Community Training Fund: Regional and Sectoral

PROGRAM GUIDELINES
Yukon Education - Labour Market Programs and Services

For use by organizations and committees designated to manage the Regional and Sectoral Community Training Funds.

Version: May 2014
# Table of Contents

1. Community Training Fund – Program Description ................................................................. 2  
   Objective ................................................................................................................................ 2  
   Eligible Recipients ................................................................................................................ 2  
   Training Fund Committee ...................................................................................................... 2  
   Eligible Beneficiaries ............................................................................................................ 2  
   Training Fund Policy ............................................................................................................. 3  
   Transfer Payment Agreement (TPA) ................................................................--------------- 3  
   Key Principles ..................................................................................................................... 3  

2. Developing a Regional or Sectoral Training Fund Application ............................................ 3  
   Training Fund (Project) Description: Objective ................................................................... 4  
   Participants: Targeted Individual Beneficiaries .................................................................. 4  
   Training Fund (Project) Activities: Activities and Expected Results ................................. 4  
   Training Fund (Project) Budget ............................................................................................ 5  
   Budget Categories .............................................................................................................. 6  
   Ineligible Expenditures ....................................................................................................... 7  
   Supporting Documentation ................................................................................................. 8  

3. Submitting Your Application .................................................................................................. 8  

4. Managing Your Regional or Sectoral Training Fund ............................................................ 9  
   Reporting Requirements ...................................................................................................... 9  

5. Contact Information ............................................................................................................. 10  

6. Terminology ....................................................................................................................... 11  

7. Appendix ............................................................................................................................. 14  
   Training Fund Policy for Regional and Sectoral Community Training Fund ...................... 14  
   Training Fund Policy Elements ......................................................................................... 14  
   Timelines for submission of Training Fund Policy .............................................................. 15
1. Community Training Fund – Program Description

The Community Training Fund (CTF) is a program administered by Labour Market Programs and Services – Yukon Education to address the employment training needs of Yukon residents.

The Community Training Fund program meets both goals of the Comprehensive Skills and Trades Training Strategy under the Labour Market Framework:

1. Ensure training opportunities are available for all Yukon people to adapt effectively and efficiently to changing skills, knowledge and abilities; and
2. To facilitate and improve learning and employment transitions.

The Labour Market Framework is a strategic framework for addressing labour market issues in Yukon. For more information on the Labour Market Framework, visit the website at http://labourmarketframeworkyukon.com

The Community Training Fund program supports the principle of life-long learning and recognizes the role of training in contributing to a highly skilled Yukon labour market.

The Community Training Fund provides funding for employment training in three different ways: regional-based training funds, sector-based training funds and project-based training funds. These guidelines are for Regional or Sectoral Community Training Fund applicants.

Objective

To assist eligible Recipients to provide support for individuals seeking employment training or for third party organizations to develop training opportunities that seek to address labour market issues within the region or sector as defined by the Committee’s Training Fund Policy.

Eligible Recipients

Recipients are regional or sectoral organizations which are well-placed to understand the training needs of a particular region or sector, and are in good standing with Corporate Affairs.

Training Fund Committee

Recipient organizations are required to establish a Training Fund Committee to manage and disperse the funds to eligible beneficiaries according to the Training Fund Policy and the Transfer Payment Agreement (TPA) terms and conditions. The Training Fund Committee is comprised of a minimum of three individuals who are representative of the region or sector they serve.

Eligible Beneficiaries

Eligible beneficiaries may be individuals supported for training (referred to as ‘participants’. See page 4) or organizations which provide or develop training. The Training Fund Committee shall develop criteria to identify and select those persons and organizations that are eligible to receive training funds. Criteria of eligibility must support the labour market needs of the region or sector as defined in the Committee’s Training Fund Policy and terms and conditions of the Transfer Payment Agreement.
Training Fund Policy

The *Training Fund Policy* is a document developed by the Training Fund Committee in cooperation with Yukon Education. The *Training Fund Policy* will provide strategic direction and procedures for the implementation and administration of the Regional or Sectoral Training Fund. The document will include a description of the labour market needs and the Recipient’s strategy for use of the Community Training Fund to address the employment training needs within the region or sector.

