



MATAWA FIRST NATIONS

MATAWA EMPLOYMENT & TRAINING

Project Checklist Summary

Please allow a minimum of 4 weeks for processing your application prior to the beginning of your project. Contact the Project Officer for your file to determine if your application can be approved internally or if it will need to go to the Proposal Review Committee.

All the items below must be provided in order for your application to be processed.

- Application Form
- Detail Budget Form
- Band Council Resolution/Board Resolution/Letters of Support
- Training Plan and/or Job Description
- Resume of Trainer
- Participant
- Copy of Status Card or Proof of Indian Status
- Copy of SIN Card
- Current Resume
- Minimum of two(2) letters from potential employers
- Letter of acceptance from training institution (Purchase of Training only) OR
- Letter confirming job interview or job offer (Pre-employment & Mobility)

Please note that a Project Development Officer may be in contact with you to ask questions in regard to your request. Ensure that you provide phone number where you can be contacted.

Thank you.

