



YUKON TOURISM TRAINING FUND - INDIVIDUAL STREAM Guidelines 2023-2024

ABOUT THE YUKON TOURISM TRAINING FUND (YTTF)

The objective of the Yukon Tourism Training Fund (YTTF) is to provide short-term training that is responsive to the tourism industry and its training needs. The program is open to all Yukon tourism sectors: Hospitality, Accommodations, Wilderness Tourism, Arts & Culture, Sports & Events, Travel Services, and Transportation. The YTTF consists of two streams: individual and group. **This guideline is for individual applications.**

Training supported may range from entry-level skill development to tourism professional career development. All applications must be submitted before the start date of the training; applications received after the start date are not admissible under the YTTF. This is a highly competitive reimbursement fund that covers up to 75% of eligible costs, up to a maximum of \$3,000 per recipient over two fiscal years. Only training that has been completed and for which proof of completion and/or certification is available will be reimbursed. Not all applicants meeting the minimum eligibility criteria will be approved. The program is subject to an annual budget and will prioritize all tourism sectors and all seasons.

Applications are reviewed and assessed by the YTTF Committee based on their concordance with the YTTF guidelines, objectives and expected outcomes, as well as available funding. The YTTF is funded by the Department of Economic Development of the Yukon Government and is administered by the Tourism Industry Association of the Yukon (TIA Yukon).

OBJECTIVES OF THE YTTF

- To support tourism workers, managers, entrepreneurs and operators to gain new skills or to upgrade their skill set
- To attract and retain a skilled workforce
- To increase destination competitiveness through a strong commitment to human resources development.
- To enhance the capacity of Yukon's tourism industry to grow sustainably by ensuring access to a skilled workforce
- To align the industry and sectors within a level of standardization

EXPECTED RESULTS OF FUNDING

- Increased number of people with skills required for working in the tourism industry
- Increased retention rate
- Increased labour pool of skilled workers

- Enhanced labour pool of tourism industry professionals, such as supervisors, managers, business owners and operators.
- Enhanced social, cultural, environmental and economic sustainability for the tourism sector.
- Ensure industry standards are developed for the safety of customers/visitors/clients

WHO CAN APPLY?

The YTTF is intended to support individuals interested in upgrading their skills or starting a career in the tourism industry. Anyone who can legally work in Canada can apply for the YTTF.

Individual Applicant	<p>Types of individuals who can apply</p> <ul style="list-style-type: none"> • Individuals aspiring to work in the tourism sector. • Full-time employees. • Students. • Seasonal workers. • Professionals/self-employed individuals, owners or operators already engaged in the tourism industry. <p>Eligibility Criteria</p> <ul style="list-style-type: none"> • Anyone who can legally work in Canada. • The applicant must invest a minimum of 25% of total training costs. • The individual applicant must be prepared to pay for the training course and all related expenses upfront.
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Not eligible for funding through the YTTF are:

- Permanent employees, offices or groups of municipal, territorial, federal or First Nations governments
- Individuals whose training provider is their own business/company (trainee & trainer are the same entity)

WHAT TRAINING CAN BE FUNDED?

Training funded through the YTTF can be short, formal courses and workshops, in person or online. The eligibility for any other type of training will be determined on a case-by-case basis by the YTTF Committee. It is the applicant's responsibility to provide all relevant material on the course or program to the Committee.

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

- Entry-level skill training in areas such as finances, marketing, web design, language, etc.
- Tourism programs from accredited or recognized post-secondary institutions
- A course from continuing studies in areas such as finance, marketing, web design, etc or tourism.

- A single credited course within a tourism diploma or degree program
- A single credited course that is part of a degree or diploma program where tourism and employment are demonstratable
- Training provided by recognized agencies of tourism training programs such as the Yukon Tourism Education Council
- First aid and rescue courses
- Program elements of professional development but not the total costs related to completing a program such as a professional designation or certification program.

WHAT TRAINING IS NOT FUNDED?

The following training activities are not eligible for funding:

- Orientation to employer procedures and practices or other training usually conducted in the course of an employer's business
- Conferences, conventions, symposiums and Annual General Meetings.
- An entire curriculum of a Post-Secondary Education such as diploma and/or degree except as specified above
- Training for non-technical skills unrelated to increasing capacity in the tourism industry

Applications for training outside of the Yukon will not be funded, if equal training opportunities exist locally or if the Committee deems community benefit in trying to coordinate the training in the Yukon.

WHAT ARE ELIGIBLE COSTS?

Proof of completion and receipts for all expenses related to training are required to be reimbursed.

Travel ** All costs must be justified. The application must clearly demonstrate your travel needs (e.g. training or similar training is not offered in the Yukon or cannot be completed online; mandatory training required by the employer, regulatory body, professional association, etc.).

Eligible expenses	YTTF Coverage	Details
Registration or tuition for the course	Up to 75%	- Proof of completion required (certificate, etc.).
Travel** (Territorial, National and Alaska)	Up to 75%	- Accommodation: Only applicable during training days + 1 night and if the course is held outside your community. Maximum \$200 CAD/night.



