

Dear Parent(s),

We have received your request for an application. The following list outlines the application guidelines and Kids Can Play policies.

WHAT IS KIDS CAN PLAY?

- Kids Can Play of Cambridge is a community based completely volunteer charity
- We offer to pay the enrollment fee of any art, sport or music activity in the local area for families living at or below the poverty line as determined by your income, family size and the Canadian Government guideline
- The parent chooses the activity they wish to have their children attend
- The parent contacts the activity provider to determine the time, cost and availability of the lessons then applies to KCP prior to the start of the lessons
- We do not 'sponsor' any one program - the family choose the activity
- Money goes directly to the activity provider on behalf of the family
- Funding is raised privately in Cambridge as well as through the local United Way, City of Cambridge and the Cambridge and North Dumfries Foundation
- We offer up to \$500 per activity – this also means up to \$1000 a year per child

WHO IS ELIGIBLE FOR SUPPORT?

- Funding is offered to children 16 years and younger (0-16).
- Your child must live in or be enrolled in a Cambridge area school.
- Funding may be granted for enrollment fees only. We cannot provide funds to pay for equipment or an insurance fee charged by the activity provider

WHEN DO I APPLY?

- You should apply to KCP prior to the start of the activity and as early as possible.
- KCP offers support once every 6 months so a child can attend up to 2 activities a year or one all year
- If an activity runs past the 6-month date, you are required to re-apply for funding. Do so early so that your child will not have to discontinue the activity.

WHEN DO WE ENROLL FOR THE ACTIVITY?

- We suggest that you do not enroll your child and/or pay the fee to the organization before you have heard from KCP. We are not able to offer refunds.
- You may choose to inform the organization that you would like to enroll your child and that you have been in contact with KCP for support.
- Once you receive an acceptance letter from KCP you must pay your portion directly to the activity provider prior to the start of your activity
- Since support from KCP is not guaranteed, if the organization enrolls your child in an activity before your application has been accepted you or the organization may be responsible for the fee.
- Late applications may be pro-rated

HOW DO I KNOW IF OUR APPLICATION WAS ACCEPTED?

- A letter is sent to you explaining the status of your application. If KCP can offer you support, we will outline the amount that we have sent to the organization.
- We also contact the organization with the amount of support being sent on your behalf.
- Please check with the organization at this time to ensure that your enrollment is complete and that your account is paid in full.
- If you have not heard from KCP with in 2 weeks of mailing your application please call us as it did not arrive!

HOW DO I APPLY?

- Please be sure to complete both the front and back of the application
- **Send along proof of income such as your most recent Notice of Assessment (NOA) from your tax return or pay stubs. You may also send supporting documentation if your NOA does not reflect your current financial situation...Ontario Works Program, Unemployment insurance stubs or Universal Child Care rebates etc.**
- If you have any questions, please call for assistance and leave a detailed message(651-2847) or email kcpcambridge@yahoo.com
- Applications can be received by
 - emailing Kids Can Play kcpcambridge@yahoo.com or calling us at 519-651-2847
 - Calling your local neighbourhood association or ask the registrar of the activity
- **Send your application to: Kids Can Play PO Box #23012 (Westgate Mall)Cambridge, Ontario N1S 4Z6
OR Fax 519-651-2847**

APPLICATION FORM

To be completed by parent or guardian emailed or mailed back.

Please fill out this page for every child requiring assistance. If you need help filling out the application please call 651-2847

Name of Child: _____ Birth date: _____

Street Address _____ Phone #: _____ Email: _____

City: _____ Postal Code: _____

Name of parent(s) or guardian(s): _____

Kids Can Play sends its payment directly to the service provider.

Every detail of the following information about the organization must be completed before we can process your application.

Activity: _____

Full name of organization: _____

Street Address: _____ Postal Code: _____

Contact Person: _____ Phone #: _____

Start date of activity: _____ Completion date of activity: _____

Kids Can Play can only pay for programs that are 6 months or less.

