

YUKON TOURISM TRAINING FUND



APPLICATION FOR INDIVIDUAL FUNDING

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

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 (One course per application):
Start Date of Training:
End Date of Training:
Name of Organization Supplying Training:
Name of Instructor Delivering Training:

PART B – APPLICANT INFORMATION

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):
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?	



PART C – WRITTEN PROPOSAL		
Is this program currently available in the Yukon?	Yes	No
If you answered 'Yes' to the previous question and are taking training outside of the Yukon, please explain why you are not pursuing local training.		
Briefly describe the training proposed in this application:		
List the major benefits/results this project will provide:		
How does this training meet the expected results of the fund? (See 4. Expected Results of Funding on page 1 of the YTTF Criteria document)		
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):

Documents for Application:

- Complete Application Form
- Evidence of Admittance into the Program
- Letter of Support/Business License (Self-employed)
- Complete Budget
- Proof of Yukon Residency

Documents for Final Reporting (upon approved funding):

- Proof of Payment for the Course
- Receipts for Budgeted Eligible Expenses
- Proof of Completion (certificate/letter from instructor)
- Signed Contract
- Advanced Education Exit Survey

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 Administrator
 Tourism Industry Association of the Yukon
 #3-1109 First Avenue Whitehorse, YT Y1A 5G4
 Tel: 867.668.3331 Fax: 867.667.7379
 Email: yttf@tiayukon.com