

## **Yukon Indian People Training Trust (YIPTT)**

# **Project Application Guide**

## **Introduction**

This Guide was created to help Applicants move step-by-step through the YIPPT Fund application process. Numbers 1 – 9 focus on putting together a comprehensive and high quality application. Numbers 10 – 11 outline what to expect if a project application has been approved by the YIPPT Trustees.

Help is never far away. The Training Policy Committee (TPC) staff can help Applicants throughout each step over the phone, via email or in person.

## **YIPTT Fund Information**

This Fund assists Yukon First Nations (YFNs) in accessing training that will help them participate in the economic opportunities arising from the implementation of any Yukon First Nation Final Agreement.

YIPTT was set up under Chapter 28 of the Umbrella Final Agreement (UFA) and was established to advance the training of YFNs.

YIPTT is governed by a five-member Board of Trustees. These Trustees are appointed by the Council of Yukon First Nations, the Government of Yukon and the Government of Canada to make decisions about training project applications and about investments.

The Trustees will do their best to ensure:

- Yukon First Nations are able to access YIPPT monies;
- Decisions made on applications are based on evidence and fact;
- A consistent method of decision-making is employed for all applications using the lens of fairness and impartiality.



## Application Support

**TPC staff are here to help!**

Please contact the TPC office at (867) 668-3813  
or email [tpcpolicy@tpcyukon.ca](mailto:tpcpolicy@tpcyukon.ca) for help with  
the application.

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## **1. What does YIPTT fund?**

YIPTT can fund training projects that help YFNs implement their Land Claims and Self-Government Agreements.

Overall, funding the professional development YFN government staff members helps build the capacity of YFNs. These training efforts can also help YFN citizens gain skills and knowledge that will enable them to work, volunteer or participate more in their community.

Implementation of Land Claims and Self-Government Agreements is about effective First Nation Governments, healthy communities and self-determination. We want the Fund to help YFNs people take advantage of opportunities arising from implementation.

Therefore, we have created this guide to help applicants better understand how their training projects can support implementation.

## **2. Who can apply to the Fund?**

Only YFNs can apply to the Fund. When a YFN (or multiple YFNs partner on an application) are applying to the Fund, they are considered the “Applicant”. Regardless of how many Applicants there are, a point person of contact must be identified on each application on the first page.

Applicants may also partner with organizations specifically mandated to support Yukon First Nations.



### 3. The Training Plan

A completed Training Plan is required for each application. This should help you outline the learning objectives of the project and identify what success looks like. The Training Plan allows for effective reporting and accurate evaluation of progress. It also helps you “think through” the project.

3	How many people (in total) are expected to receive training during the project?	
4	Please list all the training methods and/or approaches that will be used during this training project.	
	<i>Example: Mentorship</i>	<i>Example: Online Correspondence</i>
	<i>Example: In-person Instructor</i>	
5	<p>How will this project help YFNs participate in the economic opportunities arising from the implementation of YFN Final Agreements?</p> <p><i>* Write a short paragraph showing the linkages between how the project will help YFNs access training, build capacity, and implementation Final Agreements. For example, finance training for CTFN's finance staff team helps support First Nations' self-determination and abilities to manage governments more effectively and efficiently. *</i></p>	
6	What are the major learning objectives of this training project? How will you know if you were successful?	
	<b>Training learning objectives</b>	<b>How will you know you were successful?</b>
	<i>A “Learning Objective” is a statement about what training participants will be able to <u>do</u> when they have completed the training. Think of specific achievements the training participants should be able to reach after the training..</i>	<i>For each learning objective, there should be “Success Indicators”. These indicators are the variables or circumstances that allow you to know how successful each learning objective was. How will you know you were successful?</i>
	<i>1. Example: Training participants will be able to use SAGE 200 Software in their regular work environments</i>	<i>Example: Training participants will be able to integrate the lessons learned during the training project and apply these lessons into their day-to-day work duties.</i>
	<i>2. Example: Training participants will be comfortable and confident</i>	<i>Example: Follow up phone calls from the trainer will indicate that participants who took</i>

