



NGO Training Fund (NGOtf) Allocations Committee Terms of Reference

Purpose

The purpose of the Allocation Committee is to receive, review, and recommend applications for funding under the NGO Training Fund (NGOtf).

The Committee supports the consistent and fair application of the NGOtf Guidelines and provides funding recommendations to Volunteer Bénévoles Yukon (VBY).

The Committee operates in accordance with the NGOtf Guidelines and the funding agreement between VBY and the Government of Yukon, Department of Economic Development.

Acknowledgement

The NGO Training Fund is funded by the Government of Yukon, Department of Economic Development, and administered by Volunteer Bénévoles Yukon (VBY).

The Allocation Committee acknowledges the financial support of the Government of Yukon.



Committee Make-Up

The Allocation Committee consists of the VBY Executive Director, acting as Committee Chair, and volunteer Committee members drawn from the Yukon non-profit and community sector.

Volunteer Committee members commit to participating for the duration of the intake and final decision process for each funding round.

The Committee Chair participates in discussion and process oversight but does not score applications.



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

Meetings

The Committee meets for each fall and spring intake between the application deadline and the decision dates set out above.

Meetings may be held in person or virtually, at the discretion of the Committee Chair.

Quorum

A quorum consists of a simple majority of Committee members who score applications. The Committee Chair does not count toward quorum. Where the Committee consists of three members, quorum is achieved with two scoring Committee members present.

Conflict of Interest

Committee members who are involved with an organization that applies for NGOtf funding or will be contracted to provide training under an application must declare a conflict of interest and remove themselves from the review and discussion of that application.

Examples of a conflict of interest include, but are not limited to:

- being employed by the organization
- serving as a board member or volunteer of the organization



- having any relationship that may reasonably be perceived as influencing impartial judgment

Confidentiality

Committee members must treat all application materials, deliberations, assessments, and funding recommendations as confidential and must not disclose information outside the Committee process.

Applications

Applicants submit a completed Application Form, including the project budget and required documentation, to VBY by the published deadlines.

The NGOf Guidelines are made available to all eligible Yukon non-profit organizations.

Application Assessment Criteria

The Allocation Committee evaluates applications based on demonstrated organizational need, relevance and significance of the proposed training, expected outcomes, availability of funding, and effective management of previous NGOf funded projects, where applicable.

The Committee Chair is responsible for confirming that applications presented to the Committee are complete and for identifying any eligibility issues that may affect an application.

Applications are assessed by Committee members. The Committee Chair does not score applications.

Each application is assessed against the eligibility and project criteria set out in the NGOf Guidelines.

Expected Results

Applications are expected to identify anticipated training outputs and outcomes, including:

- number of participants trained
- resources or documents resulting from the training
- expected changes in knowledge, skills, awareness, or practice
- benefits to the organization
- broader benefits to the Yukon community sector



Assessment Process

Committee members assess each application using a standardized evaluation form to ensure consistency.

Each Committee member submits a completed evaluation form, including a score and funding recommendation or rationale for decline, to the Committee Chair following the allocation meeting.

Where clarification is required to complete an assessment, the following process applies:

- the Committee requests the Chair to seek clarification from the applicant
- VBY communicates the questions or concerns to the applicant
- the applicant provides a written response
- the Committee Chair maintains a record of the communication in the applicant file

Funding Decisions

Funding recommendations are based on the assessments completed by the Allocation Committee.

Following receipt of Committee recommendations, the Committee Chair determines final allocation amounts based on the total funding available and the number of eligible applications.

Funding decisions are guided by the following conditions:

- the total funding allocated does not exceed the available NGOf budget
- no organization receives more than \$5,000 in a fiscal year
- all approved applications meet the NGOf Guidelines

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

- projects delivered in partnership with other organizations
- projects benefiting a larger number of participants
- organizations that have not received NGOf funding in the same fiscal year
- organizations that have demonstrated effective management of previous NGOf projects

Additionally, the Committee Chair has the authority to manage situations where total funding requested exceeds available funding by:



- granting partial funding to all successful applicants so that each organization receives some funding and the total amount of available funding is fully allocated
- denying funding to one or more successful applicants if the total amount of funding requested exceeds the amount of funding available

Funding Agreements

The Committee Chair prepares a Funding Agreement for each successful applicant, issues the agreement for signature, and maintains signed agreements in a secure location.

Payments

Payments are issued only after the Funding Agreement is signed by both parties.

Successful applicants receive 90% of the approved funding upon execution of the agreement. The remaining 10% is released following receipt and approval of the Final Report.

Reporting

Funded organizations are required to submit a Final Report within two weeks of training project completion.

The Committee Chair reviews Final Reports to confirm that required information has been provided and that the training was completed as approved, and authorizes release of the final payment holdback.

Records

The Committee Chair maintains records of applications, evaluation forms, funding decisions, and related correspondence in accordance with VBY record retention practices.

Contact

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