



NGOf APPLICATION GUIDELINES

About the Fund

The Non-Government Organization Training Fund (NGOf) is a portion of the Community Training Fund (CTF), and is funded by Yukon Government's Department of Advanced Education. NGOf is administered by Volunteer Bénévoles Yukon.

Purpose

The purpose of this section of the Community Training Fund is to provide training to NGOs that will increase *organizational* capacity. Professional development (i.e., training for individual staff members that would normally be covered by an NGO's annual budget) is not covered by this fund.

Training projects could include, but are not limited to, training in the following areas:

- HR Management & Succession Planning
- Strategic Planning
- Volunteer Management
- Financial Management
- Information Management
- Communications/Marketing

This year, the NGOf allocation committee decided to provide funding to only three project applications that apply for support for strategic planning. There are no restrictions on applications that deal with other issues that enhance the development or operation of a non-profit organization.

Anticipated Results

Improved functioning/efficacy of Yukon NGOs, with enhancement of their long-term sustainability.

Project Cap

NGOf will provide a maximum of \$5,000 per project.

Project funding, only—no core/operational funding available.

Applicant Eligibility

All Yukon NGOs registered and in good standing with YG Corporate Affairs are eligible to apply for this fund. Non-profit cooperatives may also apply.

Fund Criteria

The intent of the fund is to support stand alone workshops or short-term training.

Projects must have a discernible training component and must also meet the following criteria:

- (1) There must be a demonstrable benefit to the organization as a whole.
- (2) Applications should show how the benefit will be retained by the organization.
- (3) Training must be undertaken by more than one individual from the organization.

Applicants are encouraged to demonstrate:

- Partnership between organizations (please note: project cap remains \$5,000, regardless of joint application status)
- Use of a local trainer

If you require assistance sourcing a local trainer, contact Volunteer Yukon at (867)456-4304 for access to VY's Database of Professional Consultants/Trainers.

Ineligible Training & Costs

Long-term education programs that lead to a diploma or degree, funding to acquire non-technical skills unrelated to the sector, post-secondary education, and the costs of administration and coordination of institutions are ineligible. NGOtf will not cover computer or software costs.

Scope of Fund

- Projects must be of benefit to the entire organization.
 - Projects must relate to the mandate of the organization.
 - Maximum of two applications per year per organization.
 - NGOtf will not cover all project costs (max 90%), nor pay for capital purchases.
 - NGOtf will not cover an organization's normal operating costs or administrative costs.
 - NGOtf will not fund projects retroactively (i.e., after the expenses have been incurred).
 - If an application for training includes travel, the fund will only consider the most direct and economical route. The fund will not cover car rental unless it is demonstrated that this is necessary.
 - NGOtf will give preference to local trainers, unless it is demonstrated that it is necessary to source an Outside trainer.
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How to Apply

Download the NGOtf Application Form from www.volunteeryukon.ca.

Applications should consist of the Application Form and letters of support from partner organizations (if any). Please ensure you include all funding sources in your project budget.

Training projects that have been carefully researched prior to application have a greater chance of approval. If you require assistance with any aspect of the application, please contact Volunteer Yukon well in advance of the application deadline.

Finance & Reporting

Applicants must cover a minimum of 8% of total project costs. Acceptable in-kind costs include:

- contributed labour (at \$20/hour or established rate of pay)
- donated venue space
- donated support materials
- donated food
- donated advertising costs

10% of approved project funding will be held back and released upon receipt and approval of your final report. A template for the final report will be provided to successful applicants.

Final reports will include:

- A variance analysis of actual versus projected budget.
 - Evaluation forms from participants (provided to successful applicants before project implementation).
 - A written evaluation of the project using the measures of success described in the original application.
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Travel and Meals

A standard per diem and travel rate shall apply:

1. Full Days on Travel Status

The total daily amount claimed up to a maximum of:

Yukon	\$87.65
NWT	\$96.50
Nunavut	\$115.45
Rest of Canada	\$74.25
Alaska	\$87.65 USD
Rest of USA	\$74.25 USD
All rates are in Canadian funds unless otherwise stated	

2. Partial Days on Travel Status

The amount claimed up to a maximum of:

	Breakfast	Lunch	Dinner
Yukon	\$ 15.20	\$15.20	\$45.75

NWT	\$ 16.10	\$16.65	\$ 52.25
Nunavut	\$ 19.90	\$26.95	\$ 57.10
Rest of Canada	\$ 13.60	\$12.85	\$ 36.30
Alaska	\$ 15.20 USD	\$15.20 USD	\$ 45.75 USD
Rest of USA	\$ 13.60	\$12.85	\$ 36.30 USD
All rates are in Canadian funds unless otherwise stated			

3. Incidental Expenses

-In Canada \$11.50

-In USA \$11.50 USD

4. Distance Allowance for Private Vehicle

-61 cents per kilometer

-Minimum daily rate for mileage for \$2.35