

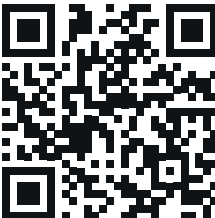
# HOW TO SUBMIT A REQUEST



**Contact us** for more information about the program, for any question regarding funding requests, or for assistance with completing online forms.



Please note that it is not possible to save your request while it is being completed. Make sure you have all the necessary information and documents before you start filling out the online form.



1-833-405-1234  
**Web :** [nrbhss.ca/CFI](http://nrbhss.ca/CFI)  
[cfi.nrbhss@ssss.gouv.qc.ca](mailto:cfi.nrbhss@ssss.gouv.qc.ca)

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## Validation

Before starting your request, please make sure to validate the following information:

- The child or children are Nunavik beneficiaries.
- The child or children are under the age of majority.
- No other source of funding is available or sufficient.
- You have all the necessary documents and information to complete the request.

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## Documents / Informations

It is important to attach the following documents and information with your form to ensure that it can be processed:



### Regular request (individual, family or group)

- Complete child information (Full name, date of birth, addresses, child's beneficiary number or parent's).
- Recommendation letter from a professional.
- Detailed cost estimates.
- Parental/ guardian/child consent (if applicable).



### Project Request

- Detailed cost estimates.
- A letter from your immediate supervisor supporting your request to CFI Nunavik.
- A recommendation letter from a professional registered with an order.
- Supplementary CFI Project Document detailing the objectives and context of your request (available on the website).



### Payment Request

- ISC application file number.
- Invoices for products and services.
- Void cheque (if applicable).

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## Forms

All our forms are available on the website.



### Regular Request form (individual, family or group)

For requests concerning one child or multiple children.



### Project Request form

For a project concerning the needs of a non-specific group of children or the improvement of your organization's services.



### Payment Form

For the reimbursement of invoices associated with funding already approved by the CFI and for which you have an ISC number.

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## Submit

When your request is complete, submit your request along with all the required documents.



To assist you in completing the form and attaching the required documents based on your request type, please refer to the online consultation tools available.