



## Yukon Indian People Training Trust (YIPTT)

# Project Application

### Applicant Information

For TPC Office Use Only	
Contribution Agreement Number	
YIPTT Motion Number	

<b>Name of Yukon First Nation(s)</b>					
<b>Training Project Partners</b> (if applicable)					
<b>Project Contact Person</b>					
<b>Position Title of Person</b>					
<b>Contact Information of Project Person</b>		<b>Phone</b>			
		<b>Email</b>			
<b>Training Project Title</b>					
<b>Total Budget Requested</b>					
<b>Proposed Training Project Dates</b>		<b>Start Date</b>			
		<b>End Date</b>			



## YIPTT Fund Information

The Yukon Indian People's Training Trust (YIPTT) 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 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.

Please read the Fund Guide before completing this application.



## The Training Policy Committee

### **TPC staff are here to help!**

Please contact the TPC office  
at (867) 668-3813 or email  
[tpcpolicy@tpcyukon.ca](mailto:tpcpolicy@tpcyukon.ca) if  
you need assistance with this  
application form.

### **1. Please describe your project:**



**2. Describe why you want to do this project and what you hope to achieve:**

**3. Describe how your project will build capacity for Yukon First Nations:**



#### 4. The “Training Plan”- how do you intend to accomplish the goal(s) of your project?

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.

1	How many people (in total) are expected to receive training during the project?	
2	Please list all the training methods and/or approaches that will be used during this training project.	
3	How will this project help YFNs participate in the economic opportunities arising from the implementation of YFN Final Agreements?	
4	What are the major learning objectives of this project? How will you know if you were successful in each objective?	
	<b>Training learning objectives</b>	<b>How will you know you were successful?</b>
	1.	
	2.	



3.		
4.		
5.		
7	How will the results and/or knowledge from your project be shared so other YFNs and YFN organizations can benefit from your learnings?	
8	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?	



(#8 continued from page 6)

## 5. Training Project Budget

Applicants are required to use the provided Budget Template.

Budget Template		
Project Budget Item	Total Cost	Comments
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: _____	\$	
Other: _____	\$	
Other: _____	\$	
<b>TOTAL BUDGET</b>	<b>\$</b>	



**Additional budget notes:**

If your project is expected to have multiple 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 of what you expect all the costs to be OVERALL.

## **6. Additional Requirements**

You have a few more additional requirements to take care of. Then you can submit the application. You are almost done!

Please obtain a letter of support from your YFN's supervisor, designated signatory or Leadership representative. Then attach that letter of support to the Fund Application.

Please ensure this letter of support clearly indicates that your supervisor/signatory was made aware of, and approved, the project.

Please complete the following questions 7-A, 7-B and 7-C to indicate that these additional requirements have been taken care of.

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### **7-A Support from Supervisor, Designated Signatory or Leadership Representative**

☐ Yes, I have obtained a letter of support. The letter is attached to this Fund Application.

☐ Yes, this letter of support clearly indicates our YFN was made aware of, and approved, the project.





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## 7-B Permission to Share Information

- ☐ If this 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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## 7-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.

## 7. Helpful Checklist

Before you submit your application, review this helpful checklist to make sure you have completed all the necessary components.

- ☐ Have you read the Fund Application Guide?
- ☐ Did you call or email the TPC to chat about the project for early feedback or support?
- ☐ Did you complete the "Applicant Information" on the first page?
- ☐ Did you answer Questions 1 – 3 of the Fund Application?
- ☐ Have you completed a "Training Plan" in Question 4 of the Fund Application?
- ☐ Have you completed a Project Budget in Question 5 of the Fund Application?



- ☐ Have you obtained a letter of support from your YFN supervisor, designated signatory or leadership representative? Is that letter attached to your Fund Application?
- ☐ Did your letter of support clearly indicated that your YFN was made aware of, and approved, the 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?



## Submitting the Fund Application

Please email completed application forms with attachments to:

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

- OR -

Mail completed application forms to:

ATTN: Training Policy Committee

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

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

(Project Contact Person)

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

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

(YFN Signatory)

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