Transfer Payment Agreement (TPA)

All *Transfer Payment Agreements* (TPA) signed under the Regional and Sectoral Training Funds are ‘normalized’ to periods that reflect multiples of Yukon’s fiscal year. The maximum duration of these Agreements is three years, with the start date always being April 1 and the end date always being March 31.

Key Principles

- The Regional and Sectoral Training Fund programs are designed to provide funding to a Recipient which has established a Training Fund Committee that is knowledgeable of the training needs within their region or sector. The Training Fund Committee manages the funds in accordance with their established *Training Fund Policy* and *Transfer Payment Agreement*.

- The Training Fund Committee provides funding for employment training to:
  - *Individuals* to support their region or sector’s specific training needs;
  - *Organizations* which provide or develop employment training which benefits the region or the sector.

- The Training Fund Committee will maintain a cooperative approach with governments, Yukon College and other training institutions, research organizations, industry, private and government agencies to ensure best use of training resources.

- The funds dispersed to individual and organizational beneficiaries will have measurable outcomes consistent with the CTF program objective of increasing the employment skills of individuals residing in the region or working寻求 to work in the sector.

- The Recipient of a Regional or Sectoral Training Fund holds both the authority and the responsibility for priorities, distribution and administration of the funds. This authority is subject to the terms of the *Transfer Payment Agreement*, with particular attention paid to the *Training Fund Policy* developed by the Training Fund Committee in cooperation with Yukon Education.

2. Developing a Regional or Sectoral Training Fund Application

A successful Regional or Sectoral Training Fund application is developed in partnership with Labour Market Programs and Services. The applicant MUST be a registered user of the Genie project management system. Please contact Labour Market Programs and Services to discuss, prior to starting an application.
Registered Genie Applicants must download the PDF Application Form available on the Genie website at https://genie.gov.yk.ca. The following refers directly to each section of the PDF Application Form which in turn is used to populate the Genie system and the eventual Transfer Payment Agreement.

**Training Fund (Project) Description: Objective**

The Project Description section of the application must begin with a single sentence stating the Objective of your Training Fund. The objective statement is based on the following template:

*Between [start date] and [end date], the [Recipient] Training Fund will plan to invest an annual amount of [$XX,XXX] within the [ _____ region/sector] for the purpose of creating or supporting training opportunities that will enhance individual skills required to obtain, maintain or advance employment for Yukoners.*

**Participants: Targeted Individual Beneficiaries**

Project beneficiaries may be individuals and/or organizations. The applicant may specify the target individual beneficiaries in the Training Fund Application Form, although this is not a requirement.

- Aboriginals
- Active EI Claimants
- Education less than High School
- Employed
- Females
- Francophones
- Immigrants
- Low skilled employed
- Males
- Older Workers
- Persons with Disabilities
- Social Assistance Recipients
- Unemployed
- Youth
- Youth with Employment Barriers

The application may include projected numbers in each category, if there is a specific plan to target that demographic. Please note that an individual beneficiary may be part of more than one group.

Alternatively, targeted beneficiaries may be identified at a later date in the *Training Fund Policy*.

**Training Fund (Project) Activities: Activities and Expected Results**

There are four eligible activity categories for Regional and Sectoral Training Funds. These categories are self-describing, but if necessary the applicant may provide additional description.

*Agreement Management – Community Coordinator*

Management of agreements with organizations or individuals on behalf of governmental funding agencies. *(Note: This activity is directly linked to the administration costs budget category, and is required if you intend to claim administrative costs.)*

*Skill Enhancement – Post Secondary – Training*

A program at an accredited institution to obtain skills and credentials in a specific field.
**Skill Enhancement – Job Specific**
A learning experience to gain specialized skills and/or credentials in a specific field.

