



DAP Client number: _____
This number will be assigned by GNWT program staff.

Small Business and Non-Profit Organization (NPO) Disaster Assistance Registration Form

Note: You must register to receive disaster assistance. Please submit this form within **90-days** of the implementation of the Disaster Assistance Policy for this disaster event. For assistance with completing this form please contact disasterassistance@gov.nt.ca.

1. Overview

I am a:

- Small business owner Non-profit organization representative

You should complete this form if all the following conditions apply:

1. The Government of the Northwest Territories (GNWT) is implementing the Disaster Assistance Policy for this disaster.
2. You fall within one of the following categories:
 - a. **Small Business:** A company licensed to carry out business in the NWT, employees 20 employees or less, makes at least \$10,000 but no more than \$2 million in gross revenues annually, and where the owners are dependent on the business for their livelihood; manage day to day operations; and own at least 50% of the business (the 50% ownership can be attributed to an individual or two individuals who are either married or living in a common-law relationship). Landlords are considered a small business where they fit the above requirements.
 - b. **Non-profit organization:** A registered society or charitable organization that meets the requirements in Section 2 of the *NWT Societies Act* or is a registered charity under the *Income Tax Act* (Canada) and provides a basic or essential service in the interest of the community in the facility of the organization (e.g. food, shelter, addictions programming, or support for families experiencing family violence, etc.).
3. Your property and/or belongings were damaged by the disaster event that resulted in the evacuation of the community.
4. You need financial assistance to help with restoring essential items and property.

If your application is approved, the GNWT will:

- Open a file for your claim for disaster assistance.
- Send a professional to your property to assess the damage to your property and/or belongings **at no cost to you** (detailed damage assessment).
- Give you the detailed damage assessment report with information on what needs to be fixed and cost estimates. The detailed damage assessment is used to support your claim for disaster assistance, and for an advance payment if you require one.



It may take time for a professional to assess your damage, so take pictures of the damages to your property and/or belongings and any repairs you make.



Keep invoices and receipts of repairs you make. Track your labour hours.

This personal information is being collected under the authority of the Department of Municipal and Community Affairs and is protected by the privacy provisions of the NWT *Access to Information and Protection of Privacy Act*. The information will be used to provide emergency assistance to recover from the event that resulted in the evacuation of the community and may be shared with other GNWT or Federal Departments, Indigenous governments, non-government organizations and contractors, if required for those purposes. If you have any questions about the collection, use or disclosure of your personal information, contact a MACA Pathfinder at (867) 767-9161 x 21034 or by email at disasterassistance@gov.nt.ca.



2. Small Business or Non-profit Organization – Applicant Information

Note: You must submit a claim to your insurance company before applying for Disaster Assistance. The assistance program does not provide payments for damaged property or belongings that are covered by insurance.

I want to apply as a:

Small business

Non-profit organization

Name of business or non-profit organization:

Is the business or non-profit organization located on Kát'odeeche First Nation or Salt River First Nation Reserve?

Yes

No

Street address (If no address please provide a lot number or description of the location):

Community:

Territory: **NT**

Postal Code:

Mailing address (if different from physical address):

Business owner/co-owner / NPO representative information

First Name (legal):

Last Name:

Preferred First Name:

Cell Phone (preferred):

Other Phone:

Email address:

Community:

PO Box:

Territory: **NT**

Postal Code:

Mailing address (if different from physical address):

Business owner/co-owner information (if applicable)

First Name (legal):

Last Name:

Preferred First Name:

Cell Phone (preferred):

Other Phone:



Email address:		
Community:		PO Box:
	Territory: NT	Postal Code:
Mailing address (if different from physical address):		
Business owner/co-owner information (if applicable)		
First Name (legal):		Last Name:
Preferred First Name:		
Cell Phone (preferred):		Other Phone:
Email address:		
Community:		PO Box:
	Territory: NT	Postal Code:
Mailing address (if different from physical address):		
Please provide a brief description of the damage or loss (e.g. water from the river flooded the lower level of my the structure and sewage flooded as well, all inventory in building A was damaged or burnt):		Source of damage (e.g. fire, overland water, sewage backup, etc.):
Insurance Information		
Does the business or non-profit organization have insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you contacted your insurance provider? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what will insurance cover? <input type="checkbox"/> The cost to replace all the damaged contents. <input type="checkbox"/> The cost to repair/replace some of the damaged property (e.g. structure). <input type="checkbox"/> Nothing. Please provide a copy of the information from your insurance provider.



