



## CRITERIA FOR GROUP/BUSINESS FUNDING

### 1. 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 employment training and (re)certification, and
3. Professional skills enhancement and development – both employer and employee.

### 2. 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.

### 3. 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.

### 4. 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.



## 5. 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 business, group of businesses, collective, not-for-profit association or organization operating in the Yukon
- Those prepared and able to invest at minimum 25% of the total eligible costs

## 6. HOW MUCH CAN I APPLY FOR?

- The funding limit is \$5,000.00 (Canadian Funds) for business, groups of businesses, not-for-profit association, collective, or organization applicants per year (April 1 - March 31). 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%.

## 7. WHO CANNOT APPLY?

- Businesses, collectives, not-for-profit associations, or organizations that do not operate in the Yukon
- Permanent employees, offices, or groups of the municipal, territorial, federal or First Nations governments

## 8. 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 (all international travel must be approved in advance by Advanced Education Branch):
  - Accommodation – up to \$200/night – receipts required
  - Airfare/bus fare – 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. Per diems will only include training days; travel days are not reimbursed. An applicant's training allowance may not exceed \$350.00 per week. Allowances over this amount are considered income and Canada Revenue Agency taxation rules apply. These instances must be pre-approved by Advanced Education Branch. No receipts required
  - Gas allowance of .60 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
  - Taxis/shuttles during training days or travel days – receipts required



- Consumable materials, printing, textbooks, and supplementary materials as required – 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 and copies of advertisements required
- Disability-related supports (attendant care, note takers, sign language interpreters)
- 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.

## 9. WHAT ARE INELIGIBLE COSTS? (LIST NOT EXHAUSTIVE)

- Rental cars and related expenses
- Student union fees or union dues
- Miscellaneous expenses outside of food and lodging
- School supplies such as paper, pens, binder, etc.
- The costs associated with orientation to employer procedures and practices or other training usually conducted in the course of an employer's business
- The purchases of equipment or software

## 10. 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.

## 11. 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.

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. The YTTF will fund courses that are part of a degree program where tourism and employment is demonstrable.

## 12. WHAT TRAINING IS NOT FUNDED?

The fund will not pay for attendance at conferences, conventions, symposiums, or Annual General Meetings. Applications for outside training will not be funded if equal training opportunities exist locally or if the review committee deems community benefit in trying to coordinate the training in the Yukon.

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.

## 13. 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 Executive Director 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.



## 14. ADDITIONAL INFORMATION

- TIA 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 Board of Directors and to the YTG Department of Education.

## 15. FINANCE AND REPORTING

- Approved funding represents the maximum payable based on the budget submitted, but final payment will depend on an accurate accounting for the actual project cost, percentage of applicant's 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.
- All documentation or receipts for payment and final reporting must be received no later than 30 days after official notification of approved funding or 30 days after completion of training, whichever is later. Approved applications that remain incomplete for more than 90 days, inclusive of the initial 30-day deadline, will be considered inactive and the applicant's file will be closed.

## 16. 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 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).
- Proof of Yukon residency
  - Provide a photocopy of each participant's Yukon health care card, driver's license or ID card to be included with the Individual Participant Forms.

**Please submit all 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](mailto:yttf@tiayukon.com)