	<i>with the new software upon returning to work</i>	<i>the training are feeling comfortable and confident with SAGE 200 Software.</i>
	<b>3.</b> <i>Example: Training participants will increase both their finance and computer use skill sets</i>	<i>Example: "Before and After" questionnaires will show that training participants have increased both their finance and their computer use skill sets.</i>
	<b>4.</b>	
	<b>5.</b>	
7	<p>How will the results and/or knowledge from your project be shared so other YFNs and YFN organizations can benefit from your learnings?</p> <p><i>Example: The training participants will be provided with realistic and accurate examples during the training that can be directly applied to their day-to-day duties upon returning to work. The trainer will gather information about the training participants "real life" realities of work, prior to the training, to ensure examples provided to training participants are accurate.</i></p>	
8	<p>How will participants apply their learnings once they have completed the project? Will there be supports in place or opportunities for sharing with their coworkers/peers?</p> <p><i>Example: The trainer will provide follow-up phone calls to each training participant three months <u>after</u> the training has been completed.</i></p>	

## 4. Training Project Budget

All Applicants are required to use the Budget Template for each application.

If a training project is expected to have multiple training events (for example, in-person training for three days and then a conference five weeks later), please add up the costs of the project in TOTAL.

## **5. Additional Requirements of the Fund Application**

Applicants are required to answer Questions 7-A, 7-B and 7-C to indicate that these additional requirements have been taken care of.

Applicants are required to obtain a letter of support from their YFN's supervisor, designated signatory or Leadership representative and attach that letter of support to the Fund Application. This letter of support must clearly indicate, in the text body, that their YFN was made aware of, and approved, the training project.

### **5-A Support from YFN's supervisor, designated signatory or**

#### **Leadership representative:**

- ☐ The Applicant has obtained a letter of support from their YFN. The letter was then attached to their Fund Application.
- ☐ The Applicant's letter of support clearly indicated that their YFN was made aware of, and approved, the training project.

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### **5-B Permission to Share Information**

- ☐ If this training project is approved, yes, I agree to share final content, resources, plans, reports, guides, and other final materials with the TPC in order for that information to be included in TPC Annual Reports and on the TPC's website, including Wayfinder.

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### **5-C Permission to Share Project Photos**

- ☐ If this training project is approved, yes, I agree to give the TPC permission to share project photos to potentially be included in TPC Annual Reports and on the TPC's website, including Wayfinder.

## 6. Helpful Checklist

Before Applicants submit their application, they are asked to review this helpful checklist to make sure they have completed all the necessary components.

- ☐ Have you read the Fund Application Guide?
- ☐ Did you call or email the TPC to chat about the training project for early feedback or support?
- ☐ Did you complete the “Applicant Information” on the first page?
- ☐ Did you answer Questions 1 – 4 of the Fund Application?
- ☐ Have you completed a “Training Plan” on Question 5 of the Fund Application?
- ☐ Have you completed a Training Project Budget on Question 6?
- ☐ Have you obtained a letter of support from your YFN’s Executive Director or Chief? Is that letter attached to your Fund Application?
- ☐ Did your letter of support clearly indicated that your YFN Chief and Council was made aware of, and approved, the training project?
- ☐ Did you agree to share final content, resources, plans, reports, guides, and other final materials with the TPC in order for that information to be included in TPC Annual Reports and on the TPC’s website, including Wayfinder?
- ☐ Did you agree to give the TPC permission to share project photos to potentially be included in TPC Annual Reports and on the TPC’s website, including Wayfinder?



