

## REQUIRED SUPPORTING DOCUMENTS FOR Tutoring Funding Request



[variety.bc.ca](http://variety.bc.ca)

Please confirm all required information and supporting documents are included with your application. We regret that any incomplete applications will not be considered.

Variety requires that all Tutors be qualified teachers with credentials and that teaching is in person. Credentials include BC Teaching Certificate or Orton Gillingham. Tutoring to a maximum of \$1,500 per year, per child will be considered.

### ALL applications must include:

- a complete, signed application from parent/caregiver.
- a **current** letter of justification/referral from medical/social/educational professional/consulting team member which includes/states:
  - diagnosis/special need(s) of child
  - the need for the tutoring request and
  - how request will support the overall care plan of the child
- a **current** Notice of Assessment (NOA) from Revenue Canada for each adult (household) contributor that shows net income (line 23600) or Canada child benefit notice (CCB) statement that shows net family net income. (T4 slips, T1 summaries or pay stubs will **NOT** be accepted).
- a proof of exhausted or denied government funding, as applicable.

### TUTORING applications must also include:

- a **current** Individual Education Plan\* (IEP) from recent school year.
  - with BC Ministry Designation (Q) for learning disability
  - confirmation of how tutoring will support academic success
- a letter from qualified/certified tutor/tutoring service including:
  - specific strategies, goals and recommendations to support need(s)
  - total number of sessions, length of sessions, cost per session and total amount of request
  - contact information (business name, contact name, telephone, address, email) and
  - teaching credentials (ie. BC Teaching Certificate, Orton Gillingham)

**\*If you do not have an IEP, please contact Variety.**

Variety does not pay for assessments, report writing, travel time or services/products paid for by government.

Once you have completed the application and have all necessary supporting documents, please submit everything **together** to Variety by email (preferred) or standard mail.

All applications are reviewed independently. Please note, our current processing time is approximately **12 weeks** from receipt.

Variety pays only for approved grants (directly to vendor) and cannot reimburse for any service or item prior to a confirmation of approval in writing.

While Variety aims to support as many families in need as possible, we are unable to guarantee funding for every application.

### QUESTIONS? Please contact

a Grant Program Team Member at [heart.fund@variety.bc.ca](mailto:heart.fund@variety.bc.ca) or **604-320-0505**.

<b>Child Information</b>		
<b>First Name</b>	<b>Last Name</b>	<b>Gender:</b> <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Non-binary <input type="checkbox"/> None of the above. I identify as:
<b>Date of Birth</b>	<b>PHN</b>	<b>Have you received funding from Variety in the past:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Year:
<b>Address</b>		<b>City</b>
<b>Province</b>	<b>Postal Code</b>	<b>Main Diagnoses/Conditions:</b>

<b>Diagnosed Special Need(s) – Medical and Developmental: Check all that apply</b>		
<input type="checkbox"/> Medical & Genetic Disorders	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Cleft & Craniofacial
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Gastroenterology	<input type="checkbox"/> Endocrinology & Diabetes
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Nephrology (Kidneys)	<input type="checkbox"/> Neurosciences (Neurology)
<input type="checkbox"/> ADHD	<input type="checkbox"/> Ophthalmology	<input type="checkbox"/> Oncology, Hematology & BMT
<input type="checkbox"/> Fetal Alcohol Syndrome	<input type="checkbox"/> Audiology	<input type="checkbox"/> Pain
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Cardiology	<input type="checkbox"/> Seeking Diagnosis
<input type="checkbox"/> Learning Disability (Q Ministry Designation)	<input type="checkbox"/> Orthopedics	<input type="checkbox"/> Others:

<b>Legal Guardian Information</b>			<input type="checkbox"/> Current NOA or CCB Attached
<b>GUARDIAN #1 Name</b>	<b>Relationship to child</b>	<b>Phone</b>	<b>Cell Phone</b>
<b>Address (if different from child)</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Occupation &amp; Employer:</b>		<b>Email</b>	

<b>GUARDIAN #2 Name</b>	<b>Relationship to child</b>	<b>Phone</b>	<b>Cell Phone</b>
<b>Address (if different from child)</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Occupation &amp; Employer:</b>		<b>Email</b>	

Please list all other children in the household:

Please check if this child has been helped by Variety

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
2. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
3. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
4. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Referral letter cannot be from the same vendor providing the services and quote. Please have them include as much information as possible regarding the child's symptoms and behaviours in the detailed referral letter.

