



Staffing UP Program guidelines

2026



Staffing UP funds labour market projects that include an organisation's actions to:

- Create new opportunities for workforce development;
- Innovate employer practices;
- Provide workplace accommodations; and
- Participate strategically in labour market engagement.

How can we help?

Create new opportunities for workforce development

Workforce development includes:

- third party training;
- on the job experience; or
- mentorship or other activities that strengthen someone's skills.

Projects can include training costs for activities given by a third-party, project wages for activities delivered on the job; or consultant fees when an expert is brought in.

Innovate employer practices

Employer practices include:

- developing human resources policies;
- developing recruitment plans;
- succession planning; or
- other projects that strengthen an organization's ability to find, hire and keep workers.

Projects can include training costs for third party courses, project wages for work completed by internal employees or consultant fees.

Provide workplace accommodations

Workplace accommodations include:

- needs assessments;
- physical changes to the workplace; or
- specialty equipment purchases or software.

Projects can include consultant fees, training costs or equipment funding.

Participate in strategic labour market engagement

The Labour Market Development Branch conducts regular outreach with individuals, employers, organisations that provide labour market services and other governments. This is essential for developing labour market priorities and ensuring the projects selected for funding represent the current needs of the market.

Tell us your story, develop your plan

Our approach begins with what you want to do, what positive changes you hope to create and how you will measure success. We will work with you to identify how the goals of your project align with the intended outcomes of the Building UP program.

We will also work with you to determine how you will document and report your results.

Tell us your story

I am a...

- Which industry or sector are you in?
- What are the strengths of your organization?

I would like to...

- What issue or circumstance are you trying to address and what steps have you already taken?
- What are your project goals?
- Who are you trying to support?
- What are you trying to improve?
- What specific activities do you propose to meet your goals?
- When do you want to start?
- How long will it take?

So that...

- What will happen?
- What is the beneficial outcome to the participant, prospective employers, and the wider community?
- How will you measure success?

Eligible costs

Staffing UP uses a flexible funding model, so funding is not guaranteed even if eligibility criteria are met. We will negotiate funding a portion of the value of wages or costs directly related to your project up to 50 per cent of the total cost. If you are requesting more than 50 per cent, you may need to provide additional documents to show that the project cannot happen without additional support. You can request support from multiple categories for your project. If you need help categorizing your costs talk about this with your Labour Market Development Officer.

Wages

You can claim wages for the project when an existing or new employee needs additional on the job training beyond the normal onboarding needed for the role. We will negotiate funding based on the participant wages and how long the project is.

Training costs

Training costs are for third-party courses that will result in a certificate, diploma or credential. You can apply for direct costs such as tuition and course materials and indirect costs such as travel and accommodation. We will negotiate funding based on the overall project cost and

how long the project is. We will not fund university degrees or training for a designated trade, unless exceptional circumstances apply.

Consultant fees

Consultant fees are when your business hires an expert to support your business development. Consultants may provide services in-person or may work remotely. We will negotiate funding based on the overall project cost and duration.

Equipment or specialized purchases

You can apply for funding to make equipment or specialized purchases to meet your duty to accommodate under the *Yukon Human Rights Act*. We can fund specialised office furniture, software or structural modifications to the workplace and others. We will negotiate the funding amount based on the total project cost and the capacity of your business to contribute.

Who can apply

- you employ or plan to employ one or more people. The person you hire cannot be self-employed;
 - You are supporting an individual who is legally allowed to work in Canada;
 - your organization is in good standing with the Registrar of Societies or the Registrar of Companies; and
 - your organization is registered and in good standing with Worker's Safety and Compensation Board of Yukon.

Who cannot apply

- federal, provincial or territorial government, or a crown corporation.

If your project seems ineligible, contact us to discuss alternate funding sources or how you could adjust your project to meet our eligibility criteria. You can learn more at Yukon.ca.

Program limits

Staffing UP agreements are less than one year. We do not accept applications for projects that have already begun, except for exceptional circumstances. If that is the case, add this to your project concept form.

Contact a Labour Market Development Officer a minimum of two weeks before submitting your application. We can help make sure your application is complete and you have all your documents.

Making a successful application

There are always more applicants than available funding. You are more likely to be successful if you:

- Show your work. A good application has detail, show us that your proposal:
 - Benefits your business, your staff and the Yukon labour market;
 - Has clear and measurable goals;
 - Represents fair market value; and
 - is consistent with government and Staffing UP priorities.
- Show us that:
 - Your proposed project is within the scope of this program;
 - You can reasonably reach your goal during your project timeline;
 - Your request for financial support is reasonable and directly related to your proposed activities.
- Provide supporting documentation. Your Labour Market Development Officer will give an application package based on your project. You may be asked to provide the following information:
 - Resume and job description, or a skill gap assessment showing the difference between the current skills of the participant and what is required for the position;
 - A detailed budget for your project;
 - An outline of the training course and quotes for any indirect course costs;
 - Quotes from consultants or contractors if you are requesting funding for equipment or a consultant.

