

CANADA MORTGAGE AND  
HOUSING CORPORATION

# Indigenous Youth Housing Internship Program (IYHIP) Application Guide



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Canada



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# Introduction

This application guide will walk you through all the necessary steps in completing your application for the Indigenous Youth Housing Internship Program (IYHIP).

## Program Description

The Indigenous Youth Housing Internship Program (IYHIP) is an employment program for Indigenous youth aged 15 to 30. The program provides work experience and on-the-job training, helping youth interested in pursuing longer-term employment in the housing sector or a related field.

The duration of the internship must be from 8 weeks to 52 weeks (one year). Funding for a second internship year may be possible, but isn't guaranteed and is subject to funding availability.

## Before Applying

To prepare you for completing this application, we recommend downloading and/or reviewing the following documents.



Indigenous Youth Housing  
Internship Program (IYHIP) –  
[Cost Table](#)<sup>1</sup>



Indigenous Youth Housing  
Internship Program (IYHIP) –  
[Fact Sheet](#)<sup>2</sup>

## Helpful tips to get you started

Below are some helpful tips on how to navigate the [CMHC Housing Portal](#)<sup>3</sup>. We recommend you take a moment to review them.

- 1 We recommend using Microsoft Edge when using the Portal.
- 2 If you don't already have access to the [CMHC Housing Portal](#),<sup>4</sup> you can create an account today. Click on this link to access our [quick how-to-guide](#)<sup>5</sup>.
- 3 Each person in your organization can create their own account. You will only need to create an account once. We recommend that you choose a password you will remember and keep it private.
- 4 Please make every effort to fill in all the application fields while applying. This will allow CMHC to assess your application quickly and efficiently and avoid potential delays that can arise when an application is incomplete.
- 5 As you navigate through the application, you will note some fields will have a small red asterisk (\*). These are used to highlight mandatory fields. For non-mandatory fields, you only need to complete as much as you can.

<sup>1</sup> <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-internship-cost-table-en.xlsx>

<sup>2</sup> <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-fact-sheet-en.pdf>

<sup>3</sup> <https://port-cmhc-schl.microsoftportals.com/en-CA/>

<sup>4</sup> <https://port-cmhc-schl.microsoftportals.com/en-CA/>

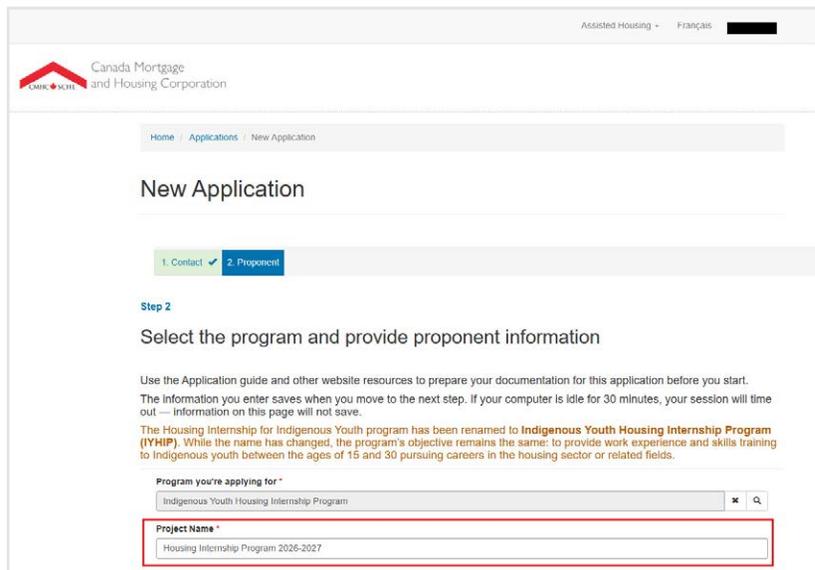
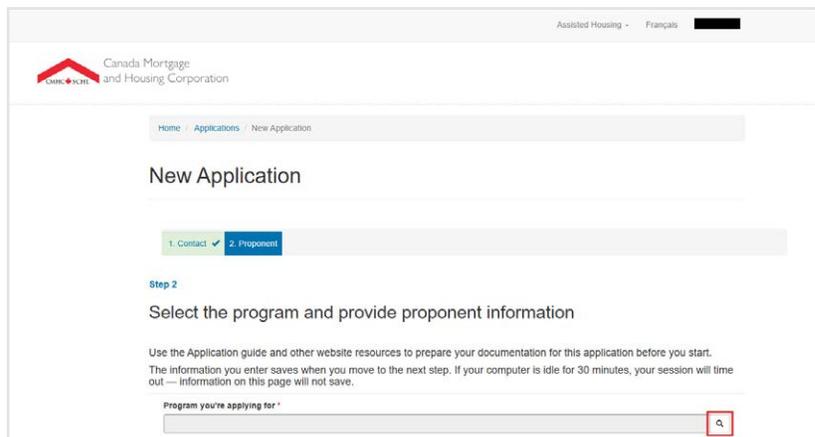
<sup>5</sup> <https://www.cmhc-schl.gc.ca/-/media/sites/cmhc/professional/project-funding-and-mortgage-financing/funding-programs/nhs-portal-application-guide-en.ashx>

