



Disaster Assistance

Claim Form – Disaster Financial Assistance for Small Businesses & Non-profit Organizations

Overview		
To file a Disaster Financial Assistance Claim: <ol style="list-style-type: none">1. You must be registered with MACA under the Disaster Assistance Policy,2. You must have a detailed damage assessment or insurance report, and3. You must submit the required documentation to support this claim.		
1. Applicant Information		
Additional properties can be listed on a separate sheet and attached to this form.		
Name of the small business/non-profit organization:		
Address of the damaged property		
Address:		
Community:	PO Box:	
City/Town:	Territory: NT	Postal Code:
<i>Additional properties can be listed on a separate sheet and attached to this form.</i>		
2. Payments from other sources		
The Disaster Assistance Policy does not provide payments for damaged property that is covered by other sources.		
Did your small business or non-profit organization receive or will you receive money from:		
Your insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$_____	
	<ul style="list-style-type: none">• You will need to provide a letter or email from your insurance explaining what they will pay to repair/replace your damaged property, if you have not already done so.	

This information is required for participation in MACA's Disaster Assistance Program and will be used to provide you with financial assistance. It is being collected under the authority of the Access to Information and Protection of Privacy Act and is protected by the privacy provisions of that same Act. All applicants have the right to examine and request correction of his or her records and to request a review by the Information and Privacy Commissioner. If you have any questions about the collection of your personal information please contact the Corporate Affairs Director, at MACA_ATIPP@gov.nt.ca or call (867) 767-9162 ext. 21036.



Donations? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the total amount? \$ _____ From Where did you receive donations? _____
Other government programs (federal territorial, other)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____ What is the name of this program? _____
Another source? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____ What is the name of this source? _____
Settlement of a legal claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____
3. Measures to prevent damage	
Did you put measures in place to prevent damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	What date did you put them in place (yyyy/mm/dd)? _____
What measures did you put in place? Select all that apply. <input type="checkbox"/> Moving items to higher grounds <input type="checkbox"/> Board up doors and windows <input type="checkbox"/> Build a dike, backfill, or rock fill <input type="checkbox"/> Dig a ditch <input type="checkbox"/> Install or monitor of pumps <input type="checkbox"/> Other. Please explain: <hr/>	



Do you have expenses for putting measures in place to prevent damage?

- Yes – **Add your expenses in section 5 ‘Expenses’.**
- No

4. Cleanup log

Did you pay a contractor or a company to clean your small business or non-profit organization?

- Yes – **Add your expenses in section 5 ‘Expenses’.**
- No

Did you rent equipment (e.g., pumps, humidifier, dumpsters, etc.) to clean your small business or non-profit organization?

- Yes – **Add your expenses in section 5 ‘Expenses’.**
- No

Did you pay employees to cleanup your small business or non-profit organization?

- Yes – **Please fill the cleanup log.**
- No

If yes, please fill the cleanup and disinfection log below. If you need additional space, please provide a separate table outlining the additional information.

Date (yyyy/mm/dd)	Name of individuals	Hours worked	Description of work	Total (\$)



[Empty text area for listing expenses]

5. Expenses

Use this section to list your costs for measures taken to prevent damage before the disaster, cleaning up, repairs or replacement of your home, loss of content or inventory, and mitigation enhancements.

All costs must have a proof of payment like a receipt, contractor invoice or quote for work not completed. If you are claiming for salary of employees, attach timesheets and proof of payment.

Number your receipts.

Please see Appendix A for an example of how to list your expenses.

Do you have costs for mitigation enhancements?

- Yes
- No



6. Declaration

By filling and sending this form to MACA:

- 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 lost or damaged property as a result of the disaster paid for by another source of funding.
- I agree to:
 - ✓ Provide MACA with all the information and documents requested for my claim, no later than 30 days after a written request was sent to the small business or non-profit organization,
 - ✓ Let MACA know if there are any changes to my situation that may change the small business or non-profit organization's eligibility or my amount of assistance, and
 - ✓ Repay to the GNWT any payments that the small business or non-profit organization was not eligible to receive.
- I authorize the GNWT to:
 - ✓ Share the small business or non-profit organization's information with other departments, governments and organizations that are providing assistance for this disaster, and
 - ✓ Use all information to assess my claim and my community's circumstances after the disaster.
- My consent is valid 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. The information contained within related to my property may be used for future claims to determine eligibility of future claims for this property.

Signature of Applicant

Date (yyyy/mm/dd)



Appendix A – Expense Claims Listing

Date (yyyy/mm/dd)	Activity	Supplier	Description	Receipt #	Cost (\$)
Example 2022-01-19	Choose one of the following: <ul style="list-style-type: none">• Preparedness• Evacuation• Clean up• Recovery• Mitigation	Example: Sahtu Building Supplies Ltd.	Example: Lumber and other materials for home repairs.	1	2,551.29