



ABOUT THE FUND

The Heritage Training Fund (HTF) is funded by the Department of Education, Advanced Education and is administered by the Yukon Historical & Museums Association. Applications are reviewed by a committee of up to five members representing heritage sectors and are assessed based on eligibility, merit and an ability to meet fund criteria.

THE PURPOSE OF THE HERITAGE TRAINING FUND IS TO:

- Fund short-term training which will advance and enhance Yukon independent heritage workers, groups, and collectives of workers' capacity to obtain or create employment;
- Provide prospective employers with a better trained heritage labour force.

EXPECTED RESULTS OF FUNDING:

- To increase the number of people with the skills necessary to obtain work in heritage sectors;
- To retain heritage workers by providing them with funding assistance in order to access training opportunities critical for job satisfaction and labour market competitiveness;
- To provide human resources which enable the Yukon to develop its heritage resources professionally and at a world class level;
- To support training which increases opportunities for Yukon heritage workers to obtain employment and diversify their income in heritage sectors whether locally, nationally or internationally;
- To develop capacity and long term sustainability in heritage sectors, providing Yukon heritage employers with an employable workforce trained to meet their needs.

ELIGIBILITY

Eligible applicants are:

- Individuals, businesses, collectives, not-for-profit heritage associations or organisations engaged in the work of a heritage sector;
- Yukon residents who are Canadian citizens or Landed Immigrants;
- Prepared and able to invest a minimum of 10% financial equity of the total eligible costs.

Heritage sectors supported:

- Heritage e.g. archaeology, palaeontology, toponymy, scientific research, oral history, traditional knowledge, conservation, heritage sites.
- Archives.
- Museums and interpretative/cultural centres, both physical and virtual.

Eligible training:

- Training may be short, formal courses and workshops, job-shadowing, mentoring, informal apprenticeships and internships, or combinations of these.
- The term “training” *does not* refer to long term education programs such as those which lead to a diploma or degree. The HTF will fund courses that are part of a degree program but will not fund an individual to complete an entire degree or diploma; additionally, preference will be given to those who have not completed the degree or diploma to which the course is related.
- The HTF is not intended for board development, training of government employees, funding individuals and groups to acquire non-technical skills unrelated to the sector, funding for post secondary education, nor for the administration/co-ordination of institutions, organisations, or projects.

Scope of fund:

- Applications must relate to a heritage sector in order to be considered for approval.
- Applications must build upon the applicant’s existing competencies and proficiencies which benefit a heritage sector labour market need in order to be considered.
- Maximum of two applications a year per applicant.
- Maximum of two applicants per institution per course will be given priority, additions will be considered based on course and funding availability.
- All international travel will be adjudicated by HTF Adjudication Committee and YTG Advanced Education.
- The full extent of a formal education program, such as a degree or diploma, will not be funded.
- A letter of support by a heritage sector employer is preferable.
- The HTF will not cover all associated costs (max. 90%) nor pay for the purchase of equipment or software.
- Applications for outside training will not be funded if equal training opportunities exist locally.

- If an application for training includes travel, the fund will only consider the most direct route and economical travel; will not consider expenses such as car rental unless it can be demonstrated as necessary to the project; will not consider undefined budget items such as incidentals or contingencies.
- Permanent Government employees may not access the fund.

ELIGIBLE EXPENSE CATEGORIES & DEFINITIONS

Category	Definition
Professional Fees	Third party professionals providing a service to the project directly to project participants (e.g. guest instructors).
Registration/Tuition Fees	Payments made to or for an individual participant for the purpose of procuring formal training provided by a training institution.
Honoraria	Services provided by third party professionals or non-professionals with whom there is no service contract (e.g. mentoring).
Transportation	Commuting costs (public transit, personal vehicle mileage, taxi, etc.).
Travel	Planned travel costs provided to the participant as part of the project. Includes flights, per diems, accommodations, etc. Eligible only where there is a specific, dated travel plan in the project activities.
Dependent Care	Payments for professional child care services provided by a certified child care provider, paid either to the participant or directly to the child care provider. Eligibility restricted to unemployed participants.
Incremental Supports	Any project related supports required during the project that are specific to the project activity, such as books, supplies, safety clothing (required project costs other than tuition). Eligibility restricted to unemployed participants.
Living Expenses	Supports provided during the project that assist Participants with basic living expenses. Differs from stipends in that it is normally negotiated as needed, and not a regular 'payroll' type expense. Eligibility restricted to unemployed participants.
Disability-Related Supports	Payments to support expenditures associated with a disability whether the payment is made to the participant for the purpose, or paid directly to the disability-related support provider. Includes participant supports such as note takers, sign interpreters, etc. Eligibility restricted to participants with disabilities.

