Community Training Fund: Projects

PROGRAM GUIDELINES

Yukon Education - Labour Market Programs and Services

For use by organizations to address the employment training needs of Yukoners or to increase labour market awareness.
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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 Funds program 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 Project-based Training Fund applicants.

Objective
To assist eligible Recipients to develop and deliver activities which will address the employment training needs of Yukoners or increase awareness of labour market issues.

Eligible Recipients
The Community Training Fund program provides funding to businesses (including crown corporations), organizations (formal, ad hoc or partnerships), municipalities, First Nation organizations, governments and councils, public health and post-secondary educational institutions (hereafter called the Recipient).

Eligible Beneficiaries
Eligible beneficiaries may be individuals supported for training (referred to as ‘participants. See page 4) or organizations who demonstrate labour market training or awareness needs. Eligible individual beneficiaries are those who wish to increase or enhance their employment-related training skills. Eligible organizational beneficiaries are those which may benefit from labour market awareness activities. Specific eligibility criteria will be defined by the Recipient within the Project description.

Key Principles
- The successful Recipient will have demonstrated a labour market need for the training services and/or activities that it intends to offer.
- Project activities will have measurable outcomes consistent with the CTF program objective. A successful proposal should demonstrate that each activity assists in; a) increasing employment-related skills of individuals; and/or b) increasing awareness
about labour market issues. The Recipient must provide a plan and method for measuring outcomes.

- CTF is designed to work with other services offered within the labour market. The successful Recipient will be able to demonstrate solid networks within the community and strong labour market knowledge.

2. Developing a Community Training Fund Project Application

A successful Community Training Fund Project application must clearly identify a labour market need in the target community and propose the provision of employment-related training or activity intended to increase labour market issue awareness.

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 application must clearly identify how the labour market need was determined and should be able to demonstrate broad community support. Labour market need may be demonstrated by previous project outcomes, existing sources of labour market information such as published studies, research instruments and surveys, as well as specialized expertise including, of course, that of the Applicant. The application should also demonstrate that it is not proposing to provide a duplicate service for the same beneficiaries in the same labour market.

Finally, and most importantly, the application must contain a proposal for a specific project aiming to address the identified need. This proposal must include the following:

- A measurable project objective;
- A plan of activities designed to meet that objective;
- The expected and measurable results of these activities;
- A detailed budget to support these activities, including the funding request to Yukon Education, plus any other sources of funding or contribution to the project;
- The time frame in which the project will occur; and
- The targeted beneficiaries of the project.

The following refers directly to each section of the PDF Application Form.

**Project Description: Objective**

The application must include a single sentence objective statement which is crafted using the S.M.A.R.T. criteria (Specific, Measurable, Attainable, Relevant and Time-limited) chosen from one of the following formats:

<<YOUR ORGANIZATION>> will:

A) assist a minimum of <<NUMBER>> eligible individual beneficiaries to << TO GAIN EMPLOYMENT SKILLS REQUIRED TO FIND, OBTAIN OR MAINTAIN EMPLOYMENT>> by <<PROJECT END DATE>>
And/Or:

B) create awareness among <<NUMBER>> of organizational beneficiaries about <<SPECIFY LABOUR MARKET ISSUES>> by <<PROJECT END DATE>>.

Participants: Targeted Individual Beneficiaries

Project beneficiaries may be individuals or organizations. The application 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, the application must specify which organizational beneficiaries will be targeted in awareness raising activities.

Project Activities: Activities and Expected Results

From the list below, identify the activity or activities which will be the focus of the project. For each activity selected you must provide the following information:

- Provide a description detailing the specific nature of the activity;
- The location for the activity;
- The expected cost for the activity;
- The number of beneficiaries this activity is expected to serve; and
- The expected results in terms of beneficiary outcomes (e.g. number completing, number trained).

Eligible activities for consideration are as follows:

Assessment

Services to determine an individual’s aptitudes, needs and/or barriers using predefined tools and techniques or in-depth evaluation and counselling.

Awareness

Create awareness of employment-related issues in the community.

Case Management

Management of a client through a series of steps designed to take them from a situation of unemployment to finding and maintaining employment, including individual assessment,
development of a mutually agreed upon Action Plan, and follow-up to ensure that the plan is being followed and is achieving expected outcomes.

