**Klondike Region Training Fund (KRTF)**

**Application for Individual Funding**

*Note:* A*pplication deadlines are as follows: the second Thursday of February, April, June, August, October and December.* ***INCOMPLETE APPLICATIONS WILL BE RETURNED!!***

**APPLICATION INSTRUCTIONS**:

Ensure all documents are submitted as per checklist. (PART D) Please complete all sections of the application (A, B, C, D) and enclose the required documents before submitting your application.

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| **PART A – APPLICANT INFORMATION** | |
| Name of Applicant: | |
| Mailing Address, Street, City, Territory, Postal Code: | |
| Phone~~:~~ | Phone alternate: |
| Email: | Age: Under 18 □ 18-30 □ 31-54 □ 55+ □  Female □ Male □ Other □ |
| Have you lived in the Klondike Region for the last 12 consecutive months prior to this application deadline date? Proof maybe required.  □ Yes □ No  If no, please explain: | Check One:  □ Canadian Citizen □ Permanent Resident  □ Other |
| How did you hear about this fund? | Are you currently employed? □ Yes □ No  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Part Time □ Full time □ Seasonal □ On call  If yes, please identify employer: |
| **PART B – TRAINING INFORMATION** | |
| Course/Training Title (**One application per course):** | |
| Start Date: End Date: | |
| Training Provider (i.e. Yukon College): | |
| Method of Training Delivery (online, classroom, combination):  □ Online □ Classroom □ Combination □ Other  If other please explain: | |
| Training Location: | |
| Is this program currently available in the Klondike? □ Yes □ No  If you answered 'Yes' to the previous question and are taking training outside of the Klondike or Yukon,  Please explain why you are not pursuing local training. | |
| Briefly describe the training proposed in this application: | |
| List the major benefits/results this training will provide (What work related skills will be increased?): | |
| **PART C – AFFIRMATION** | |
| I AFFIRM THAT the information in this application is accurate and complete. I understand that the information provided in this application may be accessible under the Access to Information Act. | |
| AUTHORIZED SIGNATURE | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Name (please print) Date  Please submit this form along wit **Please submit this form along with other application documents to:**  **Klondike Regional Training Society**  **Box 1119**  **Dawson City, Yukon**  **Y0B 1G0**  **or**  **Email: krtsdawson@gmail.com**  h other application documents to:  Klondike Regional Training Society  Box 1119 Please submit this form along with other application documents to:  Klondike Regional Training Society  Box 1119  Dawson City, Yukon  Y0B 1G0  or  Email: krtsdawson@gmail.com  Dawson City, Yukon  Y0B 1G0  or  Email: krtsdawson@gmail.com | |
| **PART D - CHECK LIST OF REQUIRED ITEMS** | |
| (Before you submit your application, make sure you have enclosed all the proper documents): | |
| **Documents for Application:**  □ Completed Application Form  □ Completed Budget  □ Proof of Klondike Region Residency (maybe requested) | |
| **Documents for Final Reporting (upon completion of course):**  □ Proof of Payment for the Course  □ Receipts for Budgeted Eligible Expenses  □ Proof of Completion (certificate/letter from instructor)  □ Funding Agreement  □ Final Report (available on Website)  Please submit this form along with other application documents to:  Klondike Regional Training Society  Box 1119, Dawson City, Yukon, Y0B 1G0  or  Email: krtsdawson@gmail.com | |

**Application Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses: Description of Costs** | **Amounts** | **Revenue** | **Amounts** |
| Course Fees/ Tuition |  | Personal Contribution |  |
| Textbooks |  | Employer Contribution |  |
| Supplies and Equipment |  | Grants/Funds |  |
| Travel (i.e. gas, airplane, transit) |  | Other |  |
| Accommodations |  |  |  |
| Meals |  |  |  |
| **Total Expenses** |  | **Total Revenues** |  |
| **Amount Requested From KRTF** | |  | |

The funding limit is $2,000.00 (Canadian Funds) for individuals per year (April 1 - March 31). The fund will cover some or

all of the eligible costs (see below).

**Within Klondike Area-** Up to 75% of course registration fees, textbooks, course supplies: receipts required

**Outside of the Klondike Area –** Up to 100% of course registration fees, textbooks, course supplies

**If travel is required, we cover the following: no receipts required:** $100 per day to cover travel, accommodations, meals, etc. expenses for course days and $50 per ½ day to cover travel, accommodations, meals, etc. expenses for the day before and the day after the course dates