<b>Health Care Professional Referral Info</b>			<input type="checkbox"/> Detailed Referral Letter Attached
Name		Title/Professional Designation	
Agency/Hospital/Organization Name			
Address	City	Province	Postal Code
Telephone Ext:	Fax No.	Email	

Variety will consider up to two (2) requests per year. If you have more than one request, please list in order of priority.

<b>Funding Request #1</b>			<input type="checkbox"/> Quote/Therapy Plan Attached
Equipment/Service/Product Description			Total Cost
Vendor/Service Provider Name			
Address	City	Province	Postal Code
Telephone	Email		
If applicable:			
Length of sessions (in minutes):		_____	
Total number/frequency of sessions:		_____	
Cost per session:		_____	

<b>Funding Request #2</b>			<input type="checkbox"/> Quote/Therapy Plan Attached
Equipment/Service/Product Description			Total Cost
Vendor/Service Provider Name			
Address	City	Province	Postal Code
Telephone	Email		
If applicable:			
Length of sessions (in minutes):		_____	
Total number/frequency of sessions:		_____	
Cost per session:		_____	

Other Applicable Funding Information			
Employer Extended Healthcare	Y <input type="checkbox"/> / N <input type="checkbox"/>	Amount:	Status:
At Home Program	Y <input type="checkbox"/> / N <input type="checkbox"/>	Amount:	Status:
MCFD (Including Autism/CSYN)	Y <input type="checkbox"/> / N <input type="checkbox"/>	Amount:	Status:
Pharmacare	Y <input type="checkbox"/> / N <input type="checkbox"/>	Deductible:	Maximum:
Other Charity:	Y <input type="checkbox"/> / N <input type="checkbox"/>	Amount:	Status:
Other:	Y <input type="checkbox"/> / N <input type="checkbox"/>	Amount:	Status:

Would you be willing to share how Variety has helped your family?  Yes  No

**Consent, Confidentiality & Authorization**

Variety – the Children’s Charity of British Columbia respects and upholds an individual’s right to privacy. Your child’s information/application will be maintained as a confidential and secure record.

If deemed necessary by Variety for the purpose of determining eligibility for Variety funding and programs or for the purpose of meeting my child’s needs, I give consent to Variety to share file information with potential partnership funders.

**PLEASE ENSURE YOUR APPLICATION IS COMPLETE WITH ALL SUPPORTING DOCUMENTS BEFORE SUBMITTING.**

**We regret that applications with any missing information or documents will not be considered. Variety is unable to fund any child under 6 who received government autism funding. In addition, we are unable to pay for any items/ services you obtain prior to approval in writing.**

*\*Please feel free to provide an introductory letter about your child/family situation (optional).*

I, \_\_\_\_\_, parent/guardian to (child’s name) \_\_\_\_\_ hereby agree to the above, that the information included in this application is accurate and complete to the best of my knowledge and that I have read and understand Variety’s requirements and eligibility for funding requests.

DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

**Signature:**

**Date:**

Please keep copies of all documents for your records. We are unable to return documents.

Please ensure your application and supporting documents are **included** with your request.

**PLEASE DO NOT SEND DOCUMENTS SEPARATELY.**

**Please send complete applications with supporting documents together to:**

**Email:** heart.fund@variety.bc.ca **Mail:** 4300 Still Creek Drive, Burnaby BC V5C 6C6