



# YUKON HERITAGE TRAINING FUND POLICY

## 1. ABOUT THE FUND

The Yukon Heritage Training Fund (HTF) is funded by the Department of Education, Labour Market Programs and Services and is administered by the Yukon Historical & Museums Association (YHMA). Applications are reviewed by a committee of up to five members representing heritage sectors and are assessed based on eligibility, merit, fund priorities, and an ability to meet fund criteria.

## 2. PURPOSE OF THE HERITAGE TRAINING FUND

The purpose of the HTF is to:

- Fund short-term training that will advance and enhance Yukon independent heritage sector workers, groups, and collectives of workers' capacities to obtain or create employment.
- Provide Yukon heritage sector employers with a better-trained labour force and enable them to reduce staff turnover.

## 3. EXPECTED RESULTS OF FUNDING

- To increase the number of people with the skills necessary to obtain work in heritage sectors;
- To attract and retain heritage workers by providing them with funding assistance in order to access training opportunities critical for job satisfaction and labour market competitiveness;
- To provide human resources that enable the Yukon to develop its heritage resources professionally and at a world-class level;
- To support training that increases opportunities for Yukon heritage workers to obtain employment and diversify their income in heritage sectors whether locally, nationally, or internationally;
- To develop capacity and long-term sustainability in heritage sectors, providing Yukon heritage employers with an employable workforce trained to meet their needs.

## 4. APPLICANT ELIGIBILITY

### 4.1 Individual Applicants

Individual applicants may be any of the following:

- Individuals aspiring to be engaged or already engaged in the work of a heritage sector, including full- and part-time employees, self-employed individuals, temporary or on-call workers, and students.

Individual applicants must:

- Be Yukon residents who are Canadian citizens or landed immigrants/permanent residents.
- Be prepared and able to invest a minimum of 10% financial equity of the total eligible cash expenses.
- Have received funding through the HTF for no more than one other application in the same fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>), including both individual and group applications (see section 6.1).
- Have no overdue reports or debts owing to the HTF.

## **4.2 Group Applicants**

Group applicants may be any of the following:

- Businesses, groups of businesses, collectives, First Nation governments, not-for-profit associations, or organisations currently engaged in the work of a heritage sector or wishing to supply training relevant to a heritage sector.

Group applicants must:

- Be operating in the Yukon.
- Be prepared and able to invest a minimum of 10% financial equity of the total eligible cash expenses.
- Have received funding through the HTF for no more than one other application in the same fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>).
- Have no overdue reports or debts owing to the HTF.

## **5. TRAINING ELIGIBILITY**

### **5.1 Eligible Training**

- The proposed training must support the purpose and expected outcomes of the HTF.
- The proposed training must relate to a heritage sector. Heritage sectors supported include but may not be limited to:
  - Archives, museums, and interpretative/cultural centres, both physical and virtual;
  - Oral history, traditional knowledge, and other intangible heritage;
  - Heritage sites and built heritage;
  - Archaeology and palaeontology;
  - Conservation;
  - Scientific research; and
  - Toponymy.
- The proposed training must build upon the applicant's existing skills and experiences or, in the case of group applicants, upon the applicant's existing programs, services, and/or mandate, which relate to a heritage sector.
- The proposed training must be offered by a qualified training provider. Qualifications are not required to be formal or academic in nature.

Eligible forms of training include but may not be limited to:

- Short, formal courses and workshops, whether delivered by distance or in person;
- Job-shadowing;
- Mentoring;
- Informal apprenticeships and internships;
- Attendance at conferences; or
- Combinations of the above.

