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# TRAINING FUND PROGRAM POLICY

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This document is a guide to doing business with Media Development (MD) and intended to increase transparency and predictability in dealings between MD and recipients of funding. For details on how this policy is administered, refer to the Business Guidelines.

Where there is a discrepancy between this document and a Transfer Payment Agreement (TPA) between a funding recipient and the Government of Yukon, as represented by the Minister of the Department of Economic Development, the TPA will prevail.

Government of Yukon reserves the right to modify this policy, in compliance with the *Financial Administration Act* and its associated policies, at any time and without notice. Please consult Yukon.ca for the latest news and documentation.

MD retains full discretion in the evaluation of projects receiving funding contributions from MD and the application of these policies. In all questions of interpretation of this document, the interpretation of MD shall prevail.

## 1 Program Goals

The goals of the Yukon media funding programs are to:

1. Maintain and ultimately increase the level of total independent media production and expenditure in the Yukon;
2. Maximize Yukon employment opportunities for Yukoners resulting from media production in the Yukon; and
3. Encourage sustainable growth in the Yukon media production sector, resulting in a stronger infrastructure of skills and services.

This Training Fund provides financial support to Eligible Applicants to undertake individual training that develops Yukon producers' and technicians' skills and expertise required for

development, production, post-production and/or marketing of film, television and digital content of economic benefit to the Yukon, and to deliver training programs that increase opportunities for Yukoners to obtain employment in the film, television and digital production sectors, locally, nationally and internationally.

Eligible Costs may include those necessary for an individual to attend training courses and for organizations to deliver training programs in the Yukon. Success in the Training Fund will be primarily measured in the short term by attendance at training events, and in the long term by growth in the number of Yukoners earning income in the media production sector.

## 2 Application Process

MD will begin receiving applications on a yearly opening date published on Yukon.ca. Processing of applications will be conducted as expeditiously as possible on a first-come, first-served basis until resources for the program are depleted, at which time the program will be closed.

There is no restriction on the number of applications that may receive funding per Eligible Applicant.

### 2.1 Complete Application

The following documentation is required at time of submission to submit a Complete Application:

For Yukon Residents:

- Completed and signed application form;
- Applicant resume outlining their experience in media production;
- Budget for the project, including all sources of funding for the project;
- 750 – 1,000-word statement of intent outlining why the individual is pursuing the training and how the training relates to the individual's career plans; and
- A completed and signed Residency Declaration.

For Organizations:

- Completed and signed application form;
- Budget for the project, including all sources of funding for the project;
- A description of the training program(s), target audience, and intended outcomes for which funding is being sought; and
- Names and biographies of all instructors for the training program.

Templates for the above documents can be found on Yukon.ca. MD may also ask for other documents considered necessary to confirm eligibility.

Incomplete and ineligible applications will be removed from further consideration. To avoid being removed from the queue and having to resubmit, Applicants are strongly encouraged to contact MD to discuss their questions before submitting a Complete Application.

### 3 Evaluation Criteria

Applications will be evaluated according to the following criteria:

- The eligibility of the applicant;
- The significance of the training project to the trainee, in the case of individuals, or of the training program to the Yukon's media production sector, in the case of Registered Yukon Non-Profit Organizations;
- The ability of the applicant to realize the objectives of the project;
- Evidence of the applicant's high degree of commitment to the sector in the Yukon; and
- Reasonableness of the budget, including the applicant's contribution.

MD may convene a panel with membership as appropriate to provide advice regarding the final selection for approval of applications. The decisions of MD are final and no feedback will be provided on the relative competitiveness of submissions. Applicants are welcome to resubmit an unsuccessful application due to oversubscription at a future opening date, provided the planned activities have not commenced.

### 4 Funding Contribution

Eligible Applicants that meet the requirements of the Training Fund will receive the lesser of:

For individuals:

- \$10,000 or 75% of the approved cash expenditures in the project budget. The approved cash expenditures will be net of all deferrals and in-kind contributions to the Project.

For Organizations:

- \$25,000 or 75% of the approved cash expenditures in the project budget. The approved cash expenditures will be net of all deferrals and in-kind contributions to the Project.

No more than 50% of the total budget of any application can be eligible travel expenses.

After 100% of financial sources are secured (net of MD's funding contribution), the successful Applicant will sign a TPA with the Government of Yukon in accordance with the *Financial Administration Act* its associated policies.

## 5 Definitions

All Applicants must also abide by the MD Business Guidelines which are an integral part of these program policies. The MD Business Guidelines, which will be amended from time to time, are published on Yukon.ca. Where there is a discrepancy between the following definitions and the MD Business Guidelines, the MD Business Guidelines will prevail.

### 5.1 Eligible Applicants

Eligible applicants include:

- Yukon Residents; and
- Registered Yukon Non-Profit Organizations.

### 5.2 Eligible Costs

Eligible Costs are costs set out in the project budget for the Eligible Project or the final cost report as applicable, plus costs that MD considers necessary and minus costs that MD considers excessive, inflated or unreasonable. MD's participation is calculated on the Eligible Costs of an Eligible Project and assessment of the Eligible Costs is at MD's sole discretion. In general, the following are Eligible Costs for training:

For Yukon Residents:

- Tuition, required texts and consumable materials required for post-secondary coursework, short-term educational pursuits such as workshops or training and mentorship in Key positions; and
- Travel and accommodation for short-term educational pursuits.

For Registered Yukon Non-Profit Organizations:

- Professional fees;
- Space and equipment rental;
- Consumable products necessary for the delivery of the training;
- Marketing and promotional cost for the training program;
- Administration costs to a maximum of 15% of the cash budget; and
- Transportation, accommodation and per diems for visiting instructors.

Costs incurred prior to submitting the application are not eligible costs.

Travel costs are limited to the lowest economy airfare, accommodation for a standard room, and per diems are not to exceed the posted Yukon government rate.

### 5.3 Eligible Projects

The Eligible Project may include:

For Yukon Residents:

- Coursework at a post-secondary institution;
- Other training offered by a qualified training provider that meets the objectives of the Training Fund (mentorship, for example);
- Training in Key positions on a media production;
- Training opportunity with an established production company; and
- Workplace internship with an established production company.

For Registered Yukon Non-Profit Organizations:

- Planning and delivery of short-term training opportunities in the Yukon for Yukoners active in the media production sector.

Ineligible activities include:

- Attendance at conferences and annual general meetings;
- Training traditionally provided by an employer;
- Generalized training that is not specific to the development, production, post-production or marketing of film, television or digital content (such as first-aid training).

## 5.4 Final Deliverables

Upon completion of the training project, the Applicant will deliver to MD:

- Final Cost Documents according to the MD Business Guidelines and TPA;
- For Yukon Residents, verification from the training institution or instructor that the applicant has participated in and successfully completed the training for which funding was applied;
- For Registered Yukon Non-Profit Organizations, a final list of training opportunities that were offered; instructors; and training program attendees; and
- Any other required deliverables as outlined in the TPA.

## 5.5 Yukon Resident

Yukon Resident is a person who has resided in Yukon for at least one year (365 days) prior to the date of application for funding to MD.

## 5.6 Registered Yukon Non-Profit Organization

A registered Yukon non-profit organization must be registered and be in good standing with Yukon Corporate Affairs. Its mandate must include the development of Yukon's media production industry and it must have a track record in delivering practical training programs to Yukoners.