**Skill Enhancement – Essential Skills**
A learning experience to enhance one or more of the Essential Skills - Reading Text, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Continuous Learning, Thinking Skills and/or Computer Use

**Training Fund (Project) Budget**
The Regional and Sectoral budget model has two components:

1. **Annual Base Amount**
   Approved Recipients receive a base amount of funding per year of the TPA. This is referred to as the Annual Base Amount.
   - **For existing Training Fund Recipients**, the Annual Base Amount is negotiated based on the average expenditures over the past 3 years.
   - **For new applicants**, the first year base amount is negotiated with Yukon Education. This negotiation is informed by the available CTF budget and the predictive elements of the Training Fund Policy such as numbers of participants, type and cost of identified training and average or maximum allowable funding per participant.

   The Annual Base Amount is recalculated for each year of the TPA based on expenditures and commitments stated in the January report (see Reporting Requirements).

2. **Additional Amount**
   Additional Amounts can be requested by the Recipient at any time during the TPA period, but it is recommended such a request be included as part of the reports (see Reporting Requirements).

   Additional Amount requests must be accompanied by an expenditure report and/or plan for the expenditure of the remaining, uncommitted Annual Base Amount plus the Additional Amount requested. Additional Amounts are subject to availability of funds.

   It is the intention of the Regional and Sectoral Training Funds that 90% of the budget is allocated for expected expenditures required for participants to attend training. As such, the following rules apply:
   - Administrative costs are capped at a maximum 10% of the annual budget allocation. (This includes both the Annual Base Amount and any Additional Amounts provided in a fiscal year);
   - It is not required that any administrative costs be negotiated or claimed;
   - If administrative costs are planned but not claimed, the administrative amount may be used for fund expenditures.
**Budget Categories**

Following is a chart detailing the eligible budget categories for use with Regional and Sectoral Training Funds.

Each Training Fund may, at its discretion, offer supports in any or all of the Participant and Operating categories. For example, based on your *Training Fund Policy*, you may elect to offer only Tuition support.

<table>
<thead>
<tr>
<th>Eligible Expenditure Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participant/Individual Beneficiary</strong></td>
<td>For Funds which provide support to individual beneficiaries.</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>Third party professionals providing a service to the project directly to project participants (e.g. guest instructors).</td>
</tr>
</tbody>
</table>
| Tuition | Payments made to or for an individual participant for the purpose of procuring formal training provided by a certified training institution. 
*NOTE: Not the same as course seat costs paid directly to the institution. See Operating/Professional Fees.* |
<p>| 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. <em>(Note: Eligibility to be restricted to unemployed participants)</em> |
| 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). <em>(Note: Eligibility to be restricted to unemployed participants)</em> |
| Living | 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. <em>(Note: Eligibility to be restricted to unemployed participants)</em> |
| 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, adaptive technology and applicable staff training. |
| Transportation | Commuting costs (bus passes, local mileage, allowance for local transportation) NOT Travel. |
| Travel | Planned travel costs provided to the participant as part of the project. Eligible only where there is a specific, dated travel plan in the project activities. Includes transportation, meals and accommodations, and travel per diems. Limited to maximums laid out in the Yukon Government Travel policy available at <a href="http://www.finance.gov.yk.ca">www.finance.gov.yk.ca</a>. |</p>
<table>
<thead>
<tr>
<th>Eligible Expenditure Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>Operating expenditures are those costs directly consumed by the project, but not paid directly to staff or participants.</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>Work provided by third party professionals such as: Course costs paid directly to an institution developing or providing the training. Note: Does not include those which cover fees captured in Participant Professional Fees.</td>
</tr>
<tr>
<td>Honoraria</td>
<td>Services provided by third party professionals or non-professionals with whom there is no service contract (e.g.: mentoring, elder counseling).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligible Expenditure Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Expenditures in this group represent a reimbursement to the Recipient for costs incurred in managing the fund.</td>
</tr>
<tr>
<td>Percentage Rate</td>
<td>This category is used if the Recipient intends to negotiate a percentage calculation for Administrative expenditures as an alternative to tracking individual categories. A maximum 10% of the annual budget amount may be used for administrative costs. See your agreement manager for details.</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring</td>
</tr>
<tr>
<td>Costs for which a regular bill or invoice is normally received such as banking, phone, internet, fax, postage, courier, printing, photocopying utilities, annual membership fees and dues.</td>
</tr>
<tr>
<td>Professional Fees</td>
</tr>
<tr>
<td>Work provided by third party professionals such as: bookkeeping and legal fees. Note: Does not include those which cover fees captured in Participant or Operating Professional Fees.</td>
</tr>
<tr>
<td>Advertising and Promotion</td>
</tr>
<tr>
<td>Includes radio/media ads, poster, brochures, and flier production, signage promotional items.</td>
</tr>
<tr>
<td>Office Supplies</td>
</tr>
<tr>
<td>Standard consumable costs use to run the day to day operation of the project such as paper, pens, pencils, media discs and thumb drives, small devices (staplers, envelope openers) paper clips and staples, provided the items do not meet the conditions of a ‘Capital Expenditure’.</td>
</tr>
<tr>
<td>Banking Charges</td>
</tr>
</tbody>
</table>