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

- Courses offered through accredited or recognized post-secondary institutions
- Workshops taught by a qualified instructor offered through local heritage organisations
- Conferences produced by national heritage organizations with sessions focused on learning, i.e. not networking-focused
- Relevant certification courses, e.g. First Aid, firearms
- Language training, e.g. French, First Nation language
- Entry-level skills training in areas such as finances, marketing, etc., where relevance to a heritage sector can be demonstrated

## **5.2 Ineligible Training**

Ineligible training includes but may not be limited to:

- Training that takes place prior to the beginning of the month following the relevant intake deadline (i.e. May 1, August 1, November 1, or February 1);
- Training that takes place outside the Yukon, where equal opportunities exist locally;
- Orientation to employer procedures and practices or other training usually conducted in the course of an employer's business;
- Attendance at annual general meetings;
- Courses for the sole purpose of obtaining a diploma and/or degree (i.e. academic as opposed to vocational); and
- Casual or recreational training courses.

The HTF cannot fund costs already supported through federal, territorial, municipal, or First Nations programs or orientation to employer procedures and practices or other training usually conducted in the course of an employer's business

## **6. ELIGIBLE EXPENSES AND LIMITS OF FUNDING**

### **6.1 Limits of Funding**

- The HTF will fund up to 90% of total eligible cash expenses. Approved funding represents the maximum payable based on the budget submitted. Final payment will depend on an accurate accounting for the actual project costs, applicant contribution, and other revenues.
- The HTF will fund up to \$3000 CAD for individual applications and \$5000 CAD for group applications. Exceptions may be considered under extraordinary circumstances and pending funding availability.

- Funding may be awarded for up to two training projects per recipient per fiscal year (April 1 to March 31), only one of which may support attendance at a conference. For individuals, this includes both applications submitted as an individual and applications submitted by a group, where the individual receives funds for registration/tuition fees, transportation, and/or travel for the funded project.
- Funding may be awarded for up to two trainees per institution per training opportunity, with additions considered based on registration and funding availability.
- The HTF will fund courses that are part of a diploma or degree program but will not fund an individual to complete an entire degree or diploma.
- The HTF will not consider professional fees, honoraria, transportation, or travel expenses paid to trainers from outside the Yukon, unless demonstrated as necessary to the project.
- For individual applications, the HTF will not consider professional fees, honoraria, or registration/tuition fees for training already supported through a group application.
- For group applications, the HTF will not consider registration/tuition fees, transportation, or travel costs for unconfirmed trainees or trainees who would not be eligible as individual applicants.
- The HTF will only consider transportation and/or travel costs when there is a specific, dated travel plan in the project activities.
- The HTF will only consider the most practical and economical route and mode of travel for the purpose of calculating maximum eligible funding amounts.
- The HTF will only consider up to the maximum rates laid out in the Yukon Government Travel Policy for the purpose of calculating eligible personal vehicle mileage funding amounts, based on approved distances. See Appendix A for a list of approved distances. Distances not available on this chart will be determined on a case by case basis.
- The HTF will only consider up to a maximum rate of \$50 CAD/day for the purpose of calculating eligible per diem funding amounts.

## 6.2 Eligible Expense Category and Related Definitions

- *Professional Fees:* Payment made to third party professionals providing a service to the project directly to project participants, e.g. guest instructors.
- *Registration/Tuition Fees:* Payments made to or for an individual participant for the purpose of procuring formal training provided by a training institution.
- *Honoraria:* Payments made to third party professionals or non-professionals providing a service to the project but with whom there is no service contract, e.g. mentoring.
- *Transportation:* Personal vehicle mileage and commuting costs (public transit, taxi, etc.).
- *Travel:* Planned travel costs provided to the participant as part of the project. Includes flights, per diems, accommodations, etc.
- *Facility Expenses:* Payments for expenditures associated with the physical or digital space in which the training is held that are specific to the project, such as venue and equipment rental fees, video conferencing fees, etc.
- *Consumable Materials:* Payments for project-specific supports that are consumed during or discarded after the project activity has concluded, such as printing/photocopying, refreshments, etc.
- *Durable Supplies and Materials:* Payments for required, project-specific supports that are not consumed by or discarded after the project activity has concluded, such as books, safety clothing, etc.
- *Dependent Care:* Payments for professional dependent care services provided by a certified care provider, paid either to the participant or directly to the care provider.

