

GUIDELINES FOR COMPLETING APPLICATION FORMS FOR CTTS FUNDING

NB – APPLICATIONS MUST BE POSTMARKED NO LATER THAN 14 DAYS FOLLOWING COMPLETION OF THE COURSE

- PLEASE COMPLETE A “SPONSOR” APPLICATION FORM WHERE YOUR ORGANIZATION IS PUTTING ON THE COURSE (IT MUST BE OPEN TO OTHER YUKON COMMUNITIES)

CONTACT PERSON

The person who can speak to the application

NAME OF COURSE/PURPOSE

Please attach a copy of the marketing information or detail re the learning opportunity

EXPENSES

- **DO NOT INCLUDE GST ON ANY EXPENSE**
- **SALARIES, PER DIEMS OR HONORARIA ARE NOT ELIGIBLE EXPENSES-DO NOT INCLUDE**
- Identify projected or actual costs , minus GST, for all items – Taxes other than GST are allowed
- Where it is an approved rate such as Meal Allowance or Daily Incidentals, calculate the a total expense by multiplying your approved employer rate x the number of days or partial days on training
- For mileage, calculate the a total expense by multiplying your approved employer rate/km x the number of km for a round trip. If your employer does not have a rate/km use YTG mileage rates.
- Total expenses

Please be as accurate and thorough as possible in projecting costs. If expenses end up being less than projected, the grant will be reduced accordingly. If however expenses end up being more than projected, there will not be an increase to the grant.

Also, only expenses that have been identified on the application form are eligible for funding.

REVENUES

- Complete the amount of funding your organization is providing and the amount requested from CTTS - The maximum contribution provided for any one application is \$3,000.00. CTTS will provide funding on a 2 tier system: Conferences and conventions may be funded at a rate of up to 1/3 of the total cost while other training such as workshops, courses etc may be funded at a rate of up to 2/3 of the total cost.
- Total revenues must equal total expenses.

ENSURE THAT AN OFFICIAL SIGNS THE APPLICATION FORM. INCOMPLETE APPLICATIONS WILL BE RETURNED, POTENTIALLY DELAYING CONSIDERATION OF YOUR APPLICATION FOR FUNDING.