

NGOf Guidelines

NGOf Funding Objectives

The aim of this program is to enable Yukon based non-governmental organizations (NGO's) and non-profit organizations to strengthen their organizational capacity through training initiatives offered to employees, board members and representatives.

Organizational capacity is defined as the internal policies, arrangements, procedures and frameworks that allow an organization to operate and deliver on its mandate. It represents the ability of an organization to perform functions, solve problems, and set and achieve objectives in a sustainable manner. Organization capacity encompasses the following items:

- **Leadership Capacity:** the ability of all organizational leaders to create and sustain the vision, inspire, model, prioritize, make decisions, provide direction, and innovate, all in an effort to achieve the organizational mission.
 - **Management Capacity:** the ability of an organization to ensure the effective and efficient use of organizational resources, including HR and financial management.
 - **Technical Capacity:** implies that the organization has the skills, tools and facilities to deliver its programs and manage its operations such as program design and evaluation, fundraising, marketing, etc.
 - **Adaptive Capacity:** the ability of an organization to monitor, assess, respond to and create internal and external changes.
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Eligible Applicants

An eligible non-profit organization is Yukon based and must meet the following requirements:

- Registered non-profit societies and charitable organizations; and
- In compliance with requirements for registration under the *Yukon Societies Act*.

In addition, no organization can receive funding if they currently have a project that has not completed final reporting from a previous project.

Preference is given to projects that deliver training to multiple NGO partners. While the NGOf may have more than one call for applications per fiscal year (April to March), only one project per organization can be funded each fiscal year.

Ineligible Applicants

The following types of organizations are not eligible for funding:

- For-profit businesses;
- Governments (Federal, Territorial, Municipal and First Nations);
- Organizations that have been registered with Yukon Corporate Affairs for less than one continuous year; and
- Religious organizations.

Eligible Participants

- Staff, Board members, volunteers and representatives of the organization.

We encourage NGO's to apply in partnership with other organizations and to propose training projects that include a variety of participants (staff, board members etc.).

Eligible Expenses and Budget Categories

Expenses for short term training activities that enhance the skills, abilities, processes and resources required by staff, board members and representatives to realize the goal and mission of the organization. The following are examples of eligible expenses:

Training Fees

- Third party professionals¹ delivering the training or training materials to the participants.

Travel Expenses

- Includes transportation, meals and accommodation within the Yukon;
- Travel per diems are limited to the maximums listed within the most recent Yukon Government Travel Rates;
- Vehicle rental is not covered unless the applicant demonstrates the necessity;
- Travel costs cannot exceed 50% of the application budget; and
- Travel expenses are only for travel within the Yukon to bring people from one community to another to attend the training.

Cash and/or In-Kind Donations

- Labour that is not part of the normal activities of the position (e.g. outside the job description);
- Donated materials or resources such as venue space usually rented; and
- Training workshop supplies such as printed materials, food advertising costs etc.

Ineligible Expenses

- Training activity that has already occurred (retroactive);
- Orientation to employer procedures and practices, on-the-job training or other training usually conducted in the course of an employer's business;
- Training already supported through federal, territorial, municipal or First Nations programs;
- Conferences and Annual General Meetings;
- Courses for the purpose of obtaining a diploma and/or degree;
- Casual or recreational training courses;
- Professional development courses;
- Student union fees or union dues;
- Training for-profit;

¹ Contact VBY for information on the Database of Professional Yukon Consultants / Trainers.

- Training for non-technical skills unrelated to the sector;
- Travel into or out of the Territory; and
- Wages for staff.

Examples of Eligible Training

Examples of training initiatives include, but are not limited to:

- Management and Succession Planning
- Strategic Planning (maximum of 3 Strat Plan projects per year)
- Volunteer Management
- Recruitment and Retention
- Financial Management
- Information Management
- Communications and Marketing
- Policy Development
- Board Training
- Risk Management
- Health and Safety
- Governance
- Innovation
- Fundraising
- Conflict Management

The proposal must be typed and include the following:

- A clear description of the organization's capacity need or issue;
- A clear explanation of how the training initiative proposed relates to the organization's need or issue;
- The expected results of the training initiative, including its sustainability component;
- A detailed budget, including at least one quote from a consultant for delivering the training initiative;
- The time frame in which the training will occur; and
- The number of training participants. *Note that more than one individual must undertake the training activity.*

Expected Results

Applications must indicate the anticipated training outputs and outcomes, such as:

- Number of participants trained;
- Resources and documents resulting from the training;
- Immediate or intermediate changes expected as a result of the training (e.g. change in awareness, knowledge, skills or behaviour);

- Benefits for the organization; and
- Benefits for the community.

Budget

The proposal must include a budget to support the training activities and meet the following requirements:

- The maximum eligible NGOTf funding for any proposal, regardless of joint application status, is \$5000 per project;
- The organization must contribute at least 10% of the total project cost in the form of cash and/or in-kind funding;
- NGOTf will fund up to a maximum of 90% of the total project cost; and
- NGOTf will cover workshop expenses, training fees and travel expenses only.

How to Apply

Applicants must complete the online application and project budget forms and submit them to Volunteer Benevoles Yukon (VBY). Contact VBY if you require a hard copy of the application mailed to you.

VBY aims to respond to applications as quickly as possible, committing to a response within 3 weeks of the application submission date.

Application Deadline

Please communicate with the executive director at executivedirector@volunteeryukon.ca to find out the next NGOTf call for applications.

How Applications Will Be Evaluated

The NGOTf Allocation Committee will evaluate proposals based on the proper demonstration of need, relevance and significance of the proposed training activity, availability of funding and effective management of previous NGOTf projects (in any). Please refer to the Allocations Committee [Terms of Reference](#).

Successful Applicants

Applicants will be contacted via email following the Assessment. Successful applicants will enter into a Funding Agreement with VBY that will outline the terms of the funding, including payment schedule, and reporting requirements. Upon signing the agreement, VBY will disburse 90% of the funding amount. The remaining 10% will be disbursed upon receipt of the final report.

The final reports **must** include the following documents:

- [Final Report Form](#): digital form for written evaluation of the training project using the measures of success described in the original proposal;
- [NGOTf Financial Report](#) Spreadsheet.