- *Disability-Related Expenses:* Payments to support expenditures associated with a disability, whether the payment is made to the participant for the purpose or paid directly to the disability-related support provider, e.g. note takers, sign interpreters.
- *Disability:* A physical or mental condition or health problem that restricts the performance of a person's significant life activities for an extended period of time or on a recurring or intermittent basis.
- *Unemployed:* Individuals who:
  - are not working at all (i.e. not in an employer/employee relationship and not self-employed); or
  - are working less than an average of 20 hours per week and are seeking full-time employment; or (in the case of persons with disabilities)
  - are unable to work full-time and are seeking to increase employment; or are in receipt of notice of imminent lay-off or must leave their current occupation

### **6.3 Eligible Expenses and Recordkeeping for Individual Applicants**

- Professional Fees: Receipts/invoices required.
- Registration/Tuition Fees: Receipts/invoices required.
- Honoraria: Receipts/invoices required.
- Transportation:
  - Personal vehicle mileage: Mileage must be reported with back up showing evidence of trip, e.g. gas receipts.
  - Other commuting costs (e.g. public transit, taxi, etc.): Receipts/invoices required.
- Travel:
  - Flights: Receipts/invoices required.
  - Vehicle rental and related expenses: Receipts/invoices required.
  - Accommodations: Receipts/invoices required.
  - Per diems: No receipts/invoices required.
- Facility Expenses: Receipts/invoices required.
- Consumable Materials: Receipts/invoices required.
- Durable Supplies and Materials: Eligibility restricted to unemployed applicants. Receipts/invoices required.
- Dependent Care: Eligibility restricted to unemployed applicants. Receipts/invoices required.
- Disability-Related Supports: Receipts/invoices required.

### **6.4 Eligible Expenses and Recordkeeping for Group Applicants**

- Professional Fees: Receipts/invoices required.
- Registration/Tuition Fees: Receipts/invoices required.
- Honoraria: Receipts/invoices required.
- Transportation:
  - Personal vehicle mileage: Receipts/invoices from individual(s) compensated required.
  - Other commuting costs (e.g. public transit, taxi, etc.): Receipts/invoices required.
- Travel:
  - Flights: Receipts/invoices required.
  - Vehicle rental and related expenses: Receipts/invoices required.
  - Accommodations: Receipts/invoices required.
  - Per diems: Receipts/invoices from individual(s) compensated required.

- Facility Expenses: Receipts/invoices required.
- Consumable Materials: Receipts/invoices required.
- Disability-Related Supports: Receipts/invoices required.

## 6.5 Ineligible Expenses

Ineligible expenses include but may not be limited to:

- Professional fees, registration/tuition fees, or honoraria requested through an individual application for training supported through a group application;
- Registration/tuition fees, transportation, or travel costs requested through a group application for unconfirmed trainees or trainees who would not be eligible as individual applicants;
- Professional fees, honoraria, transportation, or travel expenses paid to trainers from outside the Yukon, unless demonstrated as necessary to the project;
- Costs already supported by an employer or other revenue source(s), including grants, participant fees, and in-kind revenue;
- Supplies and materials that are not specific to the project;
- Purchase of equipment or software;
- Advertising costs;
- Student union fees or dues;
- Employee wages; and
- Undefined budget items such as incidentals or contingency funds.

## 7. HOW TO APPLY

Read the guidelines thoroughly and be sure to contact the HTF Fund Administrator to discuss eligibility before applying. To apply, submit the following:

- A completed application form which includes:
  - A description of the proposed training project, including the training dates;
  - An explanation of the how the proposed training project meets HTF eligibility criteria; and
  - The expected benefits of the training for the trainee(s) and heritage sector(s).
- A complete budget for the training project which includes:
  - All eligible cash expenses for the training project;
  - The funding request to the HTF; and
  - Identification of all other sources of project revenue for eligible cash expenses, and whether the revenue is confirmed or pending (minimum 10%).
- Where an application includes transportation or travel costs, a specific, dated travel plan; and
- For individual applicants, a minimum of one letter of support from a current or future heritage sector employer, or a heritage sector representative, outlining the applicant's suitability to undertake the proposed training project. Government employees of any type must provide a letter from their supervisor confirming that the requested funding is not available through that government. This may be incorporated into a letter of support.; or
- For group applicants, a minimum of one letter of support from a heritage sector employer, or a heritage sector representative, demonstrating demand for the proposed training project.