**Information Access**
Self-serve information access services.

**Job Search**
Supports that assist participants with the job search process.

**Research and Planning**
Research and planning projects around employment-related issues.

**Skill Enhancement-Additional Language-English**
A learning experience to enhance the ability to speak, write and understand English as an additional language.

**Skill Enhancement-Additional Language-French**
A learning experience to enhance the ability to speak, write and understand French as an additional language.

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

**Skill Enhancement-Job Specific**
A learning experience to gain specialized skills and/or credentials that are needed for a specific job or field

**Skill Enhancement-Pre-Employment**
A learning experience to enhance Pre-Employment skills – the self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace

**Work Experience**
Work experience

**Project Budget**
The application must include a budget to support the activities in your project. The eligible budget categories for a Community Training Fund project and a description for each are included in the table on the following pages. The budget should be calculated for the total anticipated project expenditure and include other sources of funding or in-kind contributions required or expected at the time of application.

All budgets must include:

- a detailed calculation;
- a description and a rational for the projected expenditure;
- each eligible expenditure category should be clearly linked to planned project activities, and
- a monthly forecast of project expenditures.

The following required documents and tools to develop the budget are available on the website [http://www.education.gov.yk.ca/community_training_funds.html](http://www.education.gov.yk.ca/community_training_funds.html)

- Itemized Budget Breakdown

**Goods and Services Tax (GST):**
Consult Revenue Canada to find out if your organization is exempt from GST expenses. If you are claiming GST costs, include them in the category that contains the taxed expense. For example, GST on “Program Materials” expenditures should be included in the “Program Materials” category.

**Budget Categories**
Below is a chart detailing the eligible budget categories for use with **Project-based** Training Funds.

