



*Supporting and  
enriching the lives  
of people affected  
by cerebral palsy.*

Cerebral Palsy Association in  
Alberta's

# Funding Request Application Form

**Our Funding Guidelines.**



## **Providing Support:**

Member Services provides support and information to families and individuals with cerebral palsy and other disabilities. Our social worker meets with families and individuals, providing information on diagnosis, treatment, therapy/counseling, and advocacy. Counseling includes crisis and employment counseling, and assisting with referrals to other organizations.



## **Offering Recreation:**

Providing essential social interaction and participation in healthy and therapeutic activities. Our program consists of accessible, and fun activities like horseback riding, bowling, summer camps, music therapy, drama, yoga.



## **Promoting Awareness:**

We promote public awareness and understanding of cerebral palsy and other disabilities in the community. We offer presentations and workshops to schools, businesses, government, and other organizations.



## **The Funding Request Program:**

The CPAA provides financial support for specialized equipment and services for people with cerebral palsy in an effort to enhance their quality of life in the community. Through the Funding Request Program, we provide funding for items such as adaptive equipment (e. g. lifts, chairs, scooters), programs (e. g. Disabled Skiing, and services) (e. g. training and education courses).

# **What's in this package:**

<b>Application Checklist</b>	<b>Application Guidelines . . . . .</b>	<b>page 1</b>
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**ALL INFORMATION PROVIDED AS PART OF YOUR APPLICATION FOR FUNDING WILL BE KEPT CONFIDENTIAL**

If you have questions or would like assistance with this application, please call the Program Manager at 403-543-0076 or call our toll free line at 1-800-363-2807.



# Application Checklist

**Please circle the appropriate response.**

Yes	or	No	The applicant has been a member of CPAA for at least three months.
Yes	or	No	Funding has been requested through alternate sources.
Yes	or	No	Documentation about alternate applications for funding is attached.
Yes	or	No	All questions on the Application Form are filled out.
Yes	or	No	An exact amount of funding has been requested.
Yes	or	No	A letter from a physician verifying that the applicant has a diagnosis of cerebral palsy.
Yes	or	No	A letter from an OT, PT or other professional stating how the request will positively enrich the life of the recipient.
Yes	or	No	Include three price quotes where possible.
Yes	or	No	Any additional supporting documentation is attached.

The Cerebral Palsy Association in Alberta Funding Request Program is to assist Albertans with Cerebral Palsy achieve a better quality of life.

The Funding Request Program is funded entirely through the CPAA's own fundraising efforts and from generous donations from members of our community. Our Funding Request Committee is comprised of dedicated volunteers. The Cerebral Palsy Association in Alberta sincerely appreciates their time and effort.

#### Application Guidelines

- (1) The Program Manager reviews your application to ensure that all questions have been answered and all supporting documentation has been included.
- (2) If information or documentation is missing, your request will not be forwarded to the Funding Request Committee. You will, instead, receive a phone call requesting the necessary information and/or documentation
- (3) Completed applications are submitted to the Funding Request Committee two weeks prior to their next scheduled meeting. Applications submitted after this will be held till the following meeting. Funding Request meetings are held on the second Tuesday of the month from September to June
- (4) You will be notified in writing of the Committee's decision of your request.

#### Decisions are as Follows:

Approved: Your application is approved and a cheque will be issued.

More Information Required: The Committee requests further documentation and/or information in support of your request for funding. Your application is put on hold until the necessary information / documentation is received. After which your application is resubmitted to the next scheduled Committee meeting.

Pending: An explanation as to why your application is pending is provided in your letter (e. g. your request may be assessed favorably by the Committee, but our budget may not accommodate your request at that time).

Denied: An explanation of the Committee's decision is included in your letter.

## The Funding Request Committee reserves the right to:

- (1) Ask you to seek alternate funding.
- (2) Ask you to provide additional information or documentation with regard to any agency or government department that pertains to your request.
- (3) Ask you to cooperate with the CPAA and other agencies about the possibility of joint funding.
- (4) Decline your application based on the CPAA's priorities, requirements, and/or other considerations.
- (5) Not fund the entire amount requested.
- (6) Deny applications for funding for an item(s) that has already been purchased.

