

Yukon

Building UP

Program guidelines

2027–28

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Eligibility requirements

Eligible applicants

Your organization must:

- provide services to employers and/or individuals to improve their participation in the Yukon's labour market;
- demonstrate the capacity to work as part of a network of labour market services;
- have the ability to deliver the proposed activities;
- support Yukon businesses and individuals who can legally work in Canada; and
- be in good standing with the applicable corporate registry or regulatory authority.

Ineligible applicants

Your organization is not eligible if it is a:

- federal, provincial or territorial government; or
- government corporation.

Eligible activities

Employment assistance services for individuals

- **Counselling and case management:** Provides individualized support to help participants develop and follow their action plans. This may include counselling, specialized assessments and professional diagnostic services to identify factors that affect a person's ability to participate in training or perform specific jobs.
- **Job search assistance:** Provides structured, individualized support to help individuals conduct informed job searches based on their existing skills and qualifications. Activities may include individual or group assistance with job searches, resume writing, interview preparation, job preparation and job finding clubs.
- **Resource centre:** Provides information on the local labour market, employment opportunities, career planning, education and training programs, and equipment. Resource centres may also provide equipment to support independent job searches and access to information about career planning and training programs.

Skills development

- **Foundational skills:** Provides instruction or training to develop or improve one or more foundational skills, including reading, writing, numeracy, communication and digital literacy. This category includes adult education leading to high school equivalency.
- **Formative skills:** Provides instruction or training to develop or improve skills such as problem solving, collaboration, adaptability, creativity and innovation. This category also includes applied artificial intelligence and emerging technology literacy.
- **Occupational skills training:** Provides short-term training certificates or courses needed to meet specific job or industry requirements. This may include courses offered by public or private post-secondary institutions that lead to a certification or diploma, with the aim of helping individuals obtain or maintain employment. This category also includes training for individuals who are employed.

Work experience

- **Wage subsidies:** Supports employers to hire individuals they might not otherwise hire, giving participants direct work experience and/or on-the-job training.
- **Job creation partnerships:** Provides work experience for participants through community-oriented projects.
- **Self-employment assistance:** Provides support to individuals as they prepare to establish and operate a new business.
- **Work placements:** Includes job shadowing and job coaching to support workplace integration, as well as career exploration activities that provide practical workplace experience.

Employer support services

- **Human resource development:** Helps businesses develop human resources policies and provides training on how to implement them.
- **Employee growth and succession planning:** Helps businesses plan for employee development and future business needs.
- **Recruitment and retention:** Supports businesses in modernizing their recruitment and retention practices. This may include providing information about and access to research on future trends.

Labour market information

- **Research:** Creating or sharing labour market information, including applied research and events.

Eligible project participants

Individuals must:

- be 16 years of age or older at the time of participation;
- be legally entitled to work in Canada and can reasonably expect to remain so; and
- not be participating in secondary school.

Employers must not be:

- federal, provincial or territorial governments; or
- government corporations.

Funding details

You can apply for up to 100 per cent of eligible costs to deliver the proposed activity or service, including related operational costs. Costs incurred before project approval will not be considered for funding.

If you receive, have applied for, or plan to apply for funding from other sources to support your organization or your proposed service, you must identify these funds during the application process.

Projects may run for up to three years and must start on or after April 1, 2027.

Eligible expense categories

Staffing

Costs for employees hired specifically for the project or existing employees assigned specifically to project activities.

- **Wages and salaries:** Includes employees paid wages or salaries. Does not include contract workers who are not part of the organization's regular payroll.
- **Mandatory employer-related costs (MERCs):** Includes Employment Insurance, Canadian Pension Plan contributions, mandatory vacation pay (only if paid on each paycheque) and Yukon Workers' Safety and Compensation Board costs. These costs are calculated as a percentage of wages and salaries.
- **Employer cost human resources benefits:** Includes additional benefits, group insurance premiums, pension plan contributions, medical and dental plans, and other fringe benefits. These costs must be supported by the organization's existing human resources policy.

Participant costs

Payments made directly to project participant, or costs for items consumed by or distributed to participants as part of project activities.