**Ineligible Expenditures**

All eligible items are negotiated with your agreement manager. Movement from one category to another during the agreement is permitted, with the limit that administrative costs may not exceed 10% of the annual budget (Annual Base Amount plus Additional Amounts) agreed to in the Transfer Payment Agreement.
The following list presents expenditures that are not admissible under the Community Training Fund program. Note that the list is not exhaustive.

- Orientation to employer procedures and practices or other training usually conducted in the course of an employer’s business;
- Costs already supported through federal, territorial, municipal or First Nations programs. (For example, CTF will not pay for Yukon Government employees to take courses already paid for by the Public Service Commission);
- Conferences and Annual General Meetings;
- Courses for the sole purpose of obtaining a diploma and/or degree (i.e., academic as opposed to vocational);
- Casual or recreational training courses;
- Professional development courses;
- Student union dues;
- Contingency funds;
- Providing training for-profit.

**Supporting Documentation**

The following documents/information must accompany your Regional or Sectoral-based Training Fund Application. These documents are mandatory.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Sources of Funding</td>
<td>Please provide details on other sources of funding (categories covered and amount).</td>
</tr>
<tr>
<td>Detailed Project Description</td>
<td>Training Fund Policy Proposal: Please provide information on Labour Market issues observed in your region or sector, strategic plan for meeting employment training needs, mandate of the Training Fund Committee, Training Fund procedures including Beneficiary eligibility criteria and selection priority. Information on the Training Fund Policy is available in appendix of the Program Guidelines.</td>
</tr>
</tbody>
</table>
| Supplementary Information                  | Labour Market Relevance: Demonstrate the needs to be addressed by the proposed Regional or Sectoral Training Fund and how these needs were identified, Labour Market Information (LMI), evaluations, beneficiary feedback, etc.  
Letters of Support: Please provide three (3) letters demonstrating community or sector support for the Training Fund. |

3. **Submitting Your Application**

Once your organization has finalized the application, including the attachment of all the supporting documentation, it may be submitted to Yukon Education. Applications must be submitted online through the Genie system.

**Website:**  [https://genie.gov.yk.ca](https://genie.gov.yk.ca)
Yukon Education will assess each Application according to its compliance with the terms and conditions of the Community Training Fund, Regional or Sectoral-Based programs, proper demonstration of need, relevance and significance of the project, availability of funding, and organization appropriateness.

4. Managing Your Regional or Sectoral Training Fund

The successful Applicant will sign a Transfer Payment Agreement with Yukon Education. The Agreement outlines the training fund details and activities, the budget as negotiated and agreed upon by both parties, the planned reporting periods and payments, the number of expected beneficiaries and the general terms and conditions. The Agreement also outlines the management conditions for the Training Fund Committee, including respecting the Operating Procedures for sectoral and regional CTF and developing a Training Policy.

Note that while the Recipient may have a multi-year Agreement (up to a maximum of three years), you must declare your intention to continue managing a Regional or Sectoral Training Fund no later than January 31 of the final fiscal year of the Transfer Payment Agreement.

