



Application Guidelines

In 1999 the Yukon Government established the Cultural Industry Training Fund (CITF) to support training that increases opportunities for employment and makes cultural industry entrepreneurs and businesses more competitive. MusicYukon administers the CITF. Funding decisions are made by a committee of representatives nominated by cultural industry associations. The Arts Section of the Cultural Services Branch provides consultative support for the committee. The current funding agreement with Yukon Government will support the continued operation of the CITF until March 2009.

Cultural Industry Sectors Supported by CITF:

- Sound Recording
- Film and Video
- Publishing
- Visual Arts and Crafts
- Cultural Industry Labour Force

Desired Results of CITF Funding:

- Increased economic and commercial potential of the cultural sector.
- A larger forum for Yukon cultural industry products.
- More globally competitive cultural industries.
- More skilled and diversified cultural labour force.
- Increased use of technology and new media.

Funding scope:

- Projects must relate to the development of the cultural industry sectors targeted by CITF.
- Only 1 project per applicant will be funded in a given year.
- CITF can not fund formal education, long-term programs or full-time enrolment.
- CITF supports training for established professionals.
- Entry level training may be considered if the applicant can demonstrate that the training will result in jobs or business opportunities.
- Wages or other remuneration for trainees will not be considered.
- Project administration fees for individual applicants will not be considered.
- Costs to co-ordinate training projects on behalf of beneficiaries may be considered.
- Applications may not be considered by the committee unless the project is supported by the industry representative.
- Industry associations are encouraged to submit applications with an array of strategic programs that the needs of the sector.
- All international travel must be approved in advance by the Department of Advanced Education, and applicants are required to submit a rationale explaining why the training can not be done at a Canadian institute.
- Applicants are encouraged to investigate other possible funding sources.
- Only 1 project per applicant will be funded in a fiscal year (Apr 1 – Mar 30).

The following activities are not eligible for training fund support:

- Permanent employees of the Yukon and federal governments are not eligible for funding under this agreement for projects that pertain to their regular employment.
- Orientation to employers' procedures and practices or any other training normally performed in the usual course of the employer's business.
- Training already being supported through federal or territorial programs (i.e. applying for the same costs already covered by another source).
- Training or courses that are described simply as professional development; training must be described in detail.
- Conference registration fees are ineligible unless they are conditional to attending an official workshop or training.
- CITF can not fund formal education such as long-term university or college programs or full-time enrolment, or training and education for the purpose of obtaining a degree.
- Casual or recreational training courses.

Eligible applicants are:

- Individual entrepreneurs, businesses, collectives, industry associations or organisations, engaged in cultural industries or the arts.
- Yukon residents (1 year minimum).
- Able to invest a minimum of 10% of total eligible project costs.

Written proposals should describe the following (please use this format):

- The nature of the training project.
- The objectives the project will achieve.
- How the project meets desired results of the fund (see above).
- Who benefits from the training?
- How the project furthers the cultural industry development as well as the applicant's.
- How the success of the project will be measured and evaluated.
- The extent and nature of the applicant's contribution.
- What resources and background qualify the applicant to complete the project?
- Include a résumé or CV or outline applicant/trainee's background in the industry sector.
- The project budget of expenses specific to the project.
- The project timeline.
- Choice of trainer (describe qualifications and background of trainer).
- Choice of training (if not a local choice, explain why).

Stronger projects demonstrate the following:

- Reasonable funding requests and sources of revenue outside of the CITF.
- Benefit to more than one person, company or organisation.
- Measurable results in business growth or employment opportunities.
- The applicant's plan to share skills or information gained through the proposed training.

How to Apply:

- Applicants must contact the industry representative for your sector in advance to discuss their application.
- If the representative agrees to support the application, submit a hard copy or e-mail copy of the final version to Jo de Beudrap at the Cultural Services Branch (e-mail preferred, if possible).
- There are five deadlines per year: 23rd of January, March, June, September and November.
- Applicants will receive a response within two months of the deadline.