Eligible expenses	YTTF Coverage	Details
	Up to 75%	- Airfare/Bus fare: Cannot exceed tuition cost covered by the YTTF (Up to 75%).
	Up to 75%	- Taxis/Shuttles: Travel and training days only. Maximum \$200. Must be justified.
	Up to 75%	- Mileage: reimbursement of \$0.60/km. Only applicable if the course is held outside of your community (min 30km/one way). The total cost for mileage cannot exceed 1) the total cost of airfare or 2) the tuition costs covered by the YTTF (Up to 75%), whichever is less.
	Up to 75%	- Equipment rental: only if the applicant can demonstrate the necessity.
	100%	- Per Diem on Training Days: Only applicable if the course is held outside of your community (min 100km/one way on training days only) \$75 CAD/day. Cannot exceed tuition costs covered by the YTTF (Up to 75%) or \$350.00 per week whichever is less.
Materials	Up to 75%	Printing, textbooks, and supplementary materials. Cannot exceed the tuition costs covered by the YTTF (Up to 75%).
Disability-related supports	100%	Attendant care, note-takers, and sign language interpreters. To be assessed by the YTTF Committee if the costs exceed the tuition costs covered by the YTTF (Up to 75%).

The following expenses are ineligible costs. Please note that the list is not exhaustive:

- Rental cars and related expenses
- Purchase of equipment or software
- 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 attending an education/training event produced by a group or business that has received funding by the Yukon Tourism Training Fund
- The costs associated with orientation for employer procedures and practices or other training usually conducted during an employer's business
- Applications that include costs, expenses, or content that has been or will be funded by any other source(s) are not eligible.

WHEN CAN I APPLY FOR THE YTTF?

All applications must be submitted before the start date of the training; applications received after the start date are not admissible under the YTTF. Applications for courses without a specific start date may be submitted within 7 days of course registration. Applications must include all the mandatory supporting documentation listed below.

HOW MUCH AND HOW OFTEN CAN I APPLY FOR THE YTTF?

The YTTF runs based on a fiscal year starting on April 1st and ending on March 31st. The fund will only cover eligible costs up to a maximum of 75%.

Individuals	<ul style="list-style-type: none"> • A maximum of \$3,000 (CAD) per individual over two fiscal years • The applicant must contribute at least 25% of the total eligible costs
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WHAT IS THE APPLICATION PROCESS?

You must submit your application before the start date of the training; applications received after the start date are not admissible under the YTTF. Only complete applications will be assessed. Incomplete applications will be rejected.

The YTTF Committee assesses applications four times during a fiscal year. The Committee assesses applications approximately two weeks following the intake deadlines:

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| <ul style="list-style-type: none"> • May 15 • August 15 | <ul style="list-style-type: none"> • November 15 • February 15. |
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In the event of the 15th being a weekend or holiday, the intake deadline will be extended to the next weekday.

Please take the following steps to ensure that the YTTF Committee can make an informed decision regarding your application. Answers on the form must be fully completed and typed to be accepted. The following requirements must be met for the Committee to assess your application:

YTTF Mandatory Supporting Documentation

- Proof of admittance into the training program such as course receipt, a registration document from the institution showing training cost or a letter from the instructor specifying training cost.
- Proof of CURRENT address such as utility bill (ex. ATCO Electric or NorthwesTel), property taxes, bank statement or a stamped banking profile from a local bank, credit card statement, signed residential tenancy agreement or employment confirmation signed and on company letterhead.
- 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 25% of total costs).
- A strong, training-relevant letter of support from a current or future tourism employer
OR
- A copy of documents that verify an ownership of the business for business owners and self-employed individuals.

****Budget: Approved funding represents the maximum payable based on the budget submitted.**

The YTTF Committee is responsible for assessing and selecting successful applications. The Committee comprises 5 to 7 voting members governed by Terms of Reference and includes representatives from the tourism industry.

HOW MY APPLICATION WILL BE ASSESSED?

Applications are reviewed and assessed by the YTTF Committee based on their concordance with the YTTF guidelines, objectives and expected outcomes, as well as available funding. The YTTF will review all complete applications and assess them based on the following criteria:

- The significance of the training activity to the applicant's skills or career development in tourism
- The significance of the area of training to the industry
- The applicant's commitment to pursue a career in the tourism industry or the number of years of experience in the industry
- The significance of the area of training in increasing capacity of Yukon's tourism industry
- Relevance of the letter of support



- New applicant/applicant who did not receive funding in the last two fiscal years
- Funding preference will be given to projects that benefit more than one person, company, or organization and that demonstrate results in business growth.
- Funding availability.

All applicants will be treated equally, and eligible applications are evaluated based on merit. **The YTTF Program Coordinator is not responsible for assessing any of the applications and therefore, cannot inform of the application status before the assessment is performed by the Committee. Applicants will be informed of a decision no earlier than three weeks after the intake deadline.**

SUCCESSFUL RECIPIENTS

All applicants will be notified of the outcomes of the YTTF Committee assessment. Successful applicants will receive a contract they must sign and return within 30 days of receiving the official notification of approved funding. The funding offer will be considered null and void, and the applicant's file will be closed if the contract is not returned within the prescribed time.

REPORTING AND REIMBURSEMENT

A signed contract returned on time, proof of completion and receipts for all expenses related to the training submitted 30 days after official notification of funding or 30 days after completion of training (whichever is later) are required to be reimbursed.

- Approved funding represents the maximum payable based on the budget submitted
- Final payment will depend on an accurate accounting for the actual project cost, percentage of the applicant's contribution or other revenues based upon the receipts submitted.
- Supporting documentation requested by the YTTF Committee proof of completion and receipts must be received no later than 30 days after official notification of funding approval or 30 days after completion of training, whichever is later.
- Approved applications that remain incomplete for more than 90 days, including the initial 30-day deadline, will be considered inactive and the applicant's file will be closed.

ADDITIONAL INFORMATION

TIA Yukon is providing coordinating services and administrative support to the YTTF Committee and answering questions regarding the YTTF and the application process. TIA Yukon will report the activities of the fund, financial reports, and training outcomes monthly to the Yukon Government and annually to its Board of Directors.

CONTACT INFORMATION

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**YUKON TOURISM
TRAINING FUND**



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