



# APPLICATION SUMMARY

INCLUDE COMPLETED FORM  
WITH YOUR PROJECT PROPOSAL

TRAINING/PROJECT NAME & PROVIDER:	<input type="text"/>	
TRAINING DATES:	<input type="text"/>	
TRAINING LOCATION:	<input type="text"/>	
NAME OF APPLICANT:	<input type="text"/>	
NAME OF CONTACT:	<input type="text"/>	
MAILING ADDRESS:	<input type="text"/>	
PHONE:	<input type="text"/>	FAX: <input type="text"/>
E-MAIL:	<input type="text"/>	
TOTAL PROJECT BUDGET:	<input type="text"/>	FUNDING REQUESTED: <input type="text"/>

ARE YOU A YUKON-BASED INSTITUTION? NO  YES   
HAS YOUR INSTITUTION APPLIED TO HTF IN THE LAST YEAR? NO  YES

*To help encourage participation and share lessons learned, YHMA may publish excerpts of final reports in its newsletter or online. Confidential personal information will not be released.*

I consent to the use of information for YHMA promotional purposes.

*Please submit this form along with written proposal, budget, and letter(s) of support to:*

YHTF  
Yukon Historical & Museums Association  
3126 Third Avenue  
Whitehorse YT Y1A 1E7

E-mail: [info@heritageyukon.ca](mailto:info@heritageyukon.ca)

Tel: (867) 667-4704

Fax: (867) 667-4506



# WRITTEN PROPOSAL

- 1. Training/project name & provider:**
- 2. Dates & location of training:**
- 3. Briefly describe the training proposed in this application:**
- 4. How many heritage sector workers are expected to participate in the training?**
- 5. List the major benefits/results this training will provide:**
- 6. Rationale for training:**

**7. How does this training meet the criteria of the Heritage Training Fund?**

**8. How will the success of the training be measured?**

**9. How will this training increase participants' employability in the heritage sector?**

**10. In addition to the final report, how will you report the benefits of this training?**

**Complete Application Checklist:**

- Completed application summary
- Written proposal
- Budget including all eligible expenses and revenue for project
- Letter(s) of support from a heritage sector employer



# PROJECT BUDGET

Refer to the HTF Application Guide for eligible expense category definitions and restrictions. You may add or delete budget lines as applicable. Please contact the Fund Administrator for budget assistance.

Mileage, per diem, and private accommodation expenses are limited to the maximums laid out in the current Yukon Government Travel policy, available at [www.finance.gov.yk.ca](http://www.finance.gov.yk.ca) under "Get it and go." Please note that your budget may be adjusted if new rates applicable to your project's timeframe are released after submission of your application.

Full day per diem rates include incidental expenses and may not be applied to partial travel days; include only applicable meal rates for partial travel days (i.e. days on which you depart from or arrive home).

EXPENSES	DETAILS	AMOUNT
PROFESSIONAL FEES		
REGISTRATION/TUITION FEES		
HONORARIA		
TRANSPORTATION		
Personal Vehicle Mileage		
Taxi, Public Transit, Ferry, Etc.		
TRAVEL		
Flights and Luggage Fees		
Accommodations		
Per Diem		
Other (please specify)		
RESTRICTED EXPENSES (please specify)		
Dependent Care		
Incremental Supports		
Living Expenses		
Disability-Related Supports		
<b>TOTAL COST</b>		
<b>-10% (MINIMUM) CONTRIBUTION</b>	<b>APPLICANT</b>	
	<b>OTHER FUNDING SOURCES</b>	
<b>TOTAL REQUESTED FROM HTF (MAXIMUM 90%)</b>		