<table>
<thead>
<tr>
<th>Eligible Expenditure Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Delivery</strong></td>
<td>Expenditures in this group are directly consumed by the Project.</td>
</tr>
<tr>
<td><strong>Staffing</strong></td>
<td>Expenditures associated with employees hired specifically for the project, or existing staff who are assigned specifically to project activities.</td>
</tr>
<tr>
<td><strong>Wages/Salaries</strong></td>
<td>Includes both wage and salaried workers. Does NOT include contract workers who are not a part of the organization’s normal payroll.</td>
</tr>
<tr>
<td><strong>Mandatory Employer Related Costs (MERCs)</strong></td>
<td>Employment Insurance (EI), Canadian Pension Plan (CPP), Mandatory Vacation pay (only if paid out), and Yukon Workers’ Compensation Health and Safety Board (normally WCB). Calculated based on percentage of Wages/Salaries.</td>
</tr>
<tr>
<td><strong>Employer cost HR Benefits</strong></td>
<td>Employer costs associated with staffing such as additional benefits, group insurance premiums, pension plan contributions, medical &amp; dental plans, fringe benefits, etc. <strong>These costs must to be supported by the organization’s existing HR policy.</strong></td>
</tr>
<tr>
<td><strong>Participant/Individual Beneficiary</strong></td>
<td>For projects which provide a service to targeted Participants i.e. individual beneficiaries</td>
</tr>
<tr>
<td><strong>Wages</strong></td>
<td>Used where a Recipient has entered into an employer/employee relationship with the project Participants (eg: Agreements providing Participant Wage Subsidies).</td>
</tr>
<tr>
<td><strong>Mandatory Employer Related Costs (MERCs)</strong></td>
<td>As above under staffing as it relates to Participant Wages.</td>
</tr>
<tr>
<td><strong>Employer cost HR Benefits</strong></td>
<td>As above under Staffing as it relates to Participant Wages.</td>
</tr>
<tr>
<td><strong>Stipends</strong></td>
<td>Used where a Recipient provides regular payments for living supports AND no employer/employee relationship exists between the Recipient and the Participant (eg: TIOW).</td>
</tr>
<tr>
<td>Eligible Expenditure Categories</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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>
<tr>
<td>Tuition</td>
<td>Payments made for the purpose of procuring formal training provided by a certified training institution, paid either to the participant or directly to the institution.</td>
</tr>
<tr>
<td>Dependent Care</td>
<td>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.</td>
</tr>
<tr>
<td>Incremental Supports</td>
<td>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)</td>
</tr>
<tr>
<td>Living</td>
<td>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.</td>
</tr>
<tr>
<td>Disability Related Supports</td>
<td>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 support provider. Includes participant supports such as note takers, sign interpreters, adaptive technology and applicable staff training.</td>
</tr>
<tr>
<td>Transportation</td>
<td>Commuting costs (bus passes, mileage, allowance for local transportation), but not Travel.</td>
</tr>
<tr>
<td>Travel</td>
<td>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 Yukon government Travel policy available at <a href="http://www.finance.gov.yk.ca">www.finance.gov.yk.ca</a>.</td>
</tr>
<tr>
<td>Program Materials</td>
<td>Materials which are necessary for the project that will be used or consumed by project participants such as supplies, books and testing materials.</td>
</tr>
<tr>
<td>Special Events</td>
<td>Expenditures associated with planned project events of a public nature (eg: Participant completion activities, Skills competitions, Participant presentations).</td>
</tr>
<tr>
<td>Other Participant Costs</td>
<td>A very seldom used category where there is no possibility of using another existing category.</td>
</tr>
<tr>
<td>Operating</td>
<td>Operating expenditures are those costs directly consumed by the project, but not for Staffing or Participants.</td>
</tr>
<tr>
<td>Recurring</td>
<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>
<td>Work provided by third party professionals such as: janitorial, bookkeeping, equipment maintenance, security and legal fees.</td>
</tr>
<tr>
<td>Honoraria</td>
<td>Services provided by third party professionals or non-professionals for whom there is no service contract (e.g. mentoring, elder counseling).</td>
</tr>
<tr>
<td>Eligible Expenditure Categories</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td><strong>Staff Development</strong></td>
<td>Expenditures associated with project staff development which are necessary and beneficial to the project. Such benefit should be apparent during the project term or during predictable project activity post-project (e.g., duty to accommodate training, professional conferences). Travel costs associated with this activity are captured in Travel below. Travel outside the Yukon requires specific authorization by Yukon Education.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Items necessary for the project that do not meet the conditions of a 'Capital Expenditure' as outlined below. Includes purchase, lease, and rent of computers, fax machines, photocopiers, furniture, and software, including renewals, staff accommodations and disability supports.</td>
</tr>
<tr>
<td><strong>Facility Lease/Rent</strong></td>
<td>Costs associated with procurement of project facilities such as Office rental, off-site training rooms, etc. Includes applicable lease/rent costs for both Non-Applicant owned and Applicant owned premises. For Applicant owned premises, the following formula will apply: 85 per cent x fair market value.</td>
</tr>
<tr>
<td><strong>Leasehold Improvements</strong></td>
<td>Includes applicable renovations/refit/leasehold improvement costs required to a facility (Non-Applicant owned and Applicant owned premises) that are necessary for Project delivery, and only if they are not part of the lease agreement between the Landlord and Recipient.</td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
<td>Costs associated with regular repair and upkeep of project facilities and equipment.</td>
</tr>
<tr>
<td><strong>Advertising and Promotion</strong></td>
<td>Includes radio/media ads, posters, signage, brochures, flyer production, and other promotional items.</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td>Standard consumable costs required to run the day-to-day operation of the project such as paper, pens, pencils, media discs and USB 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><strong>Travel</strong></td>
<td>Planned travel costs provided to project staff, boards and volunteers 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 most recent maximum rates as per the Government of Yukon Travel-Management Board Directive available at <a href="http://www.finance.gov.yk.ca">www.finance.gov.yk.ca</a>.</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>As above under Participant Costs, but for project staff, boards and volunteers.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Most projects that provide services to participants will require the Recipient to carry relevant insurance coverage such as fire, theft, liability and accidental.</td>
</tr>
<tr>
<td><strong>Other Operating Costs</strong></td>
<td>A very seldom used category where there is no possibility of using another existing category.</td>
</tr>
</tbody>
</table>
Administrative

Expenditures in this group represent a reimbursement to the Recipient for utilization of their EXISTING resources on the project.

Flat Rate

This category is used if the Recipient intends to negotiate a percentage calculation for Administrative expenditures AS AN ALTERNATIVE to tracking individual categories. Maximum eligible is 15 per cent of Project Delivery Expenditures.

Note: Categories listed below are similar to those above. The difference is that these are costs that could be expected to be incurred by the organization even in the absence of a funding agreement.

