**Klondike Region Training Fund (KRTF)**

**Application for Individual Funding**

*Note:* A*pplication deadlines are as follows: the second Thursday of February, March, May, July, September and November.* ***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) DatePlease 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 SocietyBox 1119 Please submit this form along with other application documents to:Klondike Regional Training SocietyBox 1119Dawson City, YukonY0B 1G0orEmail: krtsdawson@gmail.comDawson City, YukonY0B 1G0orEmail: 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 SocietyBox 1119, Dawson City, Yukon, Y0B 1G0orEmail: 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