00 (Canadian Funds) for individuals. 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?

- Non-Yukon residents
- Permanent employees of the Yukon, Federal and First Nations Governments

WHAT ARE ELIGIBLE COSTS?

- Registration or tuition for the course – receipts required
- If travel required:
 - Accommodation – up to \$200/night – receipts required
 - Airfare – must be based on an advanced purchased ticket – receipt 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
- Rental of facilities for instructional purposes
- 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 with 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, binders, etc.



- The costs associated with attending an education/training event produced by a group or business that has received funding by the Yukon Tourism Training Fund

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.

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 a decision on eligibility. Incomplete applications will not be accepted.

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

- First aid and rescue courses
- 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 training occurs 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.

The fund will not pay for the purchase of equipment or software, conferences or conventions.

Applications for outside training will not be funded if equal training opportunities exist locally or if the review deems community benefit in trying to coordinate the training in the Yukon for 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 applications will be treated equally and evaluated on merit. Criteria for evaluation will include:

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- 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 and employment opportunities.

The Review Committee:

- Will have 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 YFNATA), 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.

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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;
- Evidence of admittance into the training program
- A complete budget for the training project 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 25% of total eligible costs).
- Individual applicants are required to supply a letter of support from a current or former tourism employer, or an industry representative.

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APPLICATIONS 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:	
Dates of Training:	
Name of Organization Supplying Training:	
Name of Instructor Delivering Training:	

PART B – APPLICANT INFORMATION	
Name of Applicant:	
Address (Street, City, Province/Territory, Postal Code):	
Phone (home):	Phone (work or cellular):
Fax:	Email:
Total Project Budget:	Amount Applying for (see eligible expenses, page 2):
Are you a Yukon Resident? Yes No	Are you a Canadian Citizen or Landed Immigrant/ Permanent Resident? Yes No
Are you a seasonal Yukon tourism worker? Yes No	If you are a seasonal Yukon tourism worker, how many seasons have you worked in the territory?
Current tourism industry employer:	Potential future tourism industry employer:
What previous training have you received?	

OFFICE USE ONLY	Date Received:	Initial:
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PART C – WRITTEN PROPOSAL		
Is this program 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:

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

How will the success of the training be measured?

For training: How do your qualifications and background qualify you for this training?

How is this training relevant to your future aspirations for a career in tourism?



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

- Complete Budget
- Application Summary Form
- Evidence of Prior Approval by or Admittance into the Program
- Letter of Support
- Receipts or other documentation required for payment of eligible expenses prior to training completion
- Receipts or other documentation required for final payment once training has been completed
- Signed Contract (Upon Confirmed Funding)
- Signatures Required
- Advanced Education Exit Survey (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