## Funding Priorities

The Funding Request Committee reserves the right to review applications for funding based on the following priorities:

- (1) Availability of funding.
- (2) Mobility and/or adaptive equipment.
- (3) Bikes: Funding for bikes is capped at \$700.00 effective Feb26th 2009
- (4) Computers: Funding for computers is capped at \$500.00 every 3 years effective Feb 26<sup>th</sup> 2009

## Funding Requirements

- (1) Persons applying for funding must have been a CPAA member for at least three months prior to submitting an application.
- (2) The requested funds must be of direct support to a person(s) who has been **diagnosed** with cerebral palsy.
- (3) If the purchase has already been completed, receipts in full must be provided to CPAA for all equipment, service(s), program(s), and/or item(s). Payment will be made directly to a vendor upon receiving an invoice or to our member upon presentation of proof of purchase.

## **Application Process**

<b>1(a)</b>	Apply for Government funding through programs such as Alberta Aids to Daily Living (AADL) or Family Support for Children with Disabilities (FSCD) if you qualify, before applying for CPAA funding. If partial or full funding is available through the government, the Committee requires that you first apply for that funding and wait for a response.
<b>1(b)</b>	Complete any outstanding appeals for funding to government programs or other agencies before applying to CPAA.
<b>2</b>	Include copies of your correspondence to and from the government/agencies, to which you have applied for funding.
<b>3</b>	Check if the equipment, service(s), program(s), and/or item(s) that you wish to purchase/participate in is available.
<b>4</b>	Remember that it takes time to process applications. Emergency funding is seldom available through CPAA, but you are nevertheless welcome to apply.
<b>5</b>	Include a letter of support from a professional (e. g. OT, PT, audiologist, Social Worker, etc.) in your application. This letter must clearly state your need for the equipment, service(s), program(s), and/or item(s) that you have requested funding for. For example: if you require funding for wheelchair adaptations, please ensure that your supporting letter explains how that equipment will improve the quality of life.
<b>6</b>	Include documentation from a doctor clearly indicating that the person the funding is for is diagnosed with cerebral palsy.
<b>7</b>	Include three written quotations per item requested with your application, where possible.
<b>8</b>	Include any other documentation that supports your application.
<b>9</b>	Answer all questions on the application form in full.
<b>10</b>	Indicate the exact amount of funding that you are requesting on your application.
<b>11</b>	Complete the application checklist and include it in your application.
<b>12</b>	Submit one full copy of your entire application package to the CPAA Calgary office.

## **APPLICATION FORM:**

This Application Form must be completed in full.  
All information provided will be kept confidential.

### **Personal Information**

- (1) Applicant's name (who is the funding for?)
- (2) Date of birth:
- (3) Mailing address: City: Postal Code:
- (4) Phone number:
- (5) CPAA membership number:            Expiry date:

If the applicant is not the person communicating with CPAA, please provide the following information about the applicant's designate:

- (7) Designate's name:
- (8) Relationship to the applicant:
- (9) Phone number:
- (10) Who should the cheque for any approved funding be made out to:
- (11) Where should the cheque for any approved funding be sent:

## **Funding Request Information**

- (1) Exact dollar amount of funding requested:
  
- (2) Equipment, service(s), program(s), and/or item(s) required:
  
  
  
  
  
  
  
  
  
  
- (3) Have you applied to AADL or FSCD? Why or why not? And what were the results? Please include documentation where available:
  
  
  
  
  
  
  
  
  
  
- (4) Are there any other government departments or funding agencies that may partially fund your request? Please explain your findings and include supporting documentation where available.
  
  
  
  
  
  
  
  
  
  
- (5) Do you have private insurance that will cover some or all of the cost for the equipment, service(s), program(s), and/or item(s)

(6) Have you applied to any other funders for this request? If yes, please list them. If no, please explain.

(7) To promote the CPAA and its programs/services, would you, your family and/or organization be willing to participate in public relations activities including, but not limited to, press conferences, interviews, etc.?  
YES ( ) If yes, please initial here: NO ( )

(8) Has the equipment, service(s), program(s), and/or item(s) been purchased and paid for? If yes, please attach a copy of the receipt(s).  
YES ( ) NO ( )

(9) You must include three price quotations. Have you done so? If not, please explain



## Application Reference

Provide one reference CPAA can contact to verify the information in this application:

(1) Name:

(2) Mailing address: City: Postal Code:

(5) Phone number (Day): Evening:

(6) Relationship to applicant:

(7) Occupation:

## Declaration

I agree to abide by the requirements set out by CPAA. I declare that the information included in the attached application is true and accurate and does not omit any material facts. I certify that the funds will only be used as set forth in this application. Recipients found to not comply with guidelines may be asked to repay funds.