- 6 If you need to step away from your computer before finishing your application, you can save your application by completing the section you are on and moving on to the next.
- 7 **IMPORTANT:** If your computer is idle for 30 minutes, your session will time out and information entered on the page you were on will not save.

## Starting a New Application

If you can, we recommend having both this guide and the CMHC Housing Portal open at the same time, so you can follow the steps in the guide while creating your application.

1. Once you have logged into your account, click **"START A NEW APPLICATION"** to get started.
2. A pop-up window will appear. Click **"CONTINUE"** to proceed with the application.
3. Review your organization's information to make sure it is accurate. If it is, select **"NEXT."** If you see an error, do not hesitate to get in touch with your CMHC representative and they will be happy to make the changes for you.
4. In the **"Proponent"** section, select which program you are applying to:
  - Click on the magnifying glass icon on the right.
  - Search and select "Indigenous Youth Housing Internship Program."
5. Add a name to your project by clicking on **"PROJECT NAME"** (e.g., Housing Internship Program 2026-2027).



## Assigning the application

If you would like to assign this application to someone else on your team, click **"CHANGE."** Otherwise, you can scroll down to read and agree to the terms and conditions.

To agree, you can click on the check box next to **"I AGREE TO THE TERMS AND CONDITIONS"** then click the **"NEXT"** button at the bottom.

The screenshot shows a web form for assigning an application. At the top, there is a dropdown menu for "Program you're applying for" with "Indigenous Youth Housing Internship Program" selected. Below it is a text input field for "Project Name" containing "Housing Internship Program 2026-2027". The main heading is "Assign Application". Below this is a paragraph explaining that the user can assign the application to someone else and can later remove the assignee or take back control. A line of text says "This application is assigned to [redacted] of [redacted]" followed by a blue "CHANGE" button. Below this is a section for terms and conditions, starting with "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." To the right of this text is a checked checkbox and the text "I Agree to the Terms and Conditions." At the bottom of the form are two buttons: "PREVIOUS" and "NEXT", with the "NEXT" button highlighted with a red border.

# Project Information

The **Project Details** section of the application collects essential information about the proposed internship. This includes the internship timeline, proposed wage, and the funding amount requested.

## Important note about multiple interns

The process below applies to an application for **one intern only**.

If you are **applying for multiple interns**:

- Complete the mandatory fields (marked with a red asterisk **\***) for the first intern.
- Continue to the next section of the application.

At the end of the application, you will need to upload the Project Cost Table<sup>6</sup>, where you will provide details for any additional interns.

## Project Details

- **Project Name:** This will automatically populate with the Project Name you entered on the Proponent page.
- **CMHC Client Solutions Representative:** This field is optional. Leave this field blank if you have not been working directly with a CMHC Client Solutions representative.

### Additional Project Details: Questions

Click on the corresponding “Additional Project Details,” question to open a pop-up window. The description in the pop-up window will provide guidance to assist with the required responses.

