

Whitehorse United Church

601 Main Street, Whitehorse, Yukon

Ph (867) 667-2989

office@whitehorseunitedchurch.ca

Herb and Dorreene Wahl Training Fund Application

Section 1 - General

Application Date: _____

Individual/Group Contact Name: _____

Address: _____

Phone: _____

E-mail: _____

Name of Proposed Training Activity/Project:

Location: _____

WUC Supporting Committee (if applicable): _____

Proposed Start Date of Activity/Project: _____

Proposed End Date of Activity/Project: _____

Amount of Funding Requested (see budget): \$ _____

Section 2 - Description of Activity

Provide a brief description of the activity.

Explain how the activity will build capacity or provide new skills to enrich the life of Whitehorse United Church.

How many people will be benefiting from the activity? _____

Add additional explanation as required.

List and attach a copy of agenda, itinerary, schedule, program plan or other supporting material.

Section 3 – Budget (in CAD\$)

Please include all reasonable costs and expenses incurred by a recipient to carry out an approved training project, including, without limitation, the following:

Item	Cost	Notes
Costs for participating in a learning forum (e.g. registration fee, tuition)		
Economy airfare or equivalent for gas to get to/from a learning event with receipts		
Ground transportation – taxis, rental car, airport or venue parking, gas with receipts		
Facilitator, resource people or consultant fees/honorarium or gifts		
Accommodations and meals for individuals - facilitator/resource persons/consultant		
Materials to support learning (e.g. handouts, books, etc.)		
Hospitality for group learning events (e.g. beverages, snacks) Other		
Venue/Space Rental		
Promotion/Advertising		
Other (specify)		
TOTAL BUDGET	\$	
Other potential sources of funds/partnerships (specify and indicate if applied for/approved.)		
AMOUNT REQUESTED	\$	

Section 4 – Agreement

I agree to share the results of my activity as requested, either as a verbal report to the congregation or a written summary to council within 3 months after completion of the activity.

Applicant's Signature: _____

Section 5 – Guidelines and Provisions

1. This funding is for any training projects, including without limitation, any initiative, experience or activity in any format that leads to individual or group learning that develops knowledge or skills or expands perspectives on issues for the benefit of members and/or adherents of the Whitehorse United Church community. This can also include ongoing activities that are considered to have a training component.
2. Applications should be submitted at any time either by paper at the church office or by emailing to office@whitehorseunitedchurch.ca.
3. Requests for under \$1,000 will be responded to within two (2) weeks if all needed information is provided. Responses to larger requests will be made within six (6) weeks of the submission if all needed information is provided. It is recommended that the contact person be available to answer questions that arise during Church Council review, in order to expedite the decision-making process.
4. Applications will not be accepted retroactively for events/activities that have already happened.
5. Any group or individual who undertakes an activity/project **prior to receiving a funding decision** from the Church Council assumes all financial responsibility for the activity should the funding subsequently not be approved.
6. Funds may be advanced before the activity/event by written request to the Church office. A minimum one-week lead time is requested. All expenses must be supported with receipts or other documentation and any advanced funds which exceed total approved expenses are payable back to the Church within two weeks after the conclusion of the activity/event.
7. Decisions on funding will be made by the Church Council. Should an application be denied, the Church Council will provide an explanation to support its decision. A decision may not be appealed.