

LMPS

Project-based Funding

Application Guidelines

Advanced Education - Labour Market Programs and Services

For organizations wanting to submit a funding application to provide labour market development programs and/or services for Yukon.

Version: March 2016

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1. Labour Market Programs and Services Unit

The Labour Market Programs & Services (LMPS) Unit of the Advanced Education Branch is guided by the strategies and policies of the Labour Market Framework.

The Labour Market Framework

The Labour Market Framework is a strategic framework for addressing labour market issues in Yukon. The Framework's vision is: "An inclusive and adaptable labour market that meets the demands of a strong and diversified economy and provides an opportunity for a better quality of life for Yukoners." Each strategy under the framework supports this vision.

Proposed projects must meet one or more of the goals of the Labour Market Framework for Yukon. For more information on the Labour Market Framework Strategies and goals, visit: <http://labourmarketframeworkyukon.com>.

2. Guidelines Objective

To provide information to organizations to assist them in the development of funding applications to LMPS programs. To facilitate the timely review of applications.

3. Key Terms

Transfer Payment Agreement (TPA)

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

4. Key Principles

- This guide is designed to follow the application templates and TPA format used by LMPS.
- This guide is designed to be used alongside program specific guidelines under which your organization is applying for funding.

5. Developing a Project-based Application

The following information is intended as general advice and instruction on common components of LMPS funding applications. Guidelines particular to each funding program are also available to assist in the development of your application. Applications for funding are usually made through the web-based Genie system, which generates specific application templates as writable PDF documents. Applications are tailored with the allowable activities and budget categories for that particular program.

If your organization is not already registered in Genie, please see [section 6.0](#) of this guide for information on how to begin the process.

It is recommended that funding applications be submitted three months in advance of the planned start date.

Objective & Project Description

An objective statement should be the first sentence in the project description and be crafted as a single sentence using the S.M.A.R.T. criteria (**S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-limited).

Example: *From April 01, 2018 to March 31, 2021, Community Works will assist 400 eligible participants to gain the skills to find and obtain employment, resulting in 200 participants achieving employment.*

Specific: Describe what is to be done. For example, participants will be assisted with finding and obtaining employment.

Measurable: Describe the desired change expected as a result of the project activities, in an assessable way. For example, 400 eligible participants will be assisted, resulting in 200 achieving employment.

Attainable: The number of project participants and the goal should be realistic for the timeframe, activities, target group and resources proposed.

Relevant: The project objective should be relevant to the program guideline objectives being applied under, to community need and one or more of the objectives of the [Labour Market Framework](#). For example, participants will gain the skills to find and obtain employment, resulting in employment.

Time-limited: The start and end dates for the project should be realistic and specified.

If your organization is applying under a specific program, a S.M.A.R.T. template is provided in the program guidelines.

A brief summary of the project should be provided after the objective statement and should be no more than 300 words. Examples of information to consider for the 300 word summary are:

- The organization's background and/or history of operating the proposed project;
- The target audience(s) the project or program intends to serve;
- How participants access the proposed activities;
- How the activities relate to one another, i.e., are they stand-alone or contingent on one another.

A more descriptive project summary can be included in the form of an attached document if needed.

Expected Number of Project Participants

The number of participants who are expected to engage in activities for the entire project must be expressed as a unique number. A unique participant is defined as one person utilizing services across all activity types.

Example: If 50 people engage in 4 activities run by an organization, the unique participant number is 50, not 200.

Participants by Target Group

Certain LMPS programs require documentation of specific participant groups, e.g., persons with disabilities, youth, older workers, etc., while others do not. Refer to the program guidelines your organization is applying under for further details. If not applying under a program, specify the target group(s) (if any) your organization plans to document. Please note that a participant may be part of more than one group.

<ul style="list-style-type: none"> • Aboriginals • Active EI claimants • Education less than high school • Employed • Females • Francophones • Immigrants • Low skilled employed • New-re-entrant to the labour market 	<ul style="list-style-type: none"> • Males • Older workers • Persons with disabilities • Social Assistance recipients • Unemployed • Youth • Youth with employment barriers • Long-term unemployed
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Project Activities and Expected Results

Activity Type

Program specific activity types exist in a pre-determined drop-down menu on the application generated in Genie. Choose the most appropriate activity type for each separate activity that you are proposing. The activity must support the objective statement, or should directly support another activity that points to the objective. Activities should be separated by their desired outcomes.

Activity Description

A specific description of each activity must be provided. When applicable, benchmarks and milestones should be included within the description.

- **Scheduling Benchmark(s):** A point of reference to measure against. For example, “One workshop will be held each quarter. Planned schedule: January, April, July and October 2015.”
- **Milestones:** Specify a result or outcome that must be achieved before other activities can start, e.g., “A resource manual will be developed by May 31, 2018. Presentations on the resource manual will commence June 15, 2018.”

Activity description considerations

- Activity statements must use concrete language such as: “will,” “shall,” or “must.” Avoid using statements that include words such as: “should,” “may,” or “plan/hope/expect to.”

