



MÉTIS NATION OF ONTARIO **EMERGENCY REPAIR PROGRAM**



Application TIPS

Here are a few tips that can help you have a better chance at a successful application process.

- **Apply on Time:** With most local governments, applications begin in the spring time of the calendar year. It is possible that the Emergency Repair Program will only accept applications for a few weeks each year, because it commits all of its funds in a short amount of time. Once the funds are depleted for the year, the applications process closes. This means it's important to apply as close to the program launch date and submit ALL the required documentation to eliminate any delays when your application is reviewed.
- **Read the Rules:** If your local program has a short application window, you need to make sure you follow all of the rules the first time. If you don't include all of the necessary information or if you fill out some forms incorrectly, your application may move to the back out of the line until the proper forms are submitted.
- **Gather your Documents Before you Begin:** This will prevent you from having to return to complete your application multiple times. Collect the required documents ahead of time and you will traverse through the application process with fewer setbacks. Make ready the following for your application before you begin:
 - Photo ID for all members 18 yrs + and title owners
 - Copy of Metis Citizenship Card
 - Copy of current home insurance policy
 - Copy of MPAC Assessment
 - Copy of Tax Bill
 - Verification of Income for all members residing in the home who are 18 years of age or older (Notice of Assessment from Revenue Canada)
 - Doctors note for accessible repairs



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- Repair pictures
 - **Ask Questions:** If you get held up on a particular section of the application, please reach out to the ERP team for assistance. If you are unsure what information or documentation is needed, please do not make assumptions just to fill a blank space. This will slow down the progress of your application. The ERP team is here to help at erp@metisnation.org or 705-705-722-5022 ext 302
 - **Be Honest:** If you misrepresent information on your application to determine eligibility, you file will be closed or if you have received funding you will have to immediately repay any money you received. If you spend the money you receive on projects other than what was approved, you'll also have to repay any money you received immediately. The program completes thorough checks to verify information for accuracy, therefore it is in your best interest to be honest even if this may disqualify you.
 - **Time Limits:** Before applying, understand that you have time limits throughout each stage of the program. It is important you are following instructions and meeting your deadline. Understand that the application closing dates can change without notice as funding is limited. Please submit your application early to be considered for this year, otherwise you may need to apply next year (if the program re-launches). To eliminate any delays, please ensure you are submitted all requested documents to review. If information is missing, we will contact you once to submit to the program and your application will go back into the queue.
- Try, Try Again:** If you've missed the application deadline for this year, or if your local program is closed to new applications, you can reapply next year. Set an alert on your smartphone, mark the date on your calendar, hang a sign on the refrigerator so you see it every day – just do whatever it takes to remind yourself of the date for the start of the next application period. Most programs receive new funds on April 1 of the calendar year, but your locality may have a different date deadline for applying for the funds.