## **8. EVALUATION OF APPLICATIONS**

Applications will be accepted at any time, with intake deadlines of April, July, October, and January 15 for quarterly assessments by the HTF Adjudication Committee. Intake deadlines will be actively promoted via multiple channels a minimum of one month in advance to encourage applications.

Applications submitted after the most recent intake deadline will be evaluated during the quarterly assessment following the next intake deadline. Under extraordinary circumstances and at the discretion of the HTF Adjudication Committee, these applications may be evaluated early, if the applicant would not otherwise be able to complete the training project. To be considered for early evaluation, such applications must be accompanied by an explanation of the extraordinary circumstances that require the application to be evaluated outside of the regular schedule.

Applications will be evaluated according to the following criteria:

- The eligibility of the applicant and training project;
- The significance of the training project to the trainee(s) and Yukon heritage sector(s);
- The ability of the applicant to realise the objectives of the proposed training;
- Evidence of the applicant's high degree of commitment to one or more heritage sectors;
- Reasonableness of budget, including applicant's contribution; and
- Completeness of application.

With reference to the above criteria, funding priority will be given to projects that will benefit:

- First-time, self-employed, and unemployed applicants;
- Non-profit organizations;
- More than one individual or group; and/or
- Underrepresented groups, heritage sectors, and/or communities.

Funding committed for approved applications may be less than requested.

The HTF Adjudication Committee:

- Will have the primary responsibility of selecting successful applications;
- Will be comprised of a minimum of three and a maximum of five members representing heritage sectors;
- Will have the ability to convene, if required, technical teams to assist in making their decisions. These can be drawn from the Yukon Government (YG) Department of Tourism and Culture, Yukon Heritage Resources Board, Yukon Training Policy Committee, and Yukon College.

## **9. 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 costs, applicant contribution, and other revenues. Total project revenues may not exceed project expenses. Funding payments will be made by cheque.

Funding recipients will be notified by letter within one week of application assessment. Failure to sign and return the funding contract provided with the commitment letter within 30 days may result in loss of funding. A signed contract is required to receive any payment of funding.

Funding recipients may request an advance of up to 90% of approved funding upon submission of an invoice. If the applicant has any outstanding reports or payments owing to the HTF, no funding will be paid out until all reporting documents have been received and processed and any reimbursements owing to the HTF paid.

A complete final report must be submitted no later than 60 days after completion of training in order to receive the balance of funding. Original documents are preferred, but clear scans or photocopies are acceptable. The report must include:

- A written report outlining how the training project transpired (the facts of what and when) and the benefits of the training as related to the purpose and expected outcomes of HTF (e.g. insights, lessons, new views, acquired skills, opportunities);
- A financial report listing all eligible cash expenses and revenues accompanied by an explanation if they differ greatly from the budget included in the application;
- Receipts/invoices as outlined in Section 6.3 or 6.4, as applicable, or a signed affidavit in lieu of receipts/invoices; and
- For individual applicants, a completed participant survey (form provided with letter of commitment) and proof of completion of training including, where applicable, the training outcome (e.g. pass/fail); or
- For group applicants, a list of all training participants and completed participant surveys (form provided with letter of commitment).

Failure to meet these reporting requirements may result in the funding recipient being required to reimburse the HTF of any or all amounts advanced. Funding recipients submitting a report more than 60 days after the completion of training will not be eligible to receive the balance of funding but will be responsible for paying any reimbursement owed to the HTF. Exceptions may be considered under extraordinary circumstances.

Funding recipients are responsible for completion of their projects. Should a funding recipient withdraw from an approved training project for any reason, all HTF funds shall be returned to the Fund.