- For flexibility with carrying out activities to achieve expected results, only refer to specific methodologies, tools or equipment when there is a specific budget request for that item. For example, “The Career Highway assessment tool will be utilized.” Otherwise, a more general statement can be made.

Expected Results

Expected results should be defined in terms of completed measurable outputs and outcomes for each activity. Outputs and outcomes are the deliverables for the agreement, for example, the findings of an assessment report or the number of participants who complete and reach the desired goal for the activity.

Outputs: A direct and measurable product of the program activities.

Example 1: *Of the 250 participants expected, 200 will complete the job search workshop.*

Example 2: *Five presentations will be conducted to no fewer than 90 students at schools around the territory.*

Outcomes: Changes that have occurred due to the outputs achieved.

Outcomes most often require evaluation of some sort.

Example 1: *Participants who complete the job search workshop will report improved self-confidence and job search skills, and 75% will obtain employment in their desired field. A pre-post survey method will be used.*

Example 2: *Of the 90 students who attend the presentation, 80 will report an increased knowledge in pre-requisites for vocationally-based post-secondary schooling. A pre-post survey method will be used.*

Measuring Outcomes

Not all outcomes are easy to measure. This is often the case when evaluating changing attitudes or behaviours that are subjective in nature. Despite this, a valid method to evaluate effectiveness must be included for each activity proposed.

LMPs staff are available to assist your organization with determining the validity of the evaluation tool being proposed.

Expected number of project participants

Unlike the total unique participant number for the entire project, the expected number of participants for each activity should be expressed as the number who complete. The expected number who will achieve employment should only be stated if applicable to a specific activity.

The total number of participants expected to complete all activities may not be equal to the total number of [Expected Project Participants](#). This is because an individual may access more than one activity type.

Remember: *If 50 people complete 4 activities run by an organization, the total participant number for all activities is 200, while the unique [Expected Project Participant](#) number is 50.*

Project Budget

The application must include a budget to support the activities in your project. The budget should be calculated for the total anticipated project expenditures.

The budget must be supported by:

- A detailed calculation
- A rationale for the projected expenditure tied to your proposed activities
- A monthly forecast of expenditures
- A description of other sources of funding, and
- A demonstration of fair market value.

While you may use and include any tools in creating your budget, the proposed budget must reflect the eligible budget categories stated in the program guidelines for which funding is being requested. If submitting a non-program specific application, please refer to the *Budget Category Definitions – Master List* for a detailed description of the expenditure categories.

Eligible Expenditures

A project budget is negotiated between the applicant and the agreement manager acting on behalf of LMPS. The application budget represents your "offer," which may undergo changes prior to being recommended for approval.

Eligible expenditures are ultimately determined by the terms of the resulting TPA and subsequent amendments.

Ineligible Expenditures

Refer to the program guidelines you are applying under to determine if any ineligible expenditures apply.

Goods and Services Tax (GST)

Consult Revenue Canada to find out if your organization is exempt from GST expenses. If your organization is exempt from paying all or a portion of GST, the exempted amount should not be included in your eligible costs budget. If you are claiming GST costs, include them in the category that contains the taxed expense. For example, GST on “Program Materials” should be included in that category.

Project Cash Flow

LMPS requests a monthly cash flow be submitted in a project application. As the cash flow informs the pay schedule and pay amounts, it must reflect the most accurate prediction of expected costs for each month.

Other Sources of Funding

The application form is designed to include other sources of funding required or expected at the time of application. Other funding sources may be actual funds or in-kind donations of human resources, materials and supplies, or facilities.

Subtracting the other funding sources from your total budget will yield your request for funding (Total budget minus other sources equals LMPS request).

The ability to provide joint funding may be restricted in some cases; therefore, providing this information allows LMPS staff to immediately alert applicants to possible restrictions.

Supporting Documentation

Mandatory supporting documents vary by program and are specified in the program guidelines under which you apply. Supporting documents must be included with your application for funding in order to be complete.

6. Submitting the Application

Genie

Genie is the preferred application method of LMPS. Genie is a secure, web-based application system used by the Yukon government and stakeholders for the delivery of labour market programs. Genie users are able to manage their agreements entirely online, including completing necessary reports, from any location with internet access.

If you are already a Genie user, you may use the system to submit your application under one of the various LMPS funding programs.

Website: <https://genie.gov.yk.ca>

If you would like more information or wish to become a Genie user, please contact Advanced Education prior to submitting your application.

Non-program Specific Applications

If after consulting the various program guidelines and an LMPS officer, your organization is unsure which program is most suitable, LMPS will provide a generic funding proposal and budget template for your application. Use of the funding proposal template is not mandatory. However, if not being used it is recommended that the proposal be organized into the categories identified in this guide.

Paper/PDF Applications

E-versions of the necessary documents and all of the tools and templates are available.

If preferred, contact the LMPS office to have hard copy documents mailed to your organization. These completed and signed forms must be delivered by mail or by fax to Yukon Education.

7. Contact Information

Call: 1-800-661-0408, local 5131.

Email Contact.education@gov.yk.ca

Fax: (867) 667-8555

Online: <http://www.education.gov.yk.ca/continued/lmapd.html>

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