<table>
<thead>
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<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Insurance</td>
</tr>
<tr>
<td>Banking Charges</td>
</tr>
<tr>
<td>Legal Fees</td>
</tr>
<tr>
<td>Other Operating</td>
</tr>
</tbody>
</table>

Please note that a project budget is negotiated. The proposed budget submitted with the application represents the organization’s offer and may undergo change prior to being recommended for a Transfer Payment Agreement.

Ineligible Expenditures

All eligible expenses are negotiated with the program manager. The following list presents expenditures that are not admissible under the Community Training Fund program. Note that the list is not exhaustive. In addition, costs not negotiated by agreement signing are also not
eligible without an amendment. Please contact an Officer at Yukon Education prior to submitting an application if you have specific questions regarding eligible and ineligible expenditures.

- 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 purpose of obtaining a diploma and/or degree
- Casual or recreational training courses
- Professional development courses
- Student union fees or union dues
- Contingency funds
- Providing training for-profit

Supporting Documentation
The following documents/information must accompany your Community Training Fund application. These documents are mandatory.

<table>
<thead>
<tr>
<th>Document</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of support</td>
<td>Please provide three (3) letters demonstrating community support for the project.</td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>Applicants must provide job descriptions for all positions associated with the project if funding for wages was requested. Each job description should include starting and ending dates, hours of work, wage rate, position title, qualifications required for this position and description of duties.</td>
</tr>
<tr>
<td>Organization Overview</td>
<td>Please provide:</td>
</tr>
<tr>
<td></td>
<td>- Mission, vision or mandate of your organization</td>
</tr>
<tr>
<td></td>
<td>- Organization type</td>
</tr>
<tr>
<td></td>
<td>- Structure of your organization (i.e. board of directors)</td>
</tr>
<tr>
<td></td>
<td>- Date the organization was established</td>
</tr>
<tr>
<td></td>
<td>- History of agreements with Yukon Education or other funders, including past results</td>
</tr>
<tr>
<td></td>
<td>- Describe why your organization is the appropriate recipient for this program (Max two pages)</td>
</tr>
<tr>
<td></td>
<td>- Staff experience/previous training</td>
</tr>
<tr>
<td></td>
<td>- Number of employees</td>
</tr>
<tr>
<td></td>
<td>- Bookkeeping/financial control</td>
</tr>
<tr>
<td></td>
<td>- Timing of payroll (weekly or bi-weekly)</td>
</tr>
</tbody>
</table>
### Itemized Budget Breakdown

Please use the Itemized Budget Breakdown document and provide a detailed budget description and rationale, including calculation for requested costs. Template document is available on Yukon Government Website at [http://www.education.gov.yk.ca/community_training_funds.html](http://www.education.gov.yk.ca/community_training_funds.html)

### Other Sources of funding

Please provide details on other sources of funding (categories covered and amount).

### Labour Market Relevance

Demonstrate the needs for the proposed project and how these needs were identified; Labour Market Information (LMI), evaluations, Participant feedback, etc.

### Supplementary Information (if applicable)

Please describe case management model:
- How Participants are served
- Internal processes
- Intake process

## 3. Submitting Your Application

Once your organization has finalized the application, including the attachment of all 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-Project funding program, proper demonstration of need, relevance and significance of the project, availability of funding, organization appropriateness, and organization capacity.

## 4. Managing Your Community Training Fund Project

The successful Applicant will sign a Transfer Payment Agreement with Yukon Education. The Agreement outlines the project 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.

**Community Training Fund Program Reporting Requirements**

The requirements for Activity and Financial reports are outlined in the Transfer Payment Agreement on Schedule C. Normally, Community Training Fund Project Recipients are required to report on both Finance and Activity on a quarterly to semi-annual basis. Additional reports may be required by Yukon Education and are due on request.
5. Contact Information

For further information please contact 1-800-661-0408, local 5131.
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.

Case Management
A well-defined process that consists of:
1) Assessing the circumstances of the Participant
2) developing an Action Plan and managing activities, and
3) measuring and evaluating results.
Case Management is a collaborative process of assessment, planning, facilitation and services to meet Participants’ needs.

Criteria of Eligibility
Factors used to determine whether an individual or an organization are eligible to participate in a program or activity.

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, obtaining or maintaining employment.

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. 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, i.e. is engaged in an activity for which funding is requested under this program. Also known as: client, consumer, student or apprentice.

**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).

**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);  
- are working less than an average of 20 hours per week and are seeking full time employment;  
- are unable to work full-time AND are seeking to increase employment;  
- 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.