**New Application**

1. Contact ✓ 2. Proponent ✓ 3. Project Details 4. Evaluation 5. Attachments 6. Submit

Step 3 out of 6

**Project Details**

Program you're applying for \*  
Indigenous Youth Housing Internship Program

Project Name \*  
Housing Internship Program 2026-2027

CMHC Client Solutions Representative  
Select

**Additional Project Details**  
Select each question to provide more information about your project.

Question	Status
Expected Project Start Date *	? Not answered
Expected Project Completion Date *	? Not answered
Weekly hours for one intern	? Not answered
Duration of the internship (weeks)	? Not answered
Safety equipment cost for one intern	? Not answered
Proposed wage (\$/hr) for one intern	? Not answered
Total expected funding for one intern	? Not answered

<sup>6</sup> <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-internship-cost-table-en.xlsx>

1. **Expected Project Start Date (\*)**

Enter the **earliest expected start date** of the internship. Select the calendar button. Format: (YYYY-MM-DD)

Expected Project Start Date

Enter the earliest date the intern is expected to start (YYYY-MM-DD) \*

YYYY-MM-DD

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Save & go to Previous question   Save & go to Next question   Save & Close

2. **Expected Project Completion Date (\*)**

Enter the **expected end date** of the internship. Select the calendar button. Format: (YYYY-MM-DD)

**If you are applying for multiple interns, only complete the “Expected Project Start Date” and “Expected Project Completion Date” then continue to the next section “Evaluation.”**

Expected Project Completion Date

Enter the date the internship is expected to end (YYYY-MM-DD) \*

YYYY-MM-DD

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Save & go to Previous question   Save & go to Next question   Save & Close

3. **Weekly Hours**

Enter the **number of hours per week** the intern is expected to work (for example 20 hours per week).

Weekly hours for one intern

If you are applying for one intern only, enter the number of hours per week.

**If you are applying for more than one intern**, do not complete this field. Instead, upload the Project Cost table under the Attachment tab.

Save & go to Previous question Save & go to Next question Save & Close

4. **Duration of the internship**

Enter the **total length of the internship**, in weeks, for one intern.

Duration of the internship (weeks)

If you are applying for one intern only, enter the assistance period in weeks (maximum 52 weeks).

**If you are applying for more than one intern**, do not complete this field. Instead, upload the Project Cost table under the Attachment tab.

Save & go to Previous question Save & go to Next question Save & Close

**5. Safety Equipment Cost**

Enter the **amount** you require to cover the cost of safety equipment for one intern working on a construction or renovation site, such as safety shoes/boots, hard hats, safety glasses, etc.

- The maximum allowed is **\$250.00 per intern.**
- Any safety equipment costs claimed are taken off your total approved funding amount from CMHC.

Safety equipment cost for one intern

If you are applying for one intern only, enter the amount you require to cover the cost of safety equipment (up to a maximum of \$250).

**If you are applying for more than one intern**, do not complete this field. Instead, upload the Project Cost table under the Attachment tab.

\$ |

Save & go to Previous question Save & go to Next question Save & Close

**6. Proposed Wage (\$ / hour)**

Enter the **hourly wage** you are proposing for one intern. The dollar amount must represent their salary per hour and may include MERCS as part of the total funding requested.

**NOTE:** You must pay at least the minimum wage of your province or territory.

Proposed wage (\$/hr) for one intern

If you are applying for one intern only, enter the proposed wage (\$/hr).

**If you are applying for more than one intern**, do not complete this field. Instead, upload the Project Cost table under the Attachment tab.

\$ |

Save & go to Previous question Save & go to Next question Save & Close

**7. Expected Funding**

Enter the **total funding amount** you are requesting from CMHC for one intern, in dollars (for example, \$1,000). This should be an **estimated amount**, based on the intern’s hourly wage, weekly hours, length of the internship, and any safety equipment costs.

Total expected funding for one intern

If you are applying for one intern only, enter the total expected funding.

If you are applying for more than one intern, do not complete this field. Instead, upload the Project Cost table under the Attachment tab.

\$ |

Save & go to Previous question    Save & go to Next question    Save & Close

Take a moment to review your answers. Should you want to make any changes, simply click on the question you would like to edit.

Click on **“NEXT”** at the bottom of the screen once you are satisfied with your answers.

Additional Project Details

Select each question to provide more information about your project.