- **Wages and salaries:** Applies when a participant enters into an employer-employee relationship with the organization for the duration of the project.
- **Mandatory employer-related costs (MERCs)**: Includes Employment Insurance, Canadian Pension Plan, mandatory vacation pay (only if paid on each paycheque) and Yukon Workers' Safety and Compensation Board costs. These costs are calculated as a percentage of wages and salaries.
- **Employer cost human resources benefits:** Includes additional benefits, group insurance premiums, pension plan contributions, medical and dental plans, and other fringe benefits. These costs must be supported by the organization's existing human resources policy.
- **Stipends:** Payments made when no employer-employee relationship exists between the participant and the organization.
- **Professional fees:** Fees paid to third-party professionals who provides services directly to project participants, such as guest instructors.
- **Tuition:** Payments for formal training provided by a certified training institution. Payments may be made directly to the participant or to the institution on the participant's behalf.
- **Dependent care:** Payments for professional childcare or adult dependent care services provided by a certified care provider. Payments may be made directly to the participant or to the provider on the participant's behalf.
- **Program materials:** Items required for participation in the project activities that participants use or consume such as books, supplies, safety clothing and testing materials.
- **Living allowance:** Support provided during the project to help participants cover basic living expenses. Unlike stipend, a living allowance is normally negotiated based on individual need rather than set at a fixed rate.
- **Disability related supports:** Payments for expenses associated with a disability. Payments may be made directly to the participant or to a provider on the participant's behalf. Eligible supports may include note-takers, interpreters, adaptive technology and training.
- **Transportation:** Commuting costs for travel within the city or community where the activity takes place. This may include bus passes, mileage and allowance for local travel.
- **Travel:** Travel costs when a participant must travel outside their home community to take part in an activity. This may include transportation, meals, accommodations and travel per diem. Costs are limited to the maximums amounts set out in the Government of Yukon Travel Policy, which is updated annually.

- **Venue rental:** Costs associated with renting space for project activities held outside the organization's own facility.
- **Special events:** Expenses for planned project events that are open to the public, such as participant completion activities, skills competitions and participant presentations.

Operating costs

Costs incurred by the organization that are not directly related to individual participants, but are needed to deliver the project. These are also known as overhead costs.

- **Honoraria:** Payments for services provided by third parties when there is no service contract, such as mentoring or Elder counselling.
- **Advertising:** Costs for radio and other media advertisements, posters, signage, brochures, flyers and other promotional materials.
- **Recurring:** Regular expenses such as banking fees, phone and internet services, utilities, annual memberships and dues.
- **Professional fees:** Fees for third party services not directly related to project participants such as bookkeeping, janitorial services, maintenance, security and legal services.
- **Staff development:** Expenses for staff development that are necessary and beneficial to the project. The benefit should be evident during the project term or within a predictable period after it ends. Examples include duty to accommodate training and professional conferences.
- **Equipment:** Items needed for the project that do not meet the definition of capital expenditures. This may include the purchase, lease or rental of computers, photocopiers, furniture and software, including software renewals.
- **Facility lease or rental:** Cost for the organization's office or facility. These costs are calculated as a percentage of total project costs, in proportion to the organization's project activities.
- **Office supplies:** Standard consumable items needed for the day-to-day operation of the project such as paper, pens, storage media and small devices, provided they do not meet the criteria for capital expenditures.
- **Staff travel:** Travel costs for staff who must travel outside of their home community for project activities. This may include transportation, meals, accommodations and travel per diems. Costs are limited to the maximum amount set out in the Government of Yukon Travel Policy, which is updated annually. Travel outside the Yukon must be approved in advance by Labour Market Development.
- **Transportation:** Commuting costs for travel within the city or community where the activity takes place. This may include bus passes, mileage and allowance for local travel.

- **Insurance:** Costs for required project insurance, including fire, theft, liability, and accidental damage coverage. Vehicle insurance may be included when an organization's vehicle is used for project activities.
- **Capital expenditures:** Items purchased for the project that are:
  - valued at $1,000 or more;
  - not consumed by the project; and
  - not incorporated into the recipient's or project's facility.

  A capital items plan must be approved by the Government of Yukon.