## **10. ADDITIONAL INFORMATION**

- The HTF will be managed in accordance with all applicable policies and procedures.
- The YHMA will manage the funds and will provide administrative support and co-ordination services to the HTF.
- The YHMA will be responsible for promotion of the fund via online and offline communications channels, including the YHMA website, social media accounts, newsletter, and mailing list. Paid advertisements may be purchased within the fund budget.
- The YHMA will be responsible for conducting all direct communications with HTF stakeholders, including real and potential applicants and funding recipients, and will conduct such communications in a timely manner.
- The YHMA will report the activities of the fund, financial reports, and training outcomes to the YG Department of Education in accordance with its current Transfer Payment Agreement.



- The HTF policy, application, and reporting documents will be posted on the YHMA website, made available in hard copy at the YHMA office, and may be requested for delivery via fax, mail, or email.
- Recently funded projects will be disclosed on the YHMA website, including recipient name, project name, and approved funding amount for the purposes of transparency and accountability.
- Funding recipients must acknowledge the support of the HTF in any promotional material related to the funded project. A .jpg of the HTF logo is available upon request.

**11. FOR MORE INFORMATION OR TO APPLY:**

Please contact the Yukon Historical & Museums Association. Applicants are strongly encouraged to consult the Fund Administrator before applying.

YHMA Executive Director, HTF Fund Administrator

Tel: (867) 667-4704 | Fax: (867)667-4506 | E-mail: [info@heritageyukon.ca](mailto:info@heritageyukon.ca)

## APPENDIX A: DISTANCE CHART

Distance between Whitehorse and...

Round Trip (km)	One Way (km)	Location
354	177	Atlin, BC
914	457	Beaver Creek
568	284	Burwash Landing
148	74	Carcross
354	177	Carmacks
1076	538	Dawson City
534	267	Destruction Bay
714	357	Faro
828	414	Haines, AK
318	159	Haines Junction
820	410	Mayo
570	285	Pelly Crossing
720	360	Ross River (via Canol Road)
820	410	Ross River (via Carmacks)
714	357	Stewart Crossing
206	103	Tagish
366	183	Teslin
908	454	Watson Lake

**APPENDIX B: YUKON GOVERNMENT TRAVEL POLICY**

## Meals and incidental expenses for employees on travel status

### Full days on travel status

The amount claimed up to a maximum of:

Yukon	NWT	Nunavut	Rest of Canada	Alaska	Rest of USA
\$122.65 CAD	\$135.10 CAD	\$168.40 CAD	\$110.10 CAD	\$122.65 USD	\$110.10 USD

For travel outside Canada and USA, refer to [Canada's National Joint Council travel directive](#).

### Partial days on travel status

The amount claimed up to a maximum of:

	Yukon	NWT	Nunavut	Rest of Canada	Alaska	Rest of USA
<b>Breakfast</b>	\$23.05 CAD	\$24.50 CAD	\$27.75 CAD	\$20.65 CAD	\$23.05 USD	\$20.65 USD
<b>Lunch</b>	\$21.20 CAD	\$29.70 CAD	\$33.65 CAD	\$20.90 CAD	\$21.20 USD	\$20.90 USD
<b>Dinner</b>	\$61.10 CAD	\$63.60 CAD	\$89.70 CAD	\$51.25 CAD	\$61.10 USD	\$51.25 USD

For travel outside Canada and USA, refer to [Canada's National Joint Council travel directive](#)

### Incidental expenses

Within Canada	Within USA	Outside Canada and USA
\$17.30 CAD	\$17.30 USD	Refer to <a href="#">Canada's National Joint Council travel directive</a>

### Private non-commercial accommodation allowance

Within Canada	Within USA	Outside Canada and USA
\$50.00 CAD	\$50.00 USD	Refer to <a href="#">Canada's National Joint Council travel directive</a>

### Distance allowance for private vehicle

- 61.0 cents (CAD) per kilometer;
- (Minimum daily mileage rate is \$2.35 CAD)

Refer to:

[Canada's National Joint Council Travel Directive Appendix B](#)

[Canada's National Joint Council Travel Directive Appendix C](#)