Reporting Requirements

Quarterly Reports

All Regional and Sectoral Training Funds will be managed based on quarterly reports (April to June, July to September, October to December and January to March). Reports for each are due on the 15th of the month following the reporting period.

The quarterly report will include the following:

- Copies of minutes of the meetings of the Training Fund Committee for the period;
- Total expenditures for the period;
- Total commitments made during the period;
- For each individual beneficiary directly funded:
  - Name
  - Contact information, (phone number(s), mailing address, email)
  - Course Title, start and end dates
  - Individual beneficiary status in course (pending, in progress, complete, incomplete)
  - Outcome if applicable (pass, fail)
  - Labour market outcome [if known])
  - Amount of financial support provided
- For each organization (training provider) funded:
  - Name of the Organization
  - Name of the course/Training
  - Course Start and End Dates
  - Contact person: name, phone number(s), email
  - Funding amount
  - Number of participant registered
Annual (January) Report

Due on the 15th of January and in addition to the quarterly report for October to December, the Annual report will include:

- Projected expenditure of existing budget;
- Outstanding commitments to the end of March 31;
- If the final year of the TPA, a declaration of intent to continue or discontinue managing the Training Fund in the next fiscal year;
- Any updates to the Training Fund Policy.

Changes to the membership or terms of reference to the Training Fund Committee must be communicated to Yukon Education as they occur.

5. Contact Information

For further information please contact 1-800-661-0408, local 5131. You are also invited to visit Yukon Government Website at http://education.gov.yk.ca/community_training_funds.html
6. Terminology

Active EI Claimant
An Active EI Claimant is an individual who, at the time of application for assistance, has an established Employment Insurance Benefit Period. The Employment Insurance Benefit Period is the time an individual may receive Employment Insurance Benefits; normally 52 weeks. The benefit period is determined by Service Canada.

Activity
Activities are actions taken or work performed through which input, such as funds, are mobilized to achieve a particular result. Each program has its own set of activities that may qualify for funding.

Beneficiary(ies)
Refers to individuals or organizations who derive advantages or benefit from project activities delivered under a specific program.

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.

Criteria of Eligibility
Factors used to determine whether an individual or an organization is eligible to participate in a program or activity. Under the Community Training Fund, criteria of eligibility must comply with the occupational needs of the sector or a region, and terms and conditions of the Transfer Payment Agreement.

Eligible
Eligible means meeting the essential criteria to be considered under a program. ‘Eligible’ does not mean ‘approved’ or ‘entitled’, only that the individual, organization, activity or expense may legally apply and be considered.

Employment Training
Training, whether formally or informally, one-time or on-going, that contributes to an individual’s skill set, with the intention of finding, maintaining or obtaining employment.

Individual Beneficiary
A participant who receives direct financial support from the regional or sector fund. Also known as: client, consumer, student or apprentice.

Occupational Skills Training
Training that is employment or occupation specific and that will enhance skills to find, maintain or obtain employment in a specific occupation. This includes both vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and on-the-job training.

Participant
Any individual who is taking part in an activity for which financial support is provided from the regional or sector fund, but does not receive the funding directly.
Operating Procedures for the Regional and Sectoral Training Fund

The document instructs on the structure, role, and responsibilities of a regional and sectorial CTF Committee. The document also presents specific instructions relative to the operation of the Committee and management of the funds.

Professional Development

Refers to skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in the workplace.

Recipient

An individual or organization that has been or is being provided financial assistance from the Government of Yukon as per the terms and conditions of an Individual Financial Agreement (IFA) or a Transfer Payment Agreement (TPA).

Training Fund Committee

Recipient organizations are required to establish a Training Fund Committee to manage and disperse the funds to eligible Participants according to the Transfer Payment Agreement terms and conditions. The Training Fund Committee is comprised of a minimum of five representatives and is representative of the region or sector it serves.

Training Fund Policy

Document providing strategic direction and procedures for the implementation and administration of the Training Fund. The Training Fund Policy will address and mitigate barriers to employment training within a region or a sector. The document must also include criteria of eligibility for defining eligible beneficiaries. Training Fund Policy must be publicly advertised and is an eligible cost under the Transfer Payment Agreement.