Signature of Applicant/Designate: Date:

### **Mail completed applications to:**

Funding Request Program  
Cerebral Palsy Association in Alberta  
Jim & Pearl Burns Centre 3688 48 Avenue NE  
Calgary, AB T3J 5C8

**CPAA FILE #: DATE  
RECEIVED: (for CPAA  
office use only)**

**fax:** 403-543-1168

## Potential Funding Sources for Families of Children with Special Needs in Calgary Rocky View Region

### **Notes:**

This information has been provided by the Children's Link Society. Neither the Children's Link Society or the Cerebral Palsy Association in Alberta endorse or recommend any programs, supports, services, therapies, treatments etc.

Refer also "Associations, Societies, and Foundations" in the Yellow Pages for other potential funding sources.

### **Alberta Child Health Benefit**

Phone: (780) 427-6848 Or call the Alberta Government's Toll Free Service Line at 310-0000, then dial 780-427-6848 Provides coverage only for certain health services for children under 18 whose parents or guardians have a total net income of \$20,921 a year or less, or children whose parents or guardians receive student assistance for an upgrading program.

### **Alberta Children's Hospital Foundation**

Phone: (403) 209-6134 2300, 1021-10<sup>th</sup> Avenue SW Calgary, AB T2R 0B7 Web: [www.crha-health.ab.ca/sites/ach.htm](http://www.crha-health.ab.ca/sites/ach.htm) An independent foundation entrusted with prudent investment and administration of charitable public funds dedicated to the special care and treatment of children through increasing support of quality pediatric health care services, facilities, education, and research primarily in southern Alberta at Alberta Children's Hospital.

### **Alberta Children's Hospital (Waterous Special Children's Fund)**

Phone: (403) 229-7038 Contact: Diana Everatt, Manager-Social Work and Fund Administrator 1820 Richmond Road SW Calgary, AB T2T 5C7 Financial support (\$50,000 yearly) from Waterous Securities Inc. to help meet urgent medical requests and clinical needs of children whose parents cannot afford certain treatments or care. Requests should go through an ACH clinic or staff person.

### **Aladdin's Children's Charity**

Phone: (403) 508-2882 (voicemail) Fax: (403) 508-2681 2<sup>nd</sup> floor, 924 - 6<sup>th</sup> Avenue SW Calgary, AB T2P 0S4 Web: [www.aladdincharity.org/index.html](http://www.aladdincharity.org/index.html) Mission is to ensure the granting of a special wish to Canadian children between ages 3 and 16 with a serious illness or life-threatening medical condition to help promote self-esteem and happiness. Donated funds are spent in the community where they are raised.

### **Calgary Family Service Bureau Youth Fund**

Phone: (403) 233-2370 Fax: (403) 265-5888 200, 707 – 10<sup>th</sup> Avenue SW Calgary, AB T2R 0B3 Offers financial help (educational and personal) to young people in need. Focuses on education.

### **Alberta Orange Foundation for Children**

Phone: (780) 467-1161 Contact: Jane Parks, Secretary 22 Beauvista Drive Sherwood Park, AB T8A 3M5 Funding source for individual children and the registered charitable organizations aiding orphaned, handicapped and underprivileged children who are 18 years of age or younger in the province of Alberta. Grants will not be made for research projects, capital funds, operating funds, building funds, emergency funds, conferences, seminars, deficit financing, endowment funds, matching funds or seed money.

### **Burns Memorial Fund**

Phone: (403) 234-9396 Fax: (403) 233-0513 Contact: Pamela Burke, Executive Director 1109, 615 Macleod Trail SE Calgary, AB T2G 4T8 Offers financial support for educational and recreational activities for people under the age or 21. Helps provide basic necessities such as clothing and medical needs.

### **Calgary Children's Foundation**

Phone: (403) 263-KIDS Fax: (403) 254-2684 Email: calgarychildrensfoundation@home.com 1900, 125 – 9th Avenue SE Calgary, AB T2G 0P6 Offers financial assistance to various groups and individuals who support the well being of Calgary children who are underprivileged and challenged physically, socially and emotionally. Families can apply directly but circumstances have to be fairly dire either financially or where the health of the child is concerned.

