

# Tourism Training Fund Application Form



Name \_\_\_\_\_

Name of Employer (if applicable) \_\_\_\_\_

Name of Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Town/Hamlet in the NWT \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Fax \_\_\_\_\_

Email address: \_\_\_\_\_

I am applying for: Individual Funding \_\_\_\_ Group Funding \_\_\_\_

Total project budget: \_\_\_\_\_ Amount Applying For \_\_\_\_\_

Please provide the following:

- Proof of registration in training course (if available).
- Letter of support and/or demonstrations of future employment opportunities (if applicable).
- A complete budget including expenses for training (see template on page 3).

I agree to give ITI permission to use parts or all of the information contained within this application for use in the publication of information and reports. ITI will not disclose personal information to outside sources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please fax, mail, or email the completed application form to the tourism development officer in your region:**

**North Slave Regional Office** Ph: (867) 767-9212 Fx: (867) 873-6109 Email: Amy\_Lizotte@gov.nt.ca

**South Slave Regional Office** Ph: (867) 872-6430 Fx: (867) 872-4628 Email: Michelle\_Keizer@gov.nt.ca

**Dehcho Regional Office** Ph: (867) 695-7500 Fx: (867) 695-7501 Email: Marion\_Storm@gov.nt.ca

**Sahtu Regional Office** Ph: (867) 587-7171 Fx: (867) 587-3018 Email: Jess\_Fortner@gov.nt.ca

**Inuvik Regional Office** Ph: (867) 777-7196 Fx: (867) 777-7321 Email: Anne\_Kokko@gov.nt.ca

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## Training Proposal

Name of Training Course \_\_\_\_\_

Date(s) of Course \_\_\_\_\_ Location of Course \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

Number of people taking the training (for group funding): \_\_\_\_\_

Briefly describe the training: (attach course description and/or website if available)

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How will this training increase your skills and/or employability within the tourism sector? List the major benefits/results this training will provide:

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How will the success of the training be measured? (i.e. certificate obtained, job offered, etc.);

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# Tourism Training Fund Application Form

**Budget for Training Course:**

COSTS	DETAILS	AMOUNT
Registration/Instructor Fee		
Course Materials		
Flight (round-trip, airline)		
Mileage (see note below)	_____ Km @	
Accommodation	_____ nights @ _____	
Ground Transportation (taxi, bus)		
Total Cost		
-25% Applicant Contribution		
<b>Total Requested from TTF</b>		

Notes:

Meals are not an eligible expense.

Mileage rates are based on current GNWT travel rates:

<http://www.hr.gov.nt.ca/employee-services/travel/duty-travel/duty-travel-rates>