



## 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
<b>Application deadline</b> including all required documentation	September 15	March 17
<b>Decision</b> by Allocation Committee/Notification by VBY	September 29	March 31
<b>Project dates</b>	October 1 - March 30	April 1 - September 30
<b>Final Report deadline</b>	within 2 weeks of project completion	within 2 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 NGOf funding for any request is \$5,000 per project AND the maximum eligible NGOf funding for any applicant is \$5,000 per fiscal year.

### **Eligible Expenses**

Eligible NGOf 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 " <a href="#">Travel Rates.</a> " *** 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

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