CITF Contact Information:

FUND CONTACT FOR APPLICANTS:

Jo de Beudrap
Arts Section, Cultural Services Branch
Department of Tourism and Culture
Tel: (867) 667-3535 Toll Free: 1-800-661-0408
Fax: (867) 393-6456
e-mail: artsfund@gov.yk.ca
Delivery: #100 Hanson Street, Whitehorse
Mail: Box 2703 (L-3)
Whitehorse, Yukon Y1A 2C6

FUND ADMINISTRATOR:

MusicYukon
Mark Smith, Executive Director
Tel: (867) 456-8742
mark@music Yukon.com

CONTACT INDUSTRY REPRESENTATIVES:

Film and Video Industry

Jessica Hall
jessica.hall@klondiker.com

Recording Arts Industry

Steve Gedrose
sgedrose@yknet.ca

Publishing Industry

Michele Genest
(867) 668-2513
mgenest@northwestel.net

Society for Yukon Artists of Native Ancestry (SYANA)

vacant

Cultural Labour Force

Dean Eyre
(867) 667-4339
deaneyre@hotmail.com

Visual Arts & Crafts

Lillian Loponen
loponenarts@yahoo.ca

Finance and Reporting:

- Successful applicants may immediately submit an invoice or written request for up to 75% of allocated funding as an advance.
- A final report is required in order to receive the balance of funding
- The final report must include a description of the training activities, a financial statement, copies of receipts and a completed evaluation form (provided with award letter).



Application Summary

PLEASE COMPLETE FORM AND INCLUDE WITH YOUR PROJECT PROPOSAL

NAME OF TRAINING:

DATES of TRAINING:

TOTAL PROJECT BUDGET:

\$

AMOUNT APPLYING FOR:

\$

NAME of APPLICANT:

CONTACT PERSON:

MAILING ADDRESS:

POSTAL CODE:

PHONE:

FAX:

E-MAIL:

GIVE A ONE-SENTENCE DESCRIPTION OF THE TRAINING PROJECT:

WHICH ONE OF THE CULTURAL INDUSTRIES SECTORS DOES THE PROJECT FIT INTO?

- FILM & VIDEO VISUAL ARTS & CRAFTS CULTURAL INDUSTRY LABOUR FORCE
 BOOK PUBLISHING SOUND RECORDING

I HAVE DISCUSSED THIS APPLICATION IN ADVANCE WITH THE REPRESENTATIVE FOR THIS SECTOR ON THE CITF COMMITTEE (mandatory):

YES Name of rep: _____

Declaration: I have been a Yukon resident for a minimum of one continuous year.

Signature _____

*After discussion with sector rep, please submit this form along with proposal to Jo de Beaudrap, Cultural Services Branch
Deliver to: #100 Hanson Street Mail to: Box 2703 (L-3), Whitehorse, YT Y1A 2C6
Tel: (867)667-3535, Fax: (867)393-6456, toll free: 1-800-661-0408 ext. 3535
e-mail: artsfund@gov.yk.ca*



CITF TRAVEL POLICY

This travel policy helps to define the standards and limitations to be applied for all travel on training projects supported by the Cultural Industry Training Fund (CITF).

OVERVIEW

Travel requirements for training projects need to be met in the most economical and efficient way possible. Effort will be made to accommodate individual needs while conserving the financial resources of the fund.

APPROVAL

Travel needs must be described in the application proposal in detail – the purpose of travel and its relationship to the training project.

Expenses not outlined in the originally proposed budget are not considered eligible and based on the final report, are subject to approval by the Fund Administrator.

POLICY

- **Transportation** (receipts are required)

Commercial airline is the standard form of travel for all trips in excess of 300 kilometres. The approved "standard" mode of travel includes discounted fares whenever possible.

Air travel must be by the most direct route unless an alternative is more economical.

Where the route is not the most direct route due to traveler preference, CITF will only consider up to the amount of the most economical route on the days of travel. Applicants are advised when purchasing their own tickets to purchase their own travel insurance.

