



NGO Training Fund (NGOtf) Application Guidelines

Overview

The NGO Training Fund (NGOtf) strengthens the capacity of Yukon-based non-profit organizations by funding short-term training initiatives. The training must be offered to the volunteers, Board members, staff, etc of the organization and have lasting benefits to the organization.

Acknowledgement

NGOtf is funded by the Government of Yukon Department of Economic Development and administered by Volunteer Bénévoles Yukon (VBY). Funding applications are reviewed by the NGOtf Allocation Committee.



NGOtf Dates

| | FALL INTAKE | SPRING INTAKE |
|--|---|---|
| Application deadline including all required documentation | September 18 | March 19 |
| Decision by Allocation Committee/ Notification by VBY | September 30 | March 31 |
| Project dates | October 1 - March 15 | April 1 - September 30 |
| Final Report deadline | within 3 weeks of project completion | within 3 weeks of project completion |



Funding

The maximum NGOf funding for any request, regardless of joint application status, is \$5,000 per project AND

The maximum NGOf funding for any organization applicant is \$5,000 per fiscal year.

Eligible Applicants

- Any Yukon-based non-profit organization in compliance as a registered Yukon Society.
- An applicant can apply for funding in both intakes, but funding cannot exceed \$5,000 in the same fiscal year.

Ineligible Applicants

- Individuals, businesses and governments;
- Clubs, organizations and associations that are not registered or not in compliance with Yukon Societies; or
- Religious organizations.

NGOf Funding Objectives

By funding training activities, the NGOf expands the capacity outcomes for organizations including:

- Build Leadership Capacity - the ability of 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.
- Build Management Capacity - the ability of an organization to ensure the effective and efficient use of organizational resources, including HR and financial management.
- Build Technical Capacity - 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.
- Build Adaptive Capacity - the ability of an organization to monitor, assess, respond to and create internal and external changes.

Eligible Training

Any training activities that enhance the skills, abilities, processes, and resources required by the team to realize the mission and goals of the organization.

Examples of training topics include:



- Team management and succession planning
- Volunteer management
- Recruitment and retention
- Financial management
- Information management
- Communications & marketing
- Strategic planning

Examples of training session types include, but are not limited to:

- Workshops
- Learning presentations
- Instructor-led lectures
- Facilitator-led planning sessions
- Group/team discussions or activities
- Hands-on training

Budget

The maximum eligible NGOTf funding for any request is \$5,000 per project AND the maximum eligible NGOTf funding for any applicant is \$5,000 per fiscal year.

Eligible Expenses

Eligible NGOTf expense categories include:

| | |
|--------------------------|--|
| <i>Professional Fees</i> | Third-party training professionals delivering the training or training material to the participants). |
| <i>Training Expenses</i> | Includes supplies, printed materials, zoom fees, venue rental, etc. |
| <i>Travel Expenses</i> | Includes transportation, meals and accommodation, and travel per diem for travel between Yukon communities for purposes of training. * Not to exceed 50% of funding requested. ** Limited to maximums listed within the most recent Yukon Government " Travel Rates ." *** Vehicle rental is not covered unless the applicant demonstrates the necessity. |

Ineligible Expenses

- Training activity that has already occurred
- Training already supported/ funded by government programs (including federal, territorial, municipal or First Nations)
- Conferences and meetings



- Courses for the purpose of obtaining a diploma and/or degree
- Professional development courses
- Student union fees or union dues
- Training for non-technical skills unrelated to the sector

Expected Results

The application must indicate the results of the training such as:

Outputs

- Number of participants trained
- Total number of training hours
- Resources and documents such as frameworks, plans, tools and templates developed

Outcomes or benefits

- Change in awareness, knowledge, skills or behavior
- How the training's benefits will be retained by the organization

How to Apply

Applicants must complete the online Application Form and submit it to VBY by the deadline. Contact VBY if you require a hardcopy of the application to complete.

The NGOf Allocation Committee will evaluate applications based on the clear demonstration of need, activities and intended results of the proposed training activity.

Application Preference

Available funding is limited and some intakes may have a large number of applications. Where application requests exceed available funds, preference may be given to:

- Projects that will deliver training to a large number of participants;
- Applicants that have shown effective management of previous NGOf funded projects;
- Applicants that have not received any funding within the same fiscal year.

Application Decision

VBY will respond to applications as quickly as possible and has a business standard of committing to a response by the outlined decision dates. All applicants will be emailed the decision by the Allocation Committee regarding their projects. .



Funding Agreement

Successful applicants will enter into a Funding Agreement with VBY that outlines the terms of the funding, including payment schedule and reporting requirements.

Payments

Upon signing of the agreement, VBY will disburse 90% of the funding amount with the remaining 10% disbursed upon receipt of the final report.

Reporting

The Final Report is due within 3 weeks of training project completion and will include::

- Training results
 - Outline of the training that took place
 - A summary of participants and number of training hours completed
 - What resources and documents were developed
 - What outcomes were created for the organization and team
 - How benefits will be retained by the organization and team
 - Rating of the training initiative
- Comments and feedback on the NGO's funding benefits and process

Contact

For additional information, questions or assistance, please contact VBY.

Phone 867-456-4304

Email: office@vounteeryukon.ca