

For office use only

Date received _____

Ready for review date _____

Date Reviewed _____

Project # _____

Approved/Date _____

Approved Amt _____

Paid/Date _____

THE ENVIRONMENTAL TRAINING FUND

APPLICATION FORM

Annual deadlines for applications to the Yukon Environmental Training Fund (YETF) are January 31, May 31, and September 30 5:00pm. Applicants should expect a 3 to 4 week turn around on applications.

Please fill out each part as completely as possible. If you want to send more information about your proposal, please do. You are welcome to telephone our office at (867) 668-5678 if you have any questions.

1. Name of applicant

Name: _____

Telephone: _____

Street: _____

Email: _____

City: _____

Postal code: _____

Name of contact person: _____

Contact Telephone: _____

2.a. Name of Training Opportunity being applied for:

2.b. Amount of money being requested from the Environmental Training Fund: (YETF provides funding up to \$4,000 per application. Please refer to item 18 for projects that require more than \$4,000)

Project Information (for the purposes of this application, a project means a training opportunity or proposal)

3. Outline the basic training goals of your project.

4. Who specifically will be receiving this training, include the number of people as well as their role in the organization?

5. Where will the project take place?

6. How does your project meet the fund's *labour market* objectives? (Criteria #1)

7. How does your project meet the fund's *environmental* objectives? (Criteria #2)

8. What are the direct environmental benefits that may result from this project?

9. Does your project meet any additional criteria (Criteria #4, 5 and 6)? If so, how?

10. Are other groups benefiting from the project? ___ Yes ___ No

11. Explain how this project will benefit your organization, and other ENGOs,

Who benefits?

Approximate number of people

How do they benefit?

12. When will the project start?

When will the project finish?

13. Who will manage the project?

Name: _____

Telephone: _____

Email: _____

Financial Information

14. Who will manage the project's finances?

Name: _____

Telephone: _____

Email: _____

15. What is the budget for the project? Break down the budget into individual items (e.g. travel accommodations, wages, equipment rental, consultant fees, supplies and materials, etc.)
Attach a separate sheet if necessary.

<i>Item</i>	<i>Cost</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

16. Where will the money for the project come from? Indicate how much money you are getting from each source.

<i>Source</i>	<i>Amount</i>
Environmental Training Fund _____	\$ _____
Your organization _____	\$ _____
Contribution from co-sponsor(s) _____	\$ _____
Other (specify) _____	\$ _____
Other (specify) _____	\$ _____
	Total \$ _____

Note: The total amount in question #15 should equal the total amount in question #16.

Other Information

17. Where will other resources, such as volunteer labour, in-kind contributions or donated goods and services, come from?

<i>Contributor</i>	<i>Item</i>
_____	_____
_____	_____
_____	_____
_____	_____

Note: Some contribution is expected from the applicant. The contribution can be money, other resources or a combination of both.

18. Questions for applicants requesting more than \$4,000 from the fund.

ETF program priorities for large projects include:

- a) Broad Environmental Community Benefit**
Indicate that you have tried to include members from other organizations
- b) Demonstrated Community Support**
Letters of support are encouraged.
- c) Preference for Training to Take Place Locally**
Can this training take place locally/at what additional cost?

Please attach a separate sheet(s) providing further detail on the above points.

19. Please complete either section A. or B. below..

A. Environmental Non-Government Organization (ENGO) affiliation.

Name: _____ Telephone: _____

Address: _____ Email: _____

City: _____ Postal Code: _____

Name of contact person: _____ Contact Telephone: _____

B. Two references (at least one must be an ENGO), letters of reference are encouraged.

Name: _____ Telephone: _____
Address: _____ Email: _____
City: _____ Postal Code: _____
Name of contact person: _____ *Contact Telephone:* _____

Name: _____ Telephone: _____
Address: _____ Email: _____
City: _____ Postal Code: _____
Name of contact person: _____ *Contact Telephone:* _____

Please ensure you check deadlines, conditions and criteria on the accompanying *Funding Criteria and Application Information* sheet.

Email applications to: office@yukonconservation.org