



**Health & Social Services**  
**PROFESSIONAL DEVELOPMENT FUND**  
**Guidelines**  
*(Revised April 2009)*

The Yukon government has established a professional development fund for people actively delivering health and social services in the territory. The objective of the fund is to help health and social service workers advance their direct delivery skills so they can provide Yukon people with high quality services.

### **Eligibility**

The Professional Development Fund (PDF) is divided into 2 programs. The "External" PDF is allocated \$100,000 and is available to eligible staff and volunteers of non-profit agencies, First Nations and certain private businesses.

**These program guidelines and the application forms are to be used for this "external" PDF program.**

The "Internal" PDF is allocated \$100,000 and is available to the Yukon Department of Health and Social Services. The department annually determines how the "internal" PDF will be allocated. Health & Social Services employees should contact their supervisors to obtain more information about the administration of that fund.

The PDF is available when there is no other training fund available to support the training initiative. The

following agencies may apply to the PDF on behalf of people working or volunteering in the delivery of health and social services:

- ⇒ Yukon First Nation governments;
- ⇒ registered non profit agencies, including registered professional organisations; and,
- ⇒ certain private businesses *providing direct services for the Yukon government.*

### **What is the application process?**

During the remainder of the year 2009 the following 2 application deadlines will be used:

**May 15<sup>th</sup> or October 15<sup>th</sup>.**

The application review generally takes 4-6 weeks from the application deadline.

Once a decision is made, the applicant will be notified whether the project has been approved. If approved, the applicant will be sent a contribution agreement to be signed and returned. Funding will be available according to the terms of the agreement.

## **Proposal Evaluations**

A Review Committee has been established to approve applications to the Professional Development Fund. The Committee consists of representatives from the following agencies: Yukon Health Services; Yukon Social Services; CYFN Health Commission; and the Health & Social Services Council.

In addition, other government departments or branches of Health & Social Services may be involved in providing comments on the applications.

### **What are the criteria?**

Professional development proposals should relate to one of the following objectives:

- ⇒ to contribute to the delivery of an appropriate range of health and social services;
- ⇒ to develop and deliver prevention-based programs; and,
- ⇒ to develop direct delivery skills in areas where there is recognized service gaps in the Yukon.

Preference will be given to projects that support:

- ⇒ training of trainers to work with other Yukon practitioners;

- ⇒ professional development in significant and/or emerging areas of practice in the Yukon;
- ⇒ professional development opportunities offered in the Yukon that make use of Yukon resources to the extent possible (i.e. travel to send people out of the Yukon is not a high priority); and,
- ⇒ opportunities for a number of participants to benefit from the training or skill development opportunity.

The Review Committee will also consider the following:

- ⇒ whether the applicant has received previous funding from the PDF; and,
- ⇒ the distribution of funds to projects throughout the Yukon.

### **What costs are eligible?**

Only those costs incurred **after** the proposal has been approved are eligible for consideration. Project planning should take into account the application review time of 4-6 weeks from the application deadline.

The Fund will cover such costs as:

- ⇒ travel expenses including excursion airfare (where possible) and/or cost of gas, not exceeding Yukon government guidelines;
- ⇒ meals and accommodations, not exceeding Yukon government guidelines (see chart on next page);
- ⇒ participant fees such as tuition or workshop fees;

- ⇒ purchase of training equipment and support materials (to become property of sponsoring agency); and,
- ⇒ professional fees for trainers, instructors, mentors.

Administration and/or co-ordination expenses may be eligible but will not be a priority for funding.

### **What is NOT eligible?**

Costs that are **NOT** eligible include

- ⇒ salaries/honoraria for participants while attending professional development sessions;
- ⇒ funding to attend conferences and conventions that do not have a specific service delivery focus;
- ⇒ costs to an agency to provide “backfill” services;
- ⇒ opportunities generally accessible through the Yukon Public Service Commission;
- ⇒ training of an administrative or executive nature (e.g. board member roles, agency strategic planning, etc.);
- ⇒ training and development proposals that are eligible for funding from other Yukon government sponsored training funds; and,
- ⇒ training programs that are ongoing in nature (e.g. regular staff planning, annual conferences, etc.).

### **Cost Shared Requirements**

Private businesses and First Nation governments are required to provide a 50% cost share for professional development projects.

### **Limitations**

Even though an application meets the criteria, the application may be denied due to other applicants taking priority (for example a first time applicant receiving assistance prior to an applicant that has previously been supported) or due to limitation on funds. Each application is judged on its own merit.

### **Are there terms or conditions to the funding?**

All agreements will require a brief written report of the project and a full financial report, including receipts where necessary. Additional terms and conditions may include a request for a more substantial project report or a brief presentation to other professionals who may benefit from the project.

Funds will generally be approved for a limited period of 6 months from the approval date. Extensions may be requested for approval by the Department of Health & Social Services.

### **For more information contact:**

Yukon Health & Social  
Services  
867.393.6461 or  
toll free 1.800.661.0408  
(extension 6461)

## Eligible Travel Expenses

(as of April 1<sup>st</sup> 2009 and subject to change)

### Meal Expenses

Meal expenses may be covered up to a maximum of the following rates.

	In Yukon	Outside Yukon
<b>Breakfast</b>	\$16.30	\$14.05
<b>Lunch</b>	\$16.40	\$13.50
<b>Dinner</b>	\$47.40	\$38.40

### Transportation Expenses

Receipts for **ALL** expenses are required. Reimbursement will be based on actual costs **UP TO** the maximum amounts noted below.

#### **Vehicle Travel:**

Gas expenses will be covered *up to a maximum* of the excursion air travel cost for similar travel.

#### **Air Travel:**

Air travel expenses *up to the maximum* of excursion airfare.

### Hotel Expenses

Hotel accommodations may be covered up to the maximum noted below. Receipts for **ALL** expenses are required. The PDF will NOT cover private accommodations.

Hotel accommodations within the Yukon – actual cost (no maximum)

Hotel accommodations outside the Yukon – up to maximum of \$110/night