

CANADA MORTGAGE AND
HOUSING CORPORATION

Indigenous Youth Housing Internship Program (IYHIP) Delivery Guide



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Canada



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Delivery Guide

This guide provides an overview of all steps from pre-submission to funding including all documentation required at each stage.

Step 1 – Confirming your eligibility

Before applying, review the eligibility requirements for the Indigenous Youth Housing Internship program (IYHIP). The [Program Fact Sheet](#)¹ and the [Application Guide](#)² explain the program criteria and help you decide whether your organization is eligible to apply.

Eligibility considerations (for sponsors)

- Are you an Indigenous government, organization, business or an employer committed to employ First Nations, Inuit and Métis youth?
- Can you provide meaningful on-the-job training, supervision, and mentorship?
- Do you have the tools, workspace, and support needed for a successful internship?
- Can you offer a safe, inclusive, and culturally supportive workplace?
- Are you able to hire a youth for a minimum of 8 weeks, up to 52 weeks?

Who can help you? Your [CMHC Indigenous and the North Housing Solutions representative](#)³ can help answer questions about eligibility or guide you through the application process.

Step 2 – Prepare and submit your application

Get ready

When the application period opens, you will receive an email confirming the intake period and providing access to key resources, including:

- [Program Fact Sheet](#)⁴
- [Application Guide](#)⁵
- [Project Cost Table](#)⁶

Review these documents in advance so you are ready when the application portal opens.

¹ <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-fact-sheet-en.pdf>

² <https://cmhc.ca/70de4>

³ <https://www.cmhc-schl.gc.ca/about-us/contact-us/indigenous-housing-specialists>

⁴ <https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/industry-innovation-and-leadership/industry-expertise/indigenous-housing/iyhip/iyhip-fact-sheet-en.pdf>

⁵ <https://cmhc.ca/70de4>

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

Step 4 – Application approval

If your application is approved, you will receive the following:

Contribution Agreement

This document outlines the terms and conditions of your funding.

- Review, sign, and return the agreement by the deadline provided
- Once signed by CMHC, you will receive a fully executed copy

IMPORTANT: If the signed agreement is not returned by the deadline, the funding allocation may be withdrawn.

Step 5 – Internship begins – Submit Youth Profile Form

Once you hire the intern(s), you are required to complete and submit the **Youth Intern Profile Form** for each intern by the deadline outlined in your Contribution Agreement.

The Youth Profile form must be completed and signed by you (the sponsor) and the youth in the designated sections.

First payment

CMHC will issue the **initial advance of 50% of the total Contribution Agreement amount** only after all required Youth Profile Form(s) are received, complete, and signed.

Step 6 – Internship ends – Submit final documentation

At the end of the internship(s), you are required to complete and submit the following documents

- Outcomes Form
- Payment Request Form

Internship ended earlier than planned? You are still required to submit both forms. The information provided must reflect the actual internship period.

Submission timeline: Both the Outcomes form and the payment request form must be submitted **within 10 business days** of the internship end date or by March 31st, whichever comes first.

Final payment: Once CMHC receives and reviews both completed forms, you will receive the final advance of 50% of the total Contribution Agreement amount.



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