

# Klondike Region Training Fund (KRTF)

## CRITERIA FOR INDIVIDUAL FUNDING

### 1. ABOUT THE FUND

The Klondike Regional Training Fund (KRTF) is funded by the YG Department of Education, Advanced Education and is administered by the Klondike Regional Training Society. Applications are approved by a Board of volunteer community members. Funding decisions are based on eligibility, and an ability to meet fund criteria. All applicants will be evaluated and treated equally.

### 2. PURPOSE OF THE KLONDIKE REGIONAL TRAINING FUND

The main purpose of the Klondike Regional Training Fund is to support training for Klondike residents which increases opportunities for employment.

### 3. WHO CAN APPLY?

- A year-round resident who has lived in the Klondike region for the last 12 consecutive months (a period of one year prior to the application funding deadline date)
- Must be a Canadian citizen or a Permanent Resident.
- Those prepared to pay a portion of the total costs.

***\*Proof of residency maybe requested (i.e. a photocopy of an electrical bill, letter from landlord/employer or school)***

### 4. HOW MUCH CAN I APPLY FOR?

- The funding limit is \$2,000.00 (Canadian Funds) for individuals per year (April 1 - March 31).
- The fund may cover some or all of the eligible costs (see below).

### 5. WHAT ARE ELIGIBLE COSTS?

#### **Within Klondike Area-**

- Up to 75% of course registration fees, receipts required
- Up to 75% of textbooks, course supplies, receipts required

#### **Outside of the Klondike Area –**

- Up to 100% of course registration fees, receipts required
- Up to 100% of textbooks, course supplies, receipts required
- If travel required we cover the following: (receipts required)
  - \$100 per day to cover travel, accommodations, meals, etc. expenses for course days
  - \$50 per ½ day to cover travel, accommodations, meals, etc. expenses for the day before and the day after the course dates

***\* Disability-related supports (attendant care, note takers, sign language interpreters) -receipts required***

### 6. WHAT ARE INELIGIBLE COSTS?

- Student union fees or union dues
- Miscellaneous expenses outside of food and lodging
- Wages, salaries, per Diems other than outlined above
- If funding has been or will be provided by another source, including employer contributions, the KRTF may cover a portion of any remaining and legitimate costs that are submitted in an application.

***\*List is not exhaustive***

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## 7. WHAT TRAINING IS NOT FUNDED?

The fund will not pay for attendance at

- Conferences, conventions, symposiums, or Annual General Meetings.
- Orientation to employer procedures and practices or other training usually conducted in the course of an employer's business( a letter from employer maybe requested)
- Board development
- Training already supported through Federal or Territorial programs
- Long term training courses for the purpose of obtaining a degree
- Casual ( personal development/interest) courses and workshops
- Product Specific Training. ( i.e. beauty product training)

## 8. WHEN TO APPLY?

Applicants are encouraged to apply in advance of training and applications will be reviewed at the next deadline date. Funding deadlines are the second Thursday of February, March, May, July, September, and November . To allow for courses that fall between funding periods, applicants may apply to the next deadline after the training, providing that the start date was not before the previous deadline.

*(For example: An opportunity came up to take training in May. The April deadline has already passed, but the applicant may make application to the next deadline in June. If an applicant submits an application in August for the same training opportunity, it will not be accepted as it should have been submitted in June)*

## 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 cost, percentage of applicant's contribution or other revenues;
- All documentation or receipts for payment and final reporting must be received no later than 30 days after official notification of approved funding or 30 days after completion of training, whichever is later. Approved applications that remain incomplete for more than 90 days, inclusive of the initial 30-day deadline, will be considered inactive and the applicant's file will be closed.

## 10. HOW TO APPLY?

Read the guidelines thoroughly and if you require further information be sure to contact any member of the Klondike Regional Training Society by the contact email to discuss eligibility before applying. Use the checklist in the application document to ensure you have submitted all of the required documentation.

Please submit the following:

- A completed application form
- Any program and course outline information
- A completed budget for the training which includes:
  - The total projected expenses of the training;
  - Identification of other sources of funding you have received and/or applied for;
  - Applicant's financial contribution

**Please mail all application documents to:  
Klondike Regional Training Society  
Box 1119, Dawson City, Yukon, Y0B 1G0  
or email to  
Email: [krtsdawson@gmail.com](mailto:krtsdawson@gmail.com)**