Ineligible expenses

The following expenses are not eligible:

- The purchase of buildings, vehicles, or other items that will not be disposed of at the end of the project
- Costs described only as contingencies
- Organizational costs not related to the project
- Profit, including profit margins, markups, shareholder distributions and any financial gain beyond the recovery of eligible project costs

Application requirements

Application form

Applicants who submit an eligible project concept proposal by the deadline will receive an application package. The package will include the following sections:

- **Organization information:** Organization type, staff positions, board members (if applicable), mandate, financial controls and funding history.
- **Project description:** Objectives, intended audience and the identified labour market needs.
- **Project activities:** Activity type, start and end dates, service details, delivery location and format, measurable outcomes and intended results.
- **Budget:** A cost breakdown for each activity and identifying other funding sources.
- **Project participant information:** If the project has participants, information about selection criteria and management of their personal information in accordance with the Yukon *Access to Information and Privacy Protection Act* (ATIPP).
- **Supporting documents checklist:** A checklist of documents required from the organization.

Supporting documents

In addition to completing the application form, you must submit the following documents:

- A detailed budget showing how totals were calculated
- A capital items disposition plan, if your application includes capital expenditures
- A certificate of incorporation and letter of good standing, if your organization is not a Yukon registered society or business
- An insurance declaration page demonstrating sufficient liability insurance for the service
- A combined service letter of support, if your activity is part of a combined service delivered with other organizations
- Examples of participant intake and consent forms
- A Yukon Workers' Safety and Compensation Board clearance letter

Additional supporting documents depend on the activities included in the project concept proposal. These may include:

- examples of action plans and other case management documents;
- examples of course content or training materials;
- staff certifications or statements of experience;
- confirmation of third-party services;
- eligibility criteria for individuals and employers; and
- policies on how participants are recruited or selected.

If you have questions about the supporting documents required for your project, contact your assigned officer.

Assessment criteria

Applications will be reviewed for eligibility before assessment. Applicants whose organizations or proposed projects are found to be ineligible will be notified within one week of the application deadline.

Eligible projects will be grouped by project components and assessed against similar applications. The components used for grouping are:

Labour market priorities

- Projects that demonstrate how they support one or more of the following priorities:
  - Developing workers to support upcoming infrastructure and resource development projects, including skilled trades
  - Increasing the hire rate for youth in available jobs, or providing youth with workforce readiness opportunities
  - Improving labour market outcomes for members of equity-deserving groups, including Yukon First Nations, persons with disabilities and newcomers in professional occupations such as health care
  - Providing support for workplace/workforce diversity
  - Improving the quality and use of available outcome data and labour market information for the Yukon
  - Providing support to individuals and employers in communities outside of Whitehorse
- Success is demonstrated in part by:
  - Reductions in the number of posted, unfilled vacancies and the time they remain unfilled
  - Significant, demonstrable reduction of the number of working age Yukoners who are not in the labour force, particularly youth aged 16 to 30
  - Demonstrable increase in employer participation in labour market development
  - Demonstrable increase in Yukon First Nations participation in labour market development, particularly as it improves outcomes for First Nations youth.

Project activities

- Employment assistance services for individuals
- Skills development
- Work experience
- Employer support services
- Labour market information

Targeted demographics for equity-deserving groups

- Francophones
- Newcomers in skilled or regulated occupations
- Persons with disabilities
- Women working in or entering trades and technology
- Youth aged 16 to 30
- Yukon First Nations

Projects that include more than one activity will have each activity assessed separately. The program may approve some activities in an application but not others.

Applicants are encouraged to work with other organizations to identify opportunities to combine activities and services, coordinate services for participants and reduce the need for multiple intakes. Organizations are also encouraged to work together to identify opportunities to share resources.

The assessment will consider:

- the project as described in the application;
- the organization's demonstrated capacity to deliver the service; and
- how the activity fits the network of labour market services and priorities.

Projects will be assessed using the assessment rubric provided in the application package. Each item will be assessed as:

- fully demonstrated;
- partially demonstrated; or
- not demonstrated.

Application process

1. **Review guidelines.** If you have questions, contact lmd@yukon.ca, or your current agreement manager if you have an active project.
2. **Submit a project concept proposal.** Use the project concept proposal form and list the activities you intend to apply for using the activity names in these guidelines. Eligible organizations will receive an application package for those activities, along with a list of required supporting documents. A Labour Market Development officer will be assigned to support you as you prepare your application. This may not be the same person as your current agreement manager.

