



NGO Training Fund (NGOtf) Application Guidelines

Overview

The NGO Training Fund (NGOtf) supports Yukon-based non-profit organizations by funding short term training initiatives that strengthen organizational capacity. The fund is intended to support training that improves how organizations are governed, managed, and operated, and that contributes to their long-term effectiveness and sustainability. Funded training must be clearly linked to the organization's mandate and operational needs and must provide lasting benefits beyond the immediate training period.

Training may be offered to staff, volunteers, board members, or other individuals directly involved in the organization's work, where the training strengthens internal capacity and supports the organization's ability to deliver programs, services, or community impact in Yukon.

Acknowledgement

The 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.



Funded organizations are encouraged, but not required, to acknowledge the support of VBY in training materials, reports, or public communications related to the funded activity, where appropriate.



NGOtf Dates

	Spring Intake	Fall Intake
Intake Period Opens	4th Monday of March	4th Monday of July
Application Deadline including all required documentation	2nd Friday of April	2nd Friday of August
Decision by Allocation Committee	Within two weeks of the application deadline	Within two weeks of the application deadline
Notification by VBY	By the end of April	By the end of August
Project Dates	May 1 to October 31	September 1 to February 28
Final Report Deadline	Within two weeks of project completion	Within two weeks of project completion

Funding

The maximum funding available through the NGOtf is \$5,000 per project. An organization may receive a maximum of \$5,000 per fiscal year, regardless of the number of applications submitted or whether applications are submitted jointly.

Eligible Applicants

- any Yukon-based non-profit organization registered and in good standing as a Yukon Society
- organizations may apply in both intake periods, provided total funding received through the NGOtf does not exceed \$5,000 within the same fiscal year

Ineligible Applicants

- individuals, businesses, and governments
- organizations that are not registered or not in good standing as Yukon Societies;
- religious organizations



NGOtf Funding Objectives

By funding training activities, the NGOtf supports organizational capacity development, including:

- leadership capacity, including governance, decision making, strategic direction, and leadership practices
- management capacity, including effective use of organizational resources, human resources, and financial management
- technical capacity, including skills, tools, and systems required to deliver programs and manage operations such as program design, evaluation, fundraising, and communications
- adaptive capacity, including the ability to assess, respond to, and manage internal and external change

Eligible Training

Eligible training includes activities that strengthen skills, knowledge, processes, or resources required to achieve organizational goals.

Examples of eligible training topics include:

- team management and succession planning
- volunteer management
- recruitment and retention
- financial management
- information management
- communications and marketing
- strategic planning

Examples of eligible training formats include, but are not limited to:

- workshops
- instructor led or facilitator led sessions
- planning or strategy sessions
- group or team-based learning activities
- hands on trainin



Budget

The maximum eligible funding through the NGOf is \$5,000 per project and \$5,000 per organization per fiscal year.

Eligible Expenses

Eligible NGOf expense categories include:

<i>Professional Fees</i>	Third party trainers or facilitators delivering training or training materials.
<i>Training Expenses</i>	Supplies, printed materials, virtual platform fees, venue rental, and other direct training delivery costs.
<i>Travel Expenses</i>	Transportation, accommodation, meals, and per diem for travel between Yukon communities for training delivery purposes. *not to exceed 50% of the funding requested. **limited to the maximums set out in the most recent Yukon Government Travel Rates . ***vehicle rental is not covered unless the applicant demonstrates necessity.

Ineligible Expenses

- training activities that have already occurred
- training supported by other government funding programs, including federal, territorial, municipal, or First Nations programs
- conferences and meetings
- courses leading to a diploma or degree
- professional development or certification courses
- student union fees or union dues
- software subscriptions, licenses, or ongoing service fees
- professional association memberships, certification fees, or dues
- training unrelated to the non-profit sector



Expected Results

Applications must indicate expected results of the proposed training, including:

Outputs:

- number of participants trained
- total number of training hours delivered
- resources or documents developed, such as frameworks, plans, tools, or templates

Outcomes:

- changes in knowledge, skills, awareness, or practice
- how the organization will retain and apply the benefits of the training

How to Apply

Applicants must complete and submit the online application form to VBY by the published deadline. Applicants who require a paper copy or additional support may contact VBY. Applications are reviewed by the NGOtf Allocation Committee based on demonstrated organizational need, relevance of the proposed training, and expected outcomes.

Application Preference

When demand exceeds available funding, preference may be given to:

- projects that deliver training to a larger number of participants
- organizations that have demonstrated effective management of previous NGOtf funded projects
- organizations that have not received NGOtf funding within the same fiscal year or in previous intakes
- organizations that deliver training in partnership with one or more other organizations

Application Decision

VBY will notify all applicants of funding decisions by the published notification dates. Decisions are based on the recommendations of the NGOtf Allocation Committee. **Funding Agreement**

Successful applicants will enter into a Funding Agreement with VBY that sets out the terms and conditions of the funding, including payment schedules and reporting requirements.

Payments

Upon signing the Funding Agreement, VBY will disburse 90% of the approved funding



amount. The remaining 10% will be released after the final report has been received and approved.

Reporting

The Final Report is due within two weeks of training project completion and must include:

- training results, including:
 - an outline of the training activities delivered
 - a summary of participant numbers and total training hours completed
 - a description of resources or documents developed
 - an overview of outcomes achieved for the organization and team
 - an explanation of how training benefits will be retained by the organization;
 - a rating of the training initiative
- comments and feedback on the value of NGOf funding and the application, reporting, and administration process.

Organizations are encouraged to collect participant feedback using the NGOf participant exit survey. The survey may be downloaded from the VBY website or requested directly from VBY. Submission of completed surveys is optional and may be used to support program learning and improvement.

Non-compliance

Organizations that receive NGOf funding and fail to submit a final report, do not respond to reasonable follow up, or do not return unspent or ineligible funds may be deemed ineligible for future NGOf funding for a period of up to three years.

Contact

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