

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

This Quick Start Reference Application 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 answering the questions in the Simple Survey, review the Sample Projects.



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 [Online Application Portal](#)¹, you can create an account today. For help, consult [CMHC PORTAL: How to Create a Profile and Start an Application](#)².

CMHC Portal Application Steps Overview

Step 1	Step 2	Step 3	Step 4	Step 5
Contact	Proponent	Project Details	Attachments	Submit Application

¹ <https://port-cmhc-schl.microsoftcrmportals.com/en-CA/>

² <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/project-funding-and-mortgage-financing/funding-programs/nhs-portal-application-guide-en.pdf>

To request an alternate format, please contact us at:

1-800-668-2642
contactcentre@cmhc.ca

700 Montreal Road,
Ottawa, Ontario K1A 0P7

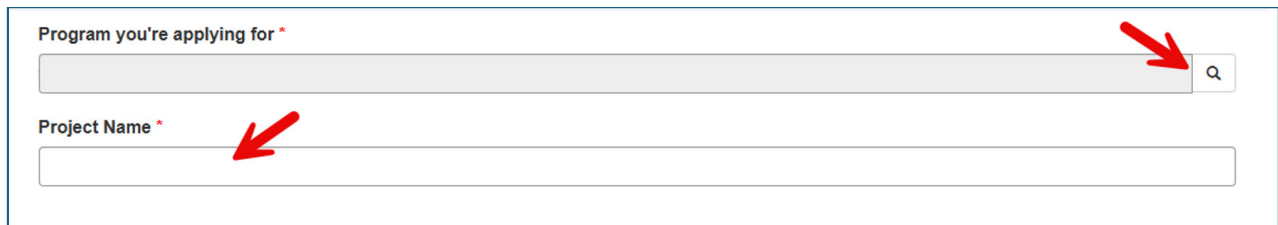
Step 1: Contact

The application begins by requiring your name, contact information (e-mail address, phone number), and office address.

Step 2: Proponent

Select the program and provide proponent information.

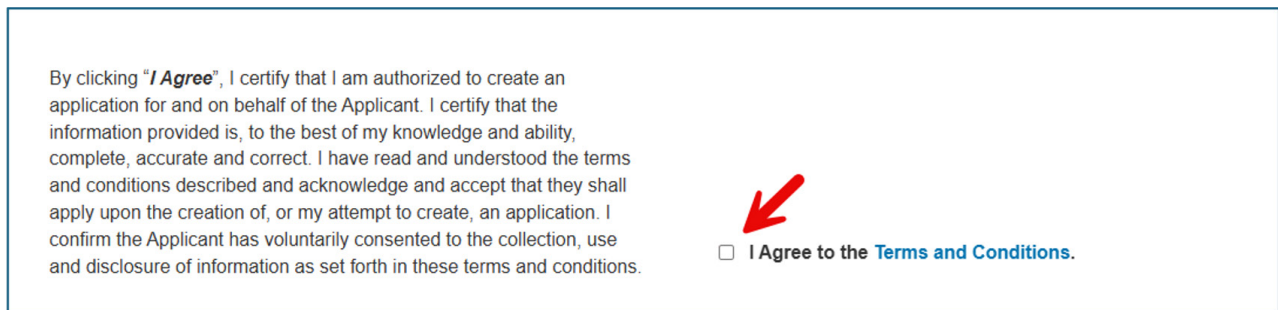
1. Click the magnifying glass icon to find the program you are applying for: **Indigenous Skills Training (IST) Program**.
2. Enter the Project Name in the text box provided. Please be descriptive when writing your Project Title.



Program you're applying for *

Project Name *

3. You also have the option to assign the application to someone on your team to complete.
4. Check the box to Agree to the Terms and Conditions. By checking this box, you voluntarily consent to the collection, use and disclosure of information as set forth in the terms and conditions.



By clicking "**I Agree**", I certify that I am authorized to create an application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct. I have read and understood the terms and conditions described and acknowledge and accept that they shall apply upon the creation of, or my attempt to create, an application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions.

I Agree to the [Terms and Conditions](#).

Step 3: Project Information

1. Project Name will auto-populate from the previous step.
2. Using the drop-down menu select your CMHC Client Solutions Representative.

Step 4: 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.

1. Open the link and complete the Simple Survey, "[Indigenous Skills Training Program - 2026-2027 Application Form](#)"³

Note that in order for your application to be considered complete, you must open the link and fill out the Simple Survey, then download and complete the Budget Breakdown Template. Upload it to your application within the "Attachments" tab when done. Sample projects are included for your reference.

[Indigenous Skills Training Program - 2026-2027 Application Form](#) 

Should you require assistance at any point during this application form, you can contact the Capacity Relationships team at capacityrelationships@cmhc-schl.gc.ca.

2. Within the Simple Survey, you will find the Budget Breakdown Template and Sample Projects that have been included for your reference. Please read the questions in the Simple Survey and use the Sample Projects most relevant to your proposal to guide your answers.
3. Download and complete the Budget Breakdown Template using the Budget Example most relevant to your proposal to guide your inputs.

Documents

- [1 IST Budget Breakdown Template REQUIRED](#) 
- [1A Sample Application - Asset Management](#)
- [1B Budget Example - Asset Management Website](#)
- [2A Sample Application - Renters Rights and Responsibilities](#)
- [2B Budget Example - Renters Rights and Responsibility](#)
- [3A Sample Application - Housing Conference](#)
- [3B Budget Example - Housing Conference](#)
- [4A Sample Application - In-House Training](#)
- [4B Budget Example - In-house Training](#)
- [5A Sample Application - Intake for Repair and Maintenance](#)
- [5B Budget Example - Intake for Repair and Maintenance](#)

4. Upload your documents to the Client Portal Application


– **Required:**

- i. Completed Budget Breakdown Template,
- ii. If you have completed a PDF Application instead of applying through the Simple Survey, please ensure that you upload it now.
- iii. If your project is requesting a continuation of funding (ex. Year 2 funding), please attach your previous Final Reports.

– **Recommended:**

- i. Letters of Support

5. To upload, select **Choose Files**, then click **Upload Files**. You will see your files in the My Documents list.



³ <https://questionnaire.simplesurvey.com/f/s.aspx?s=519114dd-4332-4d10-bc18-1babc1f4b437>

Step 5: Submit Application

If you need to save and submit your application at a later date, click **Save For Later**. The system will save your application under your profile, and you can find it under the section My Applications.

If all 4 steps are complete, you are ready 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.

