



## HARDSHIP APPLICATION FORM 2022

**NOTE TO CITIZENS: Missing information will result in a delay of processing your request.**

Date:	
Full legal name:	
Preferred name:	
Date of Birth:	
Mailing address:	
Postal Code:	
Physical address: If different than mailing	
Phone number:	
Mobile phone number:	
E-mail address:	

I am applying for the Citizen Unforeseen Hardship Grant as:

- A registered citizen of the Toquaht Nation who is at least 18 years of age
- The legal guardian of a registered Toquaht child under the age of 18
- Current banking information for the recipient is attached if applicable (direct deposit form or void cheque)

### HARDSHIP DETAILS

**Please note: receipt of application does not indicate approval for funding. Funding is subject to available budget and meeting policy criteria. Deadline for filing an application is **Friday at 4pm**. Toquaht requires a minimum 4 days to review and process requests.**

An “unforeseen hardship” means an unexpected situation causing a significant emotional or financial upheaval in a citizen’s life. Eligible hardships are varied, and some examples are job loss, a health emergency, or eviction from residence. Ineligible examples are monthly bills (unless in the documented instance of job loss), attending cultural events or vacations, or seasonal layoffs.





What was your unforeseen hardship at that time? Is this the same situation?

Have you exhausted all other financial avenues and if yes, from where?

<input type="checkbox"/>	Yes	→	Describe	<input type="text"/>
<input type="checkbox"/>	No	→	Why not?	<input type="text"/>

Please note that if the request is to address a need for food, a food voucher may be provided.

Wherever possible Toquaht will pay suppliers directly for goods and services. We will need to know the name, phone number, and address of the supplier you are working with.

When is the best time to contact you:  Morning       Afternoon       Evening

Citizen Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Name:

Signature:

Date Submitted:

This is a fillable pdf form. You may require a pdf reader to complete the form.

<https://www.foxitsoftware.com/downloads/>

Please save the completed form on your device.

Attach your completed document with supporting documents and send via email:

[noreenf@toquaht.ca](mailto:noreenf@toquaht.ca)



**TOQUAHT NATION OFFICE USE ONLY**

Reviewed by:

**Citizen Support Policy Checklist:**

The Community Health Representative receives all requests – [noreenf@toquaht.ca](mailto:noreenf@toquaht.ca). Citizens may complete the application with other employees of the Toquaht Nation as appropriate.

- All requests will be date stamped when they are received.
- The CHR will review the application and decide if the application is ***complete or incomplete*** (requires more information).
- The CHR will attempt to contact the citizen within one business day of receipt and advise them:
  - The application has been received (not approved, just received).
  - Whether or not the application is complete.
  - What is required to complete the application, if it is not complete.
  - Tell the citizen that you will review the application with your team and then you will advise them if it is approved as soon as possible (you could even say a day/date, but then don't forget to follow up with them on that date).
  - If the CHR is unclear about the answers to any of these questions, they must discuss the application with the applicant.
    - Does the application include all information about the applicant required for finance to process payment (full legal name, address, date of birth, bank info)?
    - Is the applicant eligible to receive funds? Are they a registered Toquaht citizen or the guardian of a registered citizen (child under 18 years)?
    - Is the need clearly articulated?



- Questions to ask: Have they clearly identified their need, how much funding is required/requested, how did they find themselves in this crisis, do they need a plan to avoid further problems, where else have they looked for help?
  - Does the request fit within the Citizen Support policy?
  - Has the applicant received funds previously?
  - Are they eligible to apply for more funds?

Has the citizen provided supporting documentation? Quotes, estimates, proof of layoff, etc.

Has the citizen provided banking information? Or indicated that Finance has their correct information? In rare instances, citizens may not have a bank account and a cheque may be provided.

Citizen is advised that they will be contacted as soon as the application is reviewed and notified about any next steps.

Citizen is advised that wherever possible TN will pay suppliers directly.

Citizens applying under food security will be advised they will receive a food voucher and the amount of the voucher. Citizens living outside the West Coast or Port Alberni may be sent a cheque instead.

Food Voucher Rates – tick appropriate box

Single - \$50.00

Couple - \$75.00

Family 1 child - \$100

Family up to 3 children - \$150

Family 4+ children - \$200

The CHR will organize a phone interview with the citizen if the application is incomplete to gather the information required.

The CHR will advise the citizen that until the application is complete and supported by any outstanding documentation it will not be processed.

Once the application is complete, the CHR will place it on the shared drive with the supporting documentation. All documents will be combined into one single pdf document wherever possible.



Advise finance via email that the application is ready for processing. Please include the file name and location in the email.

Interview notes:


Approved or declined:

Amount approved and coding:

Approved by:

Date:

Electronic File name: