



ON-RESERVE AND COMMUNITY HOUSING INITIATIVE 2024-2027
STREAM 4 - CAPACITY ENHANCEMENT
ON-THE-JOB TRAINING FOR A NEW HOUSING RESOURCE

REFERENCE: Capacity Enhancement Guide - [On-the-job Training for a New Housing Resource](#)

1) GENERAL INFORMATION

Applicant						
Project title						
ISC's financial assistance for on-the-job training will have a minimum duration of 3 months (12 weeks) and a maximum duration of 2 years (104 weeks).						
Project timeline	Year of project start			Start date		
				End date		
Will the position be maintained once the ISC assistance is over?	Yes		No		Uncertain	

2) PROJECT DESCRIPTION

Description of housing issues

Job description to be created through on-the-job training

Job title

Housing Director		Maintenance Worker	
Housing Manager		Project Manager	
Housing Agent/Coordinator		Property Manager	
Administrative Assistant		Accounting Officer	
Tenant Relations Officer			
Other :			

Sector of activity

Housing administration		Housing maintenance	
Financial management of housing		Housing construction and renovation	
Other :			

Job description

Proposed salary (with benefits) hourly or annual	
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Expected housing results as a result of the financial assistance provided by ISC as part of the on-the-job training of a new housing resource.

How will these results improve the quality or management of housing stock in your community?

3) FINANCING

CONTRIBUTIONS			TOTAL PROJECT COST (A+B+C)
FINANCIAL ASSISTANCE REQUESTED FROM ISC		Other contributions (e.g., FN, partners) (C)	
Salary (A)	Training expenses* (B)		

* Details of training expenses

4) ADDITIONAL COMMENTS (IF NECESSARY TO UNDERSTAND THE PROJECT)

5) DECLARATION

The nature of the position will have a direct impact on the management or quality of the housing in the community's stock.	Yes		No	
The position is new or vacant in the community and no other position will be eliminated as a result of filling it.	Yes		No	
Chief & Council support the creation of the position, endorse the housing target and will ensure that the individual is able to participate in skills development training to achieve the established deliverables.	Yes		No	
Chief & Council and the designated resource person will ensure that the new employee reports to a supervisor who can provide advice and guidance.	Yes		No	

6) PROPOSAL SUBMISSION

Send project to: qclogementhousingqc@sac-isc.gc.ca

NOTES :
 An automatic acknowledgement of receipt will be sent to you upon receipt of the project proposal. Contact us at qclogementhousingqc@sac-isc.gc.ca if you have any questions about the On-Reserve and Community Housing Initiative.



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7) PROJECT MANAGER (POINT OF CONTACT)

Name			
Phone		Email address	

Note: This form contains citations and appellations in the masculine generic. These should be interpreted as including all persons, regardless of gender.