

# YUKON TOURISM TRAINING FUND



## APPLICATION FOR GROUP/BUSINESS FUNDING

*Note: Application must be received before programs are scheduled 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 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):
Does the organization operate in the Yukon? 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?	



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 and how the market demand was evaluated:		
How does this training meet the expected results of the fund? (See <b>4. Expected Results of Funding</b> on page 1 of the YTTF Criteria document)		
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):
<b>Documents for Application:</b> Complete Application Form Complete Budget
<b>Documents for Final Reporting (upon approved funding):</b> Proof of Payment for the Course Receipts for Budgeted Eligible Expenses Copies of Advertisements (if claiming those costs) All Individual Participant Forms Proof of Yukon Residency for all Individuals Proof of Instructor's Qualifications Signed Contract Advanced Education Training Client Outcome Report

PART D – AFFIRMATION
<p><b>I AFFIRM THAT</b> 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.</p>
<b>AUTHORIZED SIGNATURE</b>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; margin-top: 10px;"></div> <div style="width: 30%; border-top: 1px solid black; margin-top: 10px;"></div> <div style="width: 30%; border-top: 1px solid black; margin-top: 10px;"></div> </div>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Authorized Signature</span> <span>Name and Title (please print)</span> <span>Date</span> </div>

**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](mailto:yttf@tiayukon.com)