If start and completion date are longer than 6 months you can re-apply in 4 months for support for the full length of the program up to \$1000 per year

Cost of Activity

(less insurance fee)

\$ _____

Your Share of Cost if possible

(i.e. 10% or the insurance fee)

\$ _____

Have you pre-registered for the activity? _____ Have you paid money to hold a place? How much? \$ _____

Kids Can Play cannot supply equipment, however for our information:

What equipment will you need to purchase?

Cost of equipment: \$ _____

Because we are a non-profit group, we are audited each year. It is important that the money we have is well spent. Please make sure your child attends the activity we have funded. If your child withdraws from this activity, please notify Kids Can Play immediately. Failure to do so may result in our being unable to assist you in the next twelve months.

PLEASE READ THE FOLLOWING AND SIGN BELOW

I could not afford to have my child join the above activity without help from the Kids Can Play Association of Cambridge (KCP). The information I have given on this form is true. I permit the KCP Association of Cambridge to check this information. I understand that the KCP Association of Cambridge provides funding only. As the parent or guardian of the child named above, I assume all risk involved in the activity in which the child participates. I have taken all steps to make sure that the activity in which my child participates is safe and suitable. I release KCP Association of Cambridge, its agents and/or employees from any liability for personal injury and property loss or damage that occurs while taking part in or travelling to or from the funded activity. I understand that I have not been approved for funding until I receive written approval in the mail. I understand my privacy and all information contained herein will be protected.

Dated this _____ Day of _____ month _____ year _____ Parent or guardian sign here

HOUSEHOLD MONTHLY INCOME

(If you are applying for more than one child, fill this section out **ONCE** only)

How many people live in the household? ____ How many working adults contribute to the family income ____?

Adults _____ Teens (13-19) _____ Children (12 & under) _____

TOTAL MONTHLY HOUSEHOLD INCOME (AFTER TAX)

Wages from employment (from all contributing adults in the household)..... \$ _____
Disability or Social Assistance (Ontario Works)..... \$ _____
Universal Child Care + Canadian Child Tax Benefit\$ _____
Support payments.....\$ _____
Employment Insurance..... \$ _____
Rental Income..... \$ _____
TOTAL Monthly Income \$ _____

APPLICANTS ARE REQUIRED TO SEND PROOF OF INCOME. ALL PERSONS CONTRIBUTING TO THE HOUSEHOLD INCOME MUST SEND PROOF OF INCOME. COPIES OF THE MOST RECENT NOTICE OF ASSESSMENT FROM TAX RETURNS OR PAY STUBS, ONTARIO WORKS STUBS, GST REBATES, UNIVERSAL CHILD OR CCTB RECORDS ARE PROOF OF INCOME. APPLICATIONS WILL NOT BE PROCESSED UNTIL PROOF OF INCOME IS RECEIVED. YOUR PRIVACY WILL BE PROTECTED

YOUR MONTHLY EXPENSES

Household:

Mortgage & Property tax or Rent (circle)..... \$ _____
Heat & Hydro \$ _____
Home Insurance..... \$ _____
Food..... \$ _____
Child Care..... \$ _____

Transportation: Car or Bus

Fuel Cost, Car Payments, Car Insurance or Bus Fare (.....+.....+.....) = \$ _____

Other Expenses:

Telephone/Cable/internet..... \$ _____
Loans, Credit card..... \$ _____
Life Insurance..... \$ _____
Other (specify)..... \$ _____

TOTAL Monthly Expenses \$ _____

Please attach any extra information on a separate sheet of paper if you feel it will help us to better understand your needs.

Please return this application to:

KIDS CAN PLAY

PO BOX 23012, WESTGATE MALL, CAMBRIDGE, N1S 4Z6

OR kpcpcambridge@yahoo.com OR fax 519-651-2847

OFFICE USE ONLY

KCP _____

P/G _____

TOTAL: _____