

# Yukon Environmental Training Fund

## FUNDING CRITERIA and APPLICATION INFORMATION

### Goal:

The goal of the Yukon Environmental Training Fund is to support training, retraining, upgrading and improving of occupational skills of those employed by Yukon's environmental groups or individuals working on environmental issues and activities in the Yukon.

### Criteria:

Applications must meet the Key Criteria (1, 2 and 3) to be considered for funding. By meeting Additional Criteria (4, 5 and 6), an application may gain extra merit. The additional criteria are not mandatory, and may not apply to all training opportunities.

1. Applicants must demonstrate that they meet the training fund objectives as set out by the Yukon government:  
“Funds are to be used to enhance the skills and employability of individuals employed by environmental groups in Yukon or individuals working on environmental issues or activities in Yukon.”
2. Applicants must indicate an affiliation (ie. employee, volunteer, board member, member) with a Yukon environmental non-governmental organization (ENGO). Recognizing that some individuals may not be affiliated with one of these groups, we alternatively ask for two references, one of which must come from a Yukon ENGO.
3. Applicants must demonstrate capability of budgeting and accounting for eligible costs supported by the Environmental Training Fund.
4. Applicants are encouraged to demonstrate how the training opportunity will be transferable or deliverable to a broader number of Yukoners.
5. Applicants are encouraged to pursue training that draws from local resources (courses, instructors, etc). For example, where appropriate, applicants are encouraged to bring trainers in to deliver a course to a larger audience, rather than send one individual Outside.
6. Preference may be given to applications that expand funding opportunities or leverage funding (ie. matched funding, seed funding, additional funding sources etc) and do not rely exclusively on Environmental Training Fund support.

The **eligible and supportive** training costs may include:

- instructors' wages (provided the instructor is not an employee)
- training allowances up to a maximum of \$350.00 per week
- consumable materials, printing, textbooks
- training courses for immediate employment

- rental of facilities for instructional purposes
- travel, accommodation, meals (committee will establish a maximum allowable). Meals for individuals/trainees will be paid on a per-receipt basis up to the maximum current government amount. Speaker/trainers who make their way up to the Yukon will be paid per diems.
- up to 100% of tuition fees charged by accredited or licensed educational institutions, in accordance with guidelines established by the committee
- purchase of equipment for persons with disabilities
- purchase or rental of capital items with the unanimous consent of the Committee and the consent of Education
- partnerships will be encouraged and given preference

The following activities are **not eligible** for Training Fund Support

- permanent employees of the Yukon and federal governments are not eligible for funding under this agreement
- orientation to the employers' procedures and practices or any other training normally performed in the usual course of the employer's business
- training already being supported through federal or territorial programs
- professional development courses
- conferences
- training courses for the purpose of obtaining a degree
- casual training courses
- established individuals

### **Deadlines:**

Applicants are invited to submit applications three times annually. Application deadlines are January 31, May 31, and September 30. The training fund committee meets just after each deadline to consider applications. Applicants should expect a 3 to 4 week turn around on applications.

### **To apply:**

Application forms are available at on-line at or in hard copy at YCS, CPAWS and Raven Recycling. Please ensure that any accompanying documents are sent with the application.

Applicants are encouraged to call 668-5678 and speak to the Administrator of the Environmental Training Fund for information and guidance in the development of a submission.

Please submit applications electronically to: [office@yukonconservation.org](mailto:office@yukonconservation.org)