Question	Status
Expected Project Start Date *	✓ Answered
Expected Project Completion Date *	✓ Answered
Weekly hours for one intern	✓ Answered
Duration of the internship (weeks)	✓ Answered
Safety equipment cost for one intern	✓ Answered
Proposed wage (\$/hr) for one intern	✓ Answered
Total expected funding for one intern	✓ Answered

PREVIOUS    NEXT

# Evaluation

The Evaluation section allows you to provide key information and details about your proposed internship, including the responsibilities, training and support for **all interns you would like to hire** along with the expected outcomes of their internships. In this section, you will provide information on intern eligibility, internship length and duties, the training and support provided, and the expected benefits of the internship.

Providing complete and clear responses allows CMHC to assess your application more efficiently and helps avoid delays caused by missing information.

## How to answer the questions

Click on each **Evaluation question** to open a pop-up window for entry. The description in the pop-up window will provide guidance to assist with the required responses. Please answer all evaluation questions.

**NOTE:** The 'Answer' column will display the response that you selected for each question. Please disregard the 'Score' and eligibility columns as no score will be associated with the selected answer.

1. Contact ✓ 2. Proponent ✓ 3. Project Details ✓ 4. Evaluation 5. Attachments 6. Submit

Step 4 out of 6

### Evaluation

Please answer all evaluation questions below with as much detail as possible.  
Providing complete responses will help avoid any delays caused by missing information.

Question	Answer	Score	Eligibility
Interns Age *			
Internship duration and duties *			
Internship Support			
Hiring process			
Type of coaching/support provided			
Overall benefits to housing improvement			

PREVIOUS NEXT

## 1. Intern's age

Q: Will your intern(s) be between 15 to 30 years old at the start of the internship?

The screenshot shows a web form titled "Additional Information". It contains a text input field labeled "Interns Age \*". Below it is the question: "Will your intern(s) be between 15 to 30 years old at the start of the internship?". A dropdown menu is open, showing "Please select your answer" with options "Yes" and "No". The "Yes" option is highlighted. At the bottom, there are three buttons: "Save & go to Previous question", "Save & go to Next question" (highlighted with a red box), and "Save & Close".

## 2. Internship duration and duties

Q: Will the internship(s) duration be between 8 to 52 weeks (one year)?

Describe the intern(s) duties.

*Select your answer and provide details in the open text box about the responsibilities, duties, and tasks the intern(s) will have.*

The screenshot shows a web form titled "Additional Information". It contains a text input field labeled "Internship duration and duties \*". Below it is the question: "Will the internship(s) duration be between 8 to 52 weeks (one year)? Describe the intern(s) duties.". A dropdown menu is open, showing "Please select your answer" with a blank space for selection. Below the dropdown is a text area labeled "Provide Details". At the bottom, there are three buttons: "Save & go to Previous question", "Save & go to Next question" (highlighted with a red box), and "Save & Close".

### 3. Internship support

Q: Does the community leadership or intern’s supervisor support the creation of the internship position?

Additional Information

Internship Support

Community leadership or the intern's supervisor support the creation of the internship position?

Please select your answer

Yes

No

Save & go to Previous question Save & go to Next question Save & Close

### 4. Hiring process

Q: Describe the process you will follow to select the intern(s). If possible, explain how your approach will ensure fairness and inclusivity, such as reaching a broad range of candidates.

Select your answer and describe the process you will follow to select the intern(s) in the open text box.

Additional Information

Hiring process

Will your hiring process reach a broad range of candidates across gender and abilities?  
Describe the process you will follow to select the intern. If possible, explain how your approach will ensure fairness and inclusivity.

Please select your answer

Provide Details

Save & go to Previous question Save & go to Next question Save & Close

### 5. Type of coaching/ support provided

Q: Please describe the type of coaching and support that will be provided?

Select your answer and describe in the text box the type of guidance and support you will provide to the intern(s) to guide them in their new position(s) and work environment.

### 6. Overall benefits to housing improvement

Q: Please explain how the internship is expected to contribute to these improvements.

The impact can either be at a community level, organizational or limited to a specific housing project.

Select your answer and provide details in the open text box.

Once you have answered all of the required questions, the pop-up window will close, and you will see all your answers in a table format. Take a moment to review your answers. If you want to make any changes, simply click on the question you would like to edit.

When satisfied with your answers, you can scroll down and click **"NEXT"** to move to the Attachments section.