## 7. Submitting the Fund Application

Completed application forms can be emailed to:

[tpced@tpcyukon.ca](mailto:tpced@tpcyukon.ca)

- OR -

Completed application forms can be mailed to:

ATTN: Training Policy Committee

Suite 6A – 4230 4<sup>th</sup> Avenue, Whitehorse, YT Y1A 1K1

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

(Project Contact Person)

*\* Same person as indicated on the first page of the application. \**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

(YFN Signatory)

*\* YFN Supervisor, Designated Signatory, or Leadership Representative. \**

## 8. Reporting Requirements & Funding Disbursements

The reporting requirements for each training project differ depending on the total budget amount of the project.

If the total budget amount of the training project is UNDER \$50,000, the project funds are disbursed at two different times: 90% is disbursed upon the approval of a submitted application and 10% is disbursed upon the approval of a Final Report.

Disbursement Schedule for Projects < \$50,000	Reporting Requirements	Approval Process
90% of approved total project budget	Completed Fund Application	Application submitted, reviewed and approved by YIPPTT Trustees during regular meeting.
10% of approved total project budget	Completed Final Report	Final Report submitted, reviewed and approved by YIPPTT Trustees during regular meeting.

If the total budget amount of the training project is OVER \$50,000, the project funds are disbursed at three different times: 60% is disbursed upon the approval of a submitted application, 30% is disbursed upon the approval of a Progress Report and 10% is disbursed upon the approval of a Final Report.

Disbursement Schedule for Projects > \$50,000	Reporting Requirements	Approval Process
60% of approved total project budget	Completed Fund Application	Application submitted, reviewed and approved by YIPPTT Trustees during regular meeting.
30% of approved total project budget	Completed Progress Report	Progress Report submitted, reviewed and approved by YIPPTT Trustees during regular meeting.
10% of approved total project budget	Completed Final Report	Final Report submitted, reviewed and approved by YIPPTT Trustees during regular meeting.

## 8-A Fund Progress Report Template

		For TPC Office Use Only	
		Contribution Agreement Number	
		YIPTT Motion Number	
1	Training Project Title		
	Name of YFN		
	Name of Project Partner		
	Project Contact Person		
	Contact Information	Phone:	
		Email:	
	<b>What is the progress update of your stated “Learning Objectives”?</b>		
	<b>Training Learning Objectives</b>	<b>What is the status for this Learning Objective?</b>	
	1.		
	2.		
	3.		
	4.		



5.		
	Overall, how is the training project going? Have you experienced some “lessons learned” you would like to share?	
	Are there other updates that you would like the Trustees to know about?	

## 8-B Fund Budget Progress Report

Please attach this Budget Progress Report to the 10-A Fund Progress Report

Fund Budget Template			
Training Project Budget Item	Total Approved Budget Amount	Total Amount Spent to Date	Notes
Course Tuition, Workshop, Conference Fees	\$	\$	
Educator(s) and Trainer Professional Fees	\$	\$	
Project Development & Management	\$	\$	
Un-Employed Wage Subsidy	\$	\$	
Relief Staff	\$	\$	
Space, Tools and Equipment Rental	\$	\$	
Curriculum Development	\$	\$	
Needs Assessment or Research	\$	\$	
Travel	\$	\$	



Honoraria	\$	\$	
Program Supplies	\$	\$	
Childcare for Training Participants	\$	\$	
Administrative Fees	\$	\$	
Other: _____	\$	\$	

## 9. Common Project Questions & Issues

- Successful applicants may experience challenges with the execution or completion of their projects. Some examples of common challenges include requiring an extension, not expending all of the awarded funds by the completion of the project, or the expectation that the project will be over-budget.
- Applicants are encouraged to contact TPC staff as soon as possible when challenges concerning budget and timelines arise. Staff will make their best efforts to work with the applicant in finding a solution.

**TPC staff are here to help!**

Please contact the TPC office at (867) 668-3813  
or email [tpcpolicy@tpcyukon.ca](mailto:tpcpolicy@tpcyukon.ca) for help with  
the application.