

Indigenous Skills Training (IST) Program: Quick Start Reference Application Guide

This quick start reference guide will outline the required information needed to complete each application step.

Tips for Starting Your Application



Start by reading this quick start reference application guide.



Before starting your application in the CMHC Housing Portal, we suggest preparing the **project scope, objectives and costs**.



If you do not already have access to the [CMHC Housing Portal](#), you can create an account today. Here is a [how-to guide](#).

CMHC Portal Application Steps Overview

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Contact	Proponent	Project Information	Additional Information	Proposed Financing	Attachments	Submit

Step 1: Contact

The application begins by requiring your name, contact information (e-mail address, phone number), and office address. You also have the option to start the application and then assign it to someone on your team to complete.

Step 2: Proponent

Program you're applying for *

On-Reserve Skills and Capacity Development



1

Project Name *

Project Name – Please be descriptive when writing your Project Title

2

1. Click the magnifying glass icon to find the program you are applying for: **On-Reserve Skills and Capacity Development**.
2. Enter the **Project Name** in the text box provided. Please be descriptive when writing your Project Title.

Step 3: Project Information

Please provide a descriptive name for your application, ie "first name PROGRAM"

Project Name *

Project Name

1

Expected Project Start Date *

2023-05-01

2

Expected Project Completion Date *

2023-11-30

Function Area

Housing Maintenance

1. **Project Name** will auto-populate from the previous step.
2. Enter your **expected project start and completion dates**. Note: Start and completion dates must be within the same fiscal year (ex. between April 2023 - March 2024).

The **Activities/Support** section is intended to outline the total estimated costs of your proposed project.

In addition to indicating the total estimated costs in this step, **you must also include a detailed breakdown of your activities**, including timelines and associated costs. See **Step 6 – Attachments** for more information.

1. Using the drop-down menu for **Area**, select **Other**.
2. Using the drop-down menu for **Activity**, select **other Skills Fees**.
3. Click on the space under **Estimated Cost** and indicate the **total estimated cost** you are requesting from CMHC for your proposed project.

Please add and populate rows in the table below for each Activities/Support you would like to include in the application.

Area	Activity	Estimated Cost	
Other	Other Skills Fees	\$20,000.00	(Remove)
Other	Speaker Fees		
Activity - EN	Honorariums for Events		
	Other Skills Fees		

Step 4: Additional Information

Additional details about your project/activity are required to evaluate your application. You can prepare for this step by having answers for the following questions (the percentages indicate the weight for each question):

Application Question	Response Criteria
Tell us why this skills development project is important. 28%	<ul style="list-style-type: none"> Describe the skills development needs. Present the project and its key activities. Specify how the project will meet the identified needs.
List all the main objectives that this project is expected to fulfill. 24%	<ul style="list-style-type: none"> Describe the objective(s) and deliverable(s) of each activity. Include how each objective will be measured.
Who will be directly responsible and accountable for managing this project? Name(s) and work title(s). 20%	<ul style="list-style-type: none"> List the primary contributors for this project - include their role and years of experience.
Will there be opportunities for First Nations members to acquire skills and technical training? Discuss how you expect this to happen. (What skills or technical training opportunities will there be for FN members?) 16%	<ul style="list-style-type: none"> Describe how your project design could lead to scalability and replicability opportunities for other First Nations.
List the various ways this investment in skills development will enhance the community overall now and in the future. 12%	<ul style="list-style-type: none"> Describe the expected changes in behaviour and/or awareness as a result of deliverables. Describe the sustainable impact that you expect as a result of the project.

After providing responses for each question, your answers will appear in a table format. If you need to make any changes, click on the question you would like to edit.

Step 5: Proposed Financing

You will need to list the sources of funding you will obtain to finance your proposed project. This could include the financial contribution from your organization, the funding expected from other partners (public, non-profit, private), and from CMHC. *Note:* CMHC can be the only funding partner in your application.

- Select the **type of financial collaborator/partner** you have or are seeking for your proposed project from the drop-down list (ex. Indigenous Government, Government of Canada, Not-for-Profit, or CMHC).
- Select the **type of funding** you are requesting or planning to receive from funding partners from the drop-down list (ex. Contribution or Other).
Note: Contribution will be the funding type for any skills funding you expect to receive from CMHC.
- Indicate the **funding amount** you are requesting or have received (do not include a \$ symbol).
- Enter the **Collaborator Organization Name**.

Partners, Collaborators and Funding Sources

Total Expected Funding
\$ 20,000.00

Collaborator Type	Collaborator Organization Name	Funding Type	Capital Funding Amount Expected
CMHC	CMHC	Contribution	\$20,000.00

[CANCEL AND RETURN TO FUNDING SOURCE/COLLABORATOR LIST](#)

Create a separate funding source for each collaborator involved with this project with respective funding amounts. Examples of collaborators could include CMHC, ISC and your own Nation.

What is the type of collaborator/partner? **1**

Collaborator Organization Name **4**

Funding Type **2**

Capital Funding Amount Expected **3**

[SAVE AND ADD ANOTHER FUNDING SOURCE/COLLABORATOR](#) **5**

- You will need to repeat these steps for **each funding source/partner** by clicking on **Save and Add Another Funding Source/Partner**.
- After you save the entry, your information will show up above in the **funding table**. If you notice an error or want to delete it, you can click on the small drop-down arrow, which will allow you to edit or delete the record.

Partners, Collaborators and Funding Sources

Total Expected Funding
\$ 20,000.00

Collaborator Type ↑	Collaborator Organization Name	Funding Type	Capital Funding Amount Expected	
CMHC	CMHC	Contribution	\$20,000.00	 <ul style="list-style-type: none"> Edit Delete

[CANCEL AND RETURN TO FUNDING SOURCE/ COLLABORATOR LIST](#)

Create a separate funding source for each collaborator involved with this project with respective funding amounts. Examples of collaborators could include CMHC, ISC and your own Nation.

Step 6: Attachments

You will be able to upload any documents relevant to your application, in addition to documents specified below. This information will be used for the evaluation of your application.

Required documents:

- Project Proposal, including a Statement of Work. **Recommended length:** 1-2 pages
- Final Reports, **only if** your proposal is requesting a continuation of funding (ex. Year 2 funding)

Recommended documents:

- Letters of support

Step 7: Submit

Do you need to save and submit later?

Click **Save For Later**. If you do, the system will save your application under your profile, and you can find it under the section **My Applications**.

READY TO SUBMIT YOUR APPLICATION?

All 7 steps must be complete to submit your application.

Note: Once you click **Submit Now**, you will not be able to make any more changes to your application. If changes are required after you submit, you will need to reach out to capacityrelationships@cmhc-schl.gc.ca and request the changes to be made.