



1.1. Disaster Assistance

Claim number:

Form – Registration for Small Businesses & Non-profit Organizations

Note: In order to receive Disaster Assistance you must be registered. Please submit this form within **90-days** of the implementation of the Disaster Assistance Policy for your area.

We understand that, depending on your circumstances as a result of the disaster, you will not have access to some or all of the information that is asked on this form. Please fill it out to the best of your ability now, and a Pathfinder will follow-up with you to complete the form at a later time.

1. Overview

You should fill this form if (all must apply):

1. The Government of the Northwest Territories (GNWT) has announced that the Disaster Assistance Policy has been implemented in your area.
2. You are a small business or non-profit organization in the NWT. For the purpose of this application:
 - A small business is a company licenced to carry out business in the NWT, employees 20 employees or less, makes at least \$10,000 but no more than \$2million 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.
 - A non-profit organization is a registered society, including charitable organizations, that meet requirements in Section 2 of the *NWT Societies Act*.
3. The disaster caused damage to your property and/or contents.
4. You need financial assistance to help with restoring essential items and property.

If your application is approved, MACA will:

- Open a file for your Claim for Disaster Assistance.
- Send a professional to your small business or NGO to assess damage to your property **at no cost to you**.
- 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 application for Disaster Assistance, and for an Advance Payment if you require one.

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.



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



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

2. Applicant Information

I want to apply as a:

- Small business
- Non-profit Organization

Is it located on a First Nation Reserve?

- Yes
- No

Name of the small business/NGO:

First Name:

Last Name:

Title:

Telephone:

Other telephone:

Email address:

Co-applicant information (if applicable)

First Name:

Last Name:

Title:

Telephone:

Other telephone:

Email address:

Address of the damaged small business or Non-profit Organization

Address:

City/Town:

Po Box:

Territory: **NT**

Postal Code:



Mailing address (if different)	
Address:	
City/Town:	Po Box:
Province/Territory:	Postal Code:
3. Eligibility	
Was the small business or non-profit organization built in an area <u>after</u> it was identified as a risk zone (e.g., flood zone)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Structures built in an area after it was identified as a risk-zone (e.g., flood zone) may not eligible, however, if mitigation measures were put in place or a flood level exceeded the historic high-water mark the cost may be eligible.
Small businesses	Non-profit organizations
Is your small business registered to operate in the NWT? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is your organization registered to operate in the NWT and meet the requirements of the NWT <i>Societies Act</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
As a business owner, are you dependent on the business for your livelihood? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does your organization provide an essential service that benefits the well-being of the entire community, for example food, shelter, addictions programs, supporting for families experiencing family violence? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have 20 or less employees working for your small business? <input type="checkbox"/> Yes <input type="checkbox"/> No	What essential service does your organization provide? _____ _____
Does the owner of the small business own at least 50% of it and manage day-to-day operations? <input type="checkbox"/> Yes <input type="checkbox"/> No	



4. Insurance

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 contents that are covered by insurance.

Does your small business or organization have insurance to cover the damaged property/contents?

- Yes
- No

If yes, what will your insurance cover?

- The cost to repair/replace **all** the damaged property/contents.
- The cost to repair/replace **some** of the damaged property/contents.
- The cost to repair/replace **none** of the damaged property / contents.

If no, why not?

- Insurance was not available.
- Insurance was not affordable.
- Did not think insurance was needed.
- Other. Please explain: _____

5. Your claim

Disaster assistance does not cover the cost of all your damaged property, or loss that was preventable, insurable or covered by any other type of assistance. Assistance will not be provided for the first \$5,000 of eligible expenses, and it will not be provided for any costs that could be funded by another program.

Do you think the value of damage or loss to your property and/or contents is more than \$5,000?