3. Small Business / Non-profit Organization – Required Documents

Provide all required documents within 60 days of submitting this form or contact disasterassistance@gov.nt.ca if you need more time.

Documents checklist

✓	Document	Examples	This applies to
	For all individuals 19 or older listed in this form Government issued photo identification	<ul style="list-style-type: none">• A photocopy of your Driver's Licence or General Identification Card, OR• A photocopy of your Passport	Small business or non-profit organization representatives
	Proof of insurance coverage or lack of availability of insurance	<ul style="list-style-type: none">• A letter or email from your insurance explaining what they will pay to repair/replace your damaged property• A letter or email from an insurance provider indicating coverage is not available on your property	Small business or non-profit organization
	Proof of ownership / authorization to occupy the land or authorization to occupy the rented space.	One of the following showing name and address of small business or NPO: <ul style="list-style-type: none">• Signed mortgage• Property tax bill• Certificate of title• Land title or lease or letter from the Department of Lands• Rental agreement or lease• Letter from your landlord	Small business or non-profit organization
	Financial statements for the most recent fiscal year	One of the following: <ul style="list-style-type: none">• Financial statements prepared by an accountant• T2 Corporation Income Tax Return	Small business or non-profit organization
	Proof of business registration	One of the following: <ul style="list-style-type: none">• Certificate of existence – federal incorporation• A business licence from the GNWT Corporate Registries or your community• Income Tax returns	Small business



	Proof that your NPO organization is registered to operate in the NWT	One of the following: <ul style="list-style-type: none">• Certificate of federal or territorial incorporation• Certificates of compliance or good standing• Online report from the GNWT corporate registries	Non-profit organization
	Income tax returns for all owners for the most recent tax year	<ul style="list-style-type: none">• T1 General Income Tax and Benefits Return	Small business
	Proof of management of day-to-day operations and ownership of at least 50% of the business or non-profit organization (the 50% ownership can be attributed to an individual or two individuals who are either married or living in a common-law relationship).	<ul style="list-style-type: none">• Letter from the business or non-profit organization• Income Tax returns	Small business



4. Declaration

- I declare that:
 - ✓ The statements made in this application are, to the best of my knowledge, information, and belief, true, and
 - ✓ I am not asking for assistance for damaged property paid for by another source of funding.
- I agree to:
 - ✓ Provide GNWT with all the information and documents requested for this claim, no later than 30 days after a written request was sent to me,
 - ✓ Let GNWT know if there are any changes to my situation that may change my eligibility or my amount of assistance, and
 - ✓ Repay to the GNWT any payments that I was not eligible to receive.
- I authorize the GNWT to:
 - ✓ Send an appraiser to my home to assess my damaged property **at no cost to me** and I agree to provide access to my property to the appraiser,
 - ✓ At my request, send a professional to my home to look after emergency work that may be needed **at no cost to me** and I agree to provide access to my property to the professional,
 - ✓ Share my information with other GNWT and federal departments, Indigenous governments, non-profit organizations and contractors, if they require this information to provide assistance to me, including determining eligibility to receive disaster assistance.
 - ✓ Use all information to assess my claim for disaster assistance.
- My consent is valid for five years from the date I signed this form, or in the case that I submitted the form electronically with no signature, from the date I submitted the form.

Signature of Applicant

Date

Signature of Co-applicant

Date

Please submit this form to the Department of Municipal and Community Affairs at:

disasterassistance@gov.nt.ca

If you do not have access to the internet or an email, please contact your MACA Regional Office for assistance.

Pour le service en français, composez le 1-888-561-1664.