Related definitions:

- *Disability:* A physical or mental condition or health problem that restricts the performance of a person's significant life activities for an extended period of time or on a recurring or intermittent basis.
- *Unemployed:* Individuals who:
 - are not working at all (i.e. not in an employer/employee relationship and not Self Employed); OR
 - are working less than an average of 20 hours per week and are seeking full time employment; OR (in the case of persons with disabilities)
 - are unable to work full-time AND are seeking to increase employment; OR
 - are in receipt of notice of imminent lay-off or must leave their current occupation

HOW TO APPLY

◆ Read the guidelines thoroughly and be sure to contact the HTF advisor to discuss eligibility before applying. To apply, submit the following:

1. A complete budget for the training project which includes:
 - the total projected expenses of the training and the distribution of these costs,
 - identification of other sources of funding, if these exist,
 - the extent and nature of the applicant's contribution (min. 10%).
2. A completed Application Summary form,
3. A written proposal which addresses the following:
 - the nature of the training requested,
 - the rationale for the training, how the training meets the expected results of the fund,
 - how the success of the training will be measured,
 - how the individual applicant's qualifications and background qualify the applicant,
 - the ways in which the applicant intends to report the benefits of the proposed training over and above a report to the Adjudication Committee (e.g. conducting a Brown Bag Lunch session, an article in a professional newsletter, a presentation to a group of youths aspiring to work in a heritage sector),
 - evidence of prior approval from the institution or individual conducting the training (whenever possible and reasonable); and
 - a demonstration of future employment opportunities – this could be in the form of a letter of support from a potential, or current, heritage sector employer and/or representative stating the applicant's suitability and benefit to the Yukon.

EVALUATION OF APPLICATIONS

Applications will be accepted at any time, to be assessed quarterly (July, Oct, Jan, April). Funds will not be provided retroactively from the date of assessment, so applicants are encouraged to plan ahead and apply early. All applications will be treated equally and evaluated on merit. Criteria for evaluation will include:

- The significance of the training activity;
- The ability of the applicant to realise the objectives of the proposed training; and
- Evidence of the applicant's high degree of commitment to a heritage sector.
- Funding preference will be given to projects that benefit more than one person, company or organisation and that demonstrate results in business growth or employment opportunities.

Applications will be assessed by committee:

- The Adjudication Committee will have the primary responsibility of selecting successful applications and evaluating final reports,
- Will be comprised of a maximum of five members representing heritage sectors,
- Will have the ability to convene technical teams drawn from Yukon Government Heritage Resources, Archives, and Museums staff to assist in making their decisions.
- The Yukon Historical & Museums Association will manage the funds and will provide administrative support and co-ordination services to the Heritage Training Fund.

FINANCE AND REPORTING

- Successful applicants will be notified by letter and may request up to 90% of approved funding upon submission of an invoice.
- Approved funding represents the maximum payable based on the budget submitted, but final payment will depend on an accurate accounting for the actual project costs, percentage of applicant's contribution or other revenues.
- A written final report, an evaluation and a financial statement for the project are required in order to receive the balance of funding. Financial report should include original receipts for all expenses other than personal vehicle mileage and per diems, or a signed affidavit. A Claim Form will be provided, attached to commitment letter.
- Failure to meet these reporting requirements may result in the applicant being required to reimburse the Heritage Training Fund of any, or all, amounts advanced.

FOR MORE INFORMATION OR TO APPLY

Please contact the Yukon Historical & Museums Association. Applicants are encouraged to consult before applying.

YHMA Executive Director, HTF contact
Tel: (867)667-4704 / Fax: (867)667-4506
E-mail: info@heritageyukon.ca

For your information:

You may wish to check the following sites for training opportunities:

www.chin.gc.ca

Canadian Heritage Information Network (CHIN) fosters sound management of the knowledge and collections developed by museums and to provide public access to that knowledge through a national inventory of museum collections across the country.

www.museums.ca

The Canadian Museums Association (CMA) is the national organisation for the advancement of the Canadian museum community. It exists to unite, represent and serve museums and museum workers across Canada.

Check out the CMA's Bursary Programme at:

C:\WIN95\TEMP\Canadian Museums Association Bursary Program Introduction and Contents page.htm

Or information on Museum studies at:

www.museums.ca/museumstudies/introweb.htm