- Yes
- No

If the assistance application is approved, what will it be used for? **Select all that apply to you.**

- Measures to prevent damage.
- Cleaning-up.
- Contents of your small business or NGO (e.g., furniture, appliances, clothing, etc.).
- Lost inventory.
- Repairs to access roads, earthworks, lawn, fence, landscaping, or the exterior of the property.
- Repairs of buildings.
- Mitigation enhancements to protect the property from future disasters.
- Other. Please explain: _____



Please select one option:

- I would like the **GNWT** to coordinate emergency abatement work (**no cost to you**).
- I will coordinate emergency abatement **myself**. (Make sure to put expenses on the claim for assistance.)

Assistance for past disasters

In the past, has the small business/ non-government organization received disaster assistance from the GNWT?

- Yes
- No – **Skip to Section 6.**

If yes, what disaster was it for and what year did you receive assistance?

Name of the disaster:

Year (yyyy):

After receiving disaster assistance, to what extent was the property modified to prevent damage from other disasters?

Select all that apply:

- Moving buildings or structures to an area less at risk of being flooded.
- Elevating your buildings or structures.
- Moving a furnace, hot water heater and electrical box above flood level.
- Replacing a furnace with baseboard heaters.
- Installing weeping tiles and sump pumps on either the interior or exterior of buildings or structures.
- Changing a heating system from fuel to another heat source to eliminate fuel tanks.
- Securing propane tanks used for heating your home.
- Using water-resistant building materials instead of drywall or water-resistance insulation.
- Making structural changes to your buildings or structures to increase flood-proofing.
- Adding protection for earthquakes (e.g., installing foundation bolts, cripple wall bracing and shear walls).
- Disconnecting downspouts and foundation drains from sewers.
- Making your buildings or structures more resistant to wind and ice damage.
- Installing protective plumbing (e.g., backflow prevention valves).
- No modification were made.
- Other. Please explain:



6. Documents to provide

Please provide documents to show the small business/organization is eligible for the disaster assistance program. Provide all required documents within 60 days of submitting this form or contact your Pathfinder if you need more time.

Documents checklist

✓	Document	Examples	This applies to
	Insurance coverage	<ul style="list-style-type: none"> A letter or email from an insurance company explaining what it will pay to repair/replace damaged property. 	Small businesses and non-government organizations
	Proof of ownership /authorization to occupy the land or authorization to occupy the rented space.	One of the following: <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 businesses and non-government organizations
	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 businesses and non-government organizations
	Proof of business/organization registration.	One of the following: <ul style="list-style-type: none"> Certificate of federal incorporation. Certificate of existence – federal incorporation A business licence from the GNWT Corporate Registries or your community. Certificates of compliance or good standing. Online report from the GNWT corporate Registries. 	Small businesses only
	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 businesses only
	One proof that your organization is registered to operate in the NWT.	One of the following: <ul style="list-style-type: none"> Certificate of incorporation with the <i>Societies Act</i>. Letters of status. 	Non-Profit Organizations only



7. 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 damaged property paid for by another source of funding.
- I agree to:
 - ✓ Provide MACA with all the information and documents requested for this claim, no later than 30 days after a written request was sent the small business or non-government organization,
 - ✓ Let MACA know if there are any changes to my situation that may change my small business or non-government organization's eligibility or amount of assistance, and
 - ✓ Repay to the GNWT any payments that my small business or non-government organization was not eligible to receive.
- I authorize the GNWT to:
 - ✓ Send an appraiser to my small business or non-government organization to assess the damaged property **at no cost to me** and I agree to provide access to the property to the appraiser,
 - ✓ At my request, send a professional to my small business or non-profit organization to look after emergency work that may be needed (e.g., mold abatement, rip out wet drywall, etc.) and cleanup to prevent further damage **at no cost to me** and I agree to provide access to the property to the professional,
 - ✓ Share my small business or non-government organization 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 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

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

flood@gov.nt.ca

If you do not have access to the internet or an email, please contact your Pathfinder to assist you.

You can reach your Pathfinder at (867) 767-9161 ext 21031.

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