1. Contact ✓ 2. Proponent ✓ 3. Project Details ✓ 4. Evaluation 5. Attachments 6. Submit

Step 4 out of 6

### Evaluation

Please answer all evaluation questions below with as much detail as possible. Providing complete responses will help avoid any delays caused by missing information.

Question	Answer	Score	Eligibility
Interns Age *	Yes	100.00	Yes
Internship duration and duties *	Yes	100.00	Yes
Internship Support	Yes	100.00	Yes
Hiring process	Yes	100.00	Yes
Type of coaching/support provided	Yes	100.00	Yes
Overall benefits to housing improvement	Yes	100.00	Yes

PREVIOUS NEXT

# Attachments

The **Attachment** section allows you to upload supporting documents related to your application.

## Required attachment for multiple interns:

- If you are applying for **multiple interns**, the [Project Cost Table<sup>7</sup>](https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-internship-cost-table-en.xlsx) is required.
- Application for multiple interns are considered incomplete without this document.

## Upload Files

1. To attach files to your application, click on **“Choose Files”** and select the attachment from your computer. Once the file is selected, click **“Upload Files”** to attach them to the application.
2. Once successful, your files will be listed under the **“My Documents”** section. *(Documents may not appear immediately after uploading; you may need to refresh the page.)*
3. Once you have uploaded all documents, click **“NEXT,”** which will bring you to the Submit page.

As shown on the CMHC Housing Portal, you can attach the following document formats: **PDF, DOC, DOCX, PPT, PPTX, TXT, JPG, JPEG, PNG, XLS, XLSX.**

The maximum size is **10 MB per file.**

<sup>7</sup> <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-internship-cost-table-en.xlsx>

# Submit

We are now at the end of the application process.

## Print and Review

On the Submit page, you can review your application before submitting it. Click on **"PRINT AND REVIEW YOUR APPLICATION,"** and a pop-up window will open where you can view your entire application.

*This is not mandatory. The portal will save your application, and you will have access to view it at any time.*

After you have reviewed your application, you can go back to the previous pages if you need to make any edits.

## Save for Later

You can also save your application and submit it at a later time. If you wish to do this, click on **"SAVE FOR LATER."** The system will save your application under your profile, and you can find it under the section **"MY APPLICATIONS."**

*If you choose this option, you will be able to edit until you submit the application.*

## Submit Now

Important! Once you click on **"SUBMIT NOW,"** you will not be able to make any more changes to your application. You will have to reach out to your [CMHC Indigenous and the North Housing Solutions representative](#)<sup>8</sup> to request any further changes.

Therefore, please make sure the information you have entered is complete and accurate before submitting your application.

After reading the disclosure, you can click on **"SUBMIT NOW."**

The screenshot shows a progress bar at the top with six steps: 1. Contact (checked), 2. Proponent (checked), 3. Project Details (checked), 4. Evaluation (checked), 5. Attachments (checked), and 6. Submit (active). Below the progress bar, it says "Step 6 out of 6". The main heading is "Submit Application". A red box highlights the text "You can print and review your application" in the message "You're almost done. You can print and review your application to confirm your information." Below this, there are two columns: "Save for later" with a "SAVE FOR LATER" button (highlighted with a red box) and "Submit Now" with a "SUBMIT NOW" button (highlighted with a red box). A disclaimer is visible under the "Submit Now" column.

<sup>8</sup> <https://www.cmhc-schl.gc.ca/about-us/contact-us/indigenous-housing-specialists>

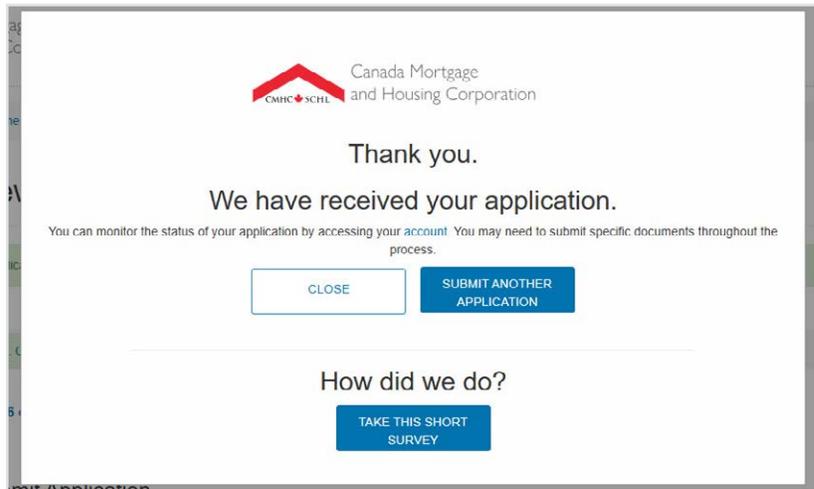
## Thank You Window

Once you have submitted your applications, a pop-up window will open, and you will have three options:

1. **"CLOSE,"** which will close the application.
2. **"SUBMIT ANOTHER APPLICATION,"** which will bring you to the beginning of the application process, and you can submit another application, or
3. **"TAKE THIS SHORT SURVEY."**

We encourage you to take this survey and share with CMHC your feedback on your experience with this application. We continuously strive to improve, and we appreciate your feedback.

**NOTE:** One of the benefits of the CMHC Housing Portal is that you can now monitor the status of your application by accessing your account. You may also need to submit specific documents throughout the process.



## Conclusion

Now that you have submitted your application using the CMHC Housing Portal, it will be assigned to our Client Solutions team for review. Should there be any questions about your application, a representative from our Client Solutions team will contact you.

# Frequently Asked Questions (FAQ)

This section provides answers to common questions about the program and application process.

If you require additional support or have questions not addressed in this guide, contact your **CMHC Indigenous and the North Housing Solutions representative**<sup>9</sup> for assistance.

## 1. Is there an age range for the intern(s)?

Yes, the Indigenous Youth Housing Internship (IYHIP) program is an employment program for First Nations, Inuit and Métis youth aged 15 to 30.

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## 2. Is there a limit to the number of weeks or months we can have an intern?

The internship must be for a minimum of 8 weeks up to 52 weeks (one year). Funding for a second year is subject to available funding.

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## 3. How will my application be assessed?

- Applications will be reviewed for completeness and alignment with program requirements and objectives. CMHC looks for:
    - A clear description of the internship duties and training plan.
    - Evidence of organizational capacity to support the intern.
    - A commitment to creating a safe, supportive, and inclusive environment that provides equitable opportunities for First Nations, Inuit and Métis youth, including women, 2SLGBTQI+, and youth with disabilities.
  - CMHC seeks to allocate funding equitably across applicants, taking into account:
    - Distinctions-based groups.
    - Gender and identity balance.
    - Geographic distribution.
- 

## 4. How can I apply for multiple interns?

If you are applying for multiple interns, you will be required to:

- Submit one application along with the Project Cost Table, which allows you to provide the required details for all additional interns.
- 

## 5. If my application is approved, how long will it take until I receive my contribution?

Once your application is approved, you must confirm that you have hired the intern(s), by submitting the Youth Intern Profile Form(s) to CMHC by email to receive your first payment of 50%.

Once the Youth Profile Form(s) are received, CMHC will issue your first payment.

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<sup>9</sup> <https://www.cmhc-schl.gc.ca/about-us/contact-us/indigenous-housing-specialists>

**6. What kind of funding will I receive?**

CMHC funding for the IYHIP takes the form of a contribution that will help finance the internship(s), in accordance with the terms and conditions of the Contribution Agreement.

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**7. What if I run out of funding but I still need my intern?**

Funding may be provided for a period of up to 52 weeks (one year) ending March 31.

If, during the course of the internship, you determine that you will be needing the intern(s) for a longer period of time, you can contact your CMHC Indigenous and the North Housing Solutions representative to indicate your interest in seeking funding for a second year. Please note that, as funding is subject to availability.

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**8. Can the interns work anywhere else at the same time?**

No, participating interns cannot be otherwise employed or be receiving Employment Insurance benefits during the internship.



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## Contributing to the Well-Being of Canada's Housing System

CMHC contributes to the well-being of Canada's housing system. We provide housing finance solutions and we provide lenders reliable access to mortgage funding. Our commitment extends to providing crucial research and data to inform decisions for better housing sector outcomes. And, we deliver housing programs for the Government of Canada.

Follow us on [LinkedIn](#), [YouTube](#), [Instagram](#), [X](#), and [Facebook](#).

[CMHC.ca](https://www.cmhc.ca)



Canada