3. **Submit your completed application package.** Complete the online application form and upload all required supporting documents by 4:30 pm on December 7, 2026. You may submit your application earlier. Once you submit the completed application, no further changes will be accepted. You will receive an email confirming that your application has been received.
4. **Eligibility review.** All applications will be reviewed first for eligibility. Applicants whose proposed projects are ineligible will be notified and not assessed further.
5. **Assessment.** Eligible projects will be assessed by a Labour Market Development officer. A recommendation will be made for each activity in the project, and the full list of recommendations will be submitted for a decision.
6. **Funding decisions.** Funding decisions will be made for each activity within a project. An application may be approved for some activities but not others.
7. **Notification.** All applicants will be notified of the decision. Applicants whose projects are not approved, or whose projects receive only partial approval, may apply again in a future intake.
8. **Funding agreements.** Transfer Payment Agreements will be negotiated with approved applicants. Organizations must agree to the standard conditions of the agreement. The payment schedule and reporting requirements will also be negotiated.
9. **Project start.** Project activities may begin only after the Transfer Payment Agreement has been fully signed.

Important dates

November 13, 2026 at 4:30 pm	Deadline to submit a project concept proposal identifying the activities for which you intend to apply for funding.
November 20, 2026	Eligible organizations will receive an application package.
December 7, 2026 at 4:30 pm	Deadline to submit the final application package and all supporting documents.
February 12, 2027	All applicants will be notified of the funding decision
March 19, 2027	Transfer Payment Agreements for approved projects must be fully signed.
April 1, 2027	New projects may begin.

Reporting requirements

Applicants must confirm that they understand and agree to meet the program's reporting requirements.

Participant data

Each project participant must provide the following information and consent to it being disclosed to the Government of Yukon and the Government of Canada:

- Social Insurance Number (SIN)
- First and last name
- Date of birth
- Physical address
- Mailing address, if different from physical address
- Phone number
- Email address
- Employment status at the start of the service
- Highest level of education
- Preferred language of communication

Each project participant must also be given the option to provide the following demographic information:

- Gender
- Marital status
- Number of dependents
- Whether they have a disability
- Whether they are Indigenous
- Whether they are an immigrant and if so, their year of immigration

Each employer receiving services must provide the following information and consent to it being disclosed to the Government of Yukon and the Government of Canada:

- Business type
- Number of employees
- Sector, using the four-digit North American Industry Classification System code

Participant reporting

Service providers must track the following information for each participant and report it to the Government of Yukon quarterly for sharing with the Government of Canada:

- The personal information listed above
- Services provided to the participant, including intake or service start date
- For skills development services, the start date, end date and course results, including:
  - for foundational or formative skills development, whether the participant improved their skills; and
  - for occupational skills training, the National Occupational Classification code for the target role and whether the participant earned any certifications or credentials.
- Services outcomes, including the end date and employment status at the end of the service

Employer reporting

Service providers must track the following information for each employer participant and report it to the Government of Yukon quarterly for sharing with the Government of Canada:

- The employer information listed above
- Services provided to the employer
- For skills development, the type of training and skills learned
- The underrepresented groups targeted
- Service outcomes, including the number of individuals who participated in the service for the business

Activity reporting

Activity reports are required quarterly and must include, at minimum:

- a summary of activities undertaken during the reporting period, including results and outcomes; and
- participant information forms or data uploads for new participants, and updated or completed information for ongoing participants.

An activity monitoring visit will take place at least once during the service agreement. A Labour Market Development officer will visit the project location and observe the activity. Organizations will receive one week's notice of the visit.

Financial reporting

Expenditure reports are required monthly and must include, at minimum:

- a list of expenditures during the reporting period; and
- supporting documentation of those expenditures, typically in the form of a General Ledger report.

A financial monitoring visit will take place at least once during the service agreement. An officer will visit the organization's offices and review financials records against the reported expenditures. Organizations will receive one week's notice of the visit, including the reporting period being reviewed.

Personal information management

Applicants must demonstrate that their organization has the capacity to collect, protect and securely store the personal information required for project participants.

The application must clearly describe how participant information will be collected and stored by the organization. This includes descriptions of any software or other electronic storage systems used.

Questions and support

For questions about the Building UP program, eligibility requirements or the application process, contact Labour Market Development at lmd@yukon.ca or your assigned agreement manager.



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