When a traveler requests an extension of the trip for personal reasons, the traveler assumes all costs associated with the trip extension. This includes additional ticket costs and other incidental expenses incurred.

Car rental will only be authorized under special circumstances.

The use of personal vehicles is permitted but the reimbursement of mileage will not exceed the amounts outlined in the travel policy and will not exceed the comparable costs of commercial travel.

- **Accommodation** (receipts are required)

Hotel accommodation for travel should be booked so as to increase convenience while minimizing cost. For instance, a hotel that charges \$100 and is a \$10 cab ride from the venue should be chosen over a hotel near the venue that charges \$150.

Eligible hotel costs are for room and taxes only. Incidental costs billed to the hotel room should be kept on a separate folio, will be the responsibility of the traveler and must be paid on check-out.

- **Meal Expenses/per diem** (use per diem rate or provide actual receipts for meals; total amount payable will not exceed the amount allowed for per diem)

The traveler may claim the standard rate for all meals except for those meals that are provided as part of the trip. A dinner served during a flight eliminates the claim for dinner on that day. Similarly, a lunch provided at a meeting eliminates the lunch claim for that day.

The CITF adopts the maximum travel rates as set out below.

Per Diem rates:	Breakfast	\$ 12.00
	Lunch	\$ 12.50
	Dinner	\$ 30.50
	<u>Incidentals</u>	<u>\$ 5.00</u>
	Maximum:	\$60.00 per day

Other incidentals or miscellaneous expense items in budgets will not be considered.

Mileage: \$.42/km Use Standard Distance Chart for ground transportation in Yukon

WHITEHORSE TO:	ONE WAY	FEE	ROUND TRIP	FEE
<i>Beaver Creek</i>	475 km	\$ 200	950 km	\$ 400
Burwash Landing	285 km	\$ 120	570 km	\$ 240
Carcross	74 km	\$ 31	148 km	\$ 62
Carmacks	175.5 km	\$ 74	351 km	\$ 148
Dawson City	538.5 km	\$ 226	1077 km	\$ 452
Destruction Bay	265.5 km	\$ 112	531 km	\$ 224
Elsa	452 km	\$ 190	904 km	\$ 380
Faro	351 km	\$ 148	702 km	\$ 296
Haines Junction	157.5 km	\$ 66	315 km	\$ 132
Keno	467 km	\$ 196	934 km	\$ 392
Mayo	407 km	\$ 171	814 km	\$ 342
Pelly Crossing	281.5 km	\$ 118	563 km	\$ 236
Ross River	353 km	\$ 148	706 km	\$ 296
Teslin	183.5 km	\$ 77	367 km	\$ 154
Watson Lake	455.5 km	\$ 191	911 km	\$ 382

Receipts Required for:

- Air travel (if applicant purchases own ticket) and incidentals
- Parking, taxi, ground transportation
- Hotels
- Registration fees or course materials

Thinking of Applying to the CITF?

Some Things to Consider...

Use the CITF guidelines to compare your training project to the desired results of the fund.

- Identify which cultural industry sector the project falls into and clearly describe the results the training project will achieve in that sector in terms of increasing business opportunities or employment in the sector.
- Speak to other people in your sector, and to the CITF committee member representing your sector about your proposal *before* you apply to make sure you are on the right track.
- Provide information that demonstrates the need in the sector for the type of training the project proposes. Is this training initiative supported by the sector?
- Identify who the beneficiaries of the training will be. Will the training have a strong impact on one or two individuals, or a broad impact on a larger group?
- How does the project further the development of the cultural industry as well as your own (or the group's) business development?
- Are the results of the training measurable? Describe how you will evaluate and measure results.
- What resources and background qualify you to complete the project?
- Applicants are expected to contribute to their own training. Be sure to describe the extent and nature of additional revenues and your contribution to the project costs.
- It is helpful if you send an e-mail version of your application in addition to the original copy so it can be quickly distributed to the committee members.