Transfer Payment Agreement (TPA) and Individual Financial Agreement (IFA)

Funding agreement made between the Government of Yukon and the Recipient based on mutual promises and specific conditions contained in the Agreement. These are the legal instruments that will govern an organization’s approved project or an individual’s funded activity.

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
due to medical reasons.

**Youth**
A Youth is an individual who, at the time of application for assistance, is between the ages of 16 and 29 inclusive.
7. Appendix

Training Fund Policy for Regional and Sectoral Community Training Fund

The *Training Fund Policy* is the formal communication of your organization’s policies and procedures for the implementation and administration of the Training Fund, including details on how the fund will address or mitigate barriers to employment training in your region or sector.

The *Training Fund Policy* is developed by your Training Fund Committee with support from Yukon Education.

**Training Fund Policy Elements**

All Regional and Sectoral Community Training Funds must develop a *Training Fund Policy*. Specific content will depend on the context of the sector or region and the strategies adopted by each Committee, but it should include most of the following elements.

**Training Fund Committee Terms of Reference (ToR)**

- Official Name of the Committee.
- Purpose/Objective of the Committee.
- Committee membership details including number of members, their respective roles, selection method for appointing a chair and member withdrawal or expulsion procedures.
- Meeting guidelines including calling procedures, schedule and location, voting procedures and quorum limits, (if applicable).
- Details about agendas and minutes, including preparation, distribution, storage and communication procedures outside of meetings.
- Details on processes in place to protect individual information, including where and how personal records are stored. *(Note: CTF agreements are subject to the Access to Information and Protection of Privacy (ATIPP) Act.)*

**Description of the employment training/labour market needs of the region or sector**

- This section may include why the Fund is needed, the types of employment opportunities in the region/sector, the barriers to employment for individuals and training that is needed to access the employment opportunities.
- Other Labour Market Information the Committee may have about the employment training needs of the region or sector.

**Description of the Strategic Directions for the Fund**

- This section may include the particular focus, or strategic direction, that the Fund will take to address the stated issues and/or barriers, and the specific strategies that may be used. For example: Fund eligibility restrictions, marketing activities, employer engagement activities and partnership development.
- Timelines for each specific activity, if applicable.
Application Guidelines
Both individuals and organizations are eligible to benefit from Community Training Fund. However, your committee may create additional, specific eligibility requirements to address the employment training and labour market needs identified in your Training Fund Policy. Each Committee is invited to develop their own Application Guidelines. Some examples:

- Eligibility criteria such as:
  - For individuals: place of residence, employment or training in a specific sector such as trades, demographic targeting such as aboriginal, youth, older worker or person with a disability
  - For organizations: organization type, (private sectors, NGOS, municipal, first nations governments, education providers, etc.), required licenses or certification, type of training offered

- Funding Criteria such as:
  - Required third party funding sources, maximum eligible amount per agreement or year, eligible cost categories such as tuition, travel or living supports, ineligible costs

- Application processes such as:
  - Specific documents/actions required of the applicant
  - Description of the assessment process, including assessment questions
  - Any other information that an applicant may need to apply for funds

- Fund priorities such as:
  - Type of applicants (e.g. individuals or organizations)
  - “Targeted” groups if any (employed, unemployed, older workers, youth or low skilled)
  - Types of training supported or given priority by the Fund (duration, location or type of training)

- Applicant responsibilities upon approval of funding such as:
  - Proof of payment, transcripts, attendance records or other reporting requirements

- Payment procedures or policies such as:
  - Payment on receipt of invoice or receipts
  - Percentage disbursed on approval, remainder at completion of training
  - Timelines for application, such as application due dates or estimated response times

Timelines for submission of Training Fund Policy
New Funds: A Training Fund Policy must be submitted to Advanced Education within six months of the creation of the Fund.

Existing Funds: Existing Community Training Funds shall review and update their Training Fund Policy annually and provide a copy to Advanced Education.