### **The Calgary Foundation – The Watson Family Fund**

Phone: (403) 264-1662 Fax: (403) 265-0152 1920, 540 – 5<sup>th</sup> Avenue SW Calgary, AB T2P 0M2 Email: [www.devry.ca/clubs/calgaryfoundation](http://www.devry.ca/clubs/calgaryfoundation) The Calgary Foundation builds and administers permanent endowment funds to support the long term growth and well being of the community. The Watson Family Fund specifically provides financial assistance to families caring for their children with special needs. It is intended that the fund will provide immediate one-time (or possible long term) financial assistance to help improve and sustain the quality of life for the child and his/her family. Has provided funds for computers, equipment, respite, etc. Several agencies oversee requests including the Developmental Disabilities Resource Centre of Calgary.

### **Campbell McLaurin Foundation**

Phone: (403) 254-0211 Fax: (403) 233-0513 1109, 615 Macleod Trail SE Calgary, AB T2G 4T8 Offers financial assistance to individuals for the provision of medical treatment or equipment that will assist individuals with hearing deficiencies. Administered by the Burns Memorial Fund.

### **Canadian National Institute for the Blind - Albertan/NWT Division**

Phone: (403) 265-5029 Fax: (403) 265-5029 Attn: Phyllis Jensen, Children and Family Counsellor 15 Colonel Baker Place NE Calgary, AB T2E 4Z3 Web Site: [www.cnib.ca](http://www.cnib.ca) Anne Michlelin Trust Fund provides financial resources for the education and development of blind and visually impaired children. This fund supports skill development through toys, lessons, classes, programs, etc.. CNIB also has a scholarship Information Package.

### **Walter and Wayne Gretzky Foundation for the Blind Youth of Canada**

Phone: (519) 458-8665 Fax: (519) 458-8609 Email: [kohlerk@cnib.ca](mailto:kohlerk@cnib.ca) Contact: Kim Kohler Walter and Wayne Gretzky Scholarship Foundation #955256 Canning Road RR 2, Paris, ON N3L 3E2 As part of the CNIB, this is an academic post-secondary education scholarship presented to eligible blind and visually impaired students.

### **Cerebral Palsy Association in Alberta**

Phone: (403) 543-6852 Fax: (403) 543-6855 Web: [www.cpAlberta.com](http://www.cpAlberta.com) Attn: Funding Request Coordinator 10, 8180 Macleod Trail South Calgary, AB T2H 2B8 Offers individuals with cerebral palsy, who are CPAA members residing in Alberta, up to \$1,000.00 in funding per fiscal year (February 1 through January 31.) Funding has been provided for items and programs including adaptable bikes, Conductive Education, car seats and various computer systems.

### **Children with Special Needs Program**

(formerly Handicapped Children services) – Calgary Rocky View Region Phone: Central Intake (403) 297-6022 Fax: (403) 297-6422 Provides support to families with a child who has a handicapping condition to assist with some of the extraordinary demands resulting from their child's disability. Some of the extraordinary costs (i.e. those expenses that are above and beyond costs normally associated with providing for and caring for a child) may include, family support, prescription drugs, special diet and prescribed formula, aide services in day care, etc.

### **Children's Wish Foundation of Canada – Alberta and NWT Chapter**

Phone: (403) 265-9039 Fax: (403) 265-1704 Email: [cwf@enernet.com](mailto:cwf@enernet.com) Web: [www.childrenswish.ca/](http://www.childrenswish.ca/) Attn: Leslie Gomez, Provincial Director 106, 223 –12<sup>th</sup> Avenue SW Calgary, AB T2R 0G6 Grants the special wishes of children (aged 3 to 16 years) suffering from high risk, life threatening illness.

### **Easter Seals Ability Counsel**

Phone: (403) 235-5662 Fax: (403) 248-1716 Web: [www.telusplanet.net/public/easter](http://www.telusplanet.net/public/easter) 103, 811 Manning Road NE Calgary, AB T2E 7L4 Provides equipment and support services- grants or interest-free loans to eligible individuals of all ages with physical disabilities.

### **For the Love of Children Society of Alberta**

Phone: (403) 232-6010 Fax: (403) 232-1030 Attn: Bahi Ashid 101, 223 – 12<sup>th</sup> Avenue SW Calgary, AB T2R 0G9 Helps special needs children and children who are suffering from high-risk, life threatening illness or trauma in Canada and overseas. Organizes fantasy flights and programs for children at risk, including Santa's Express. Medical aid, educational supplies and toys to overseas children.

### **Home Renovations to Improve Accessibility**

Call individual programs for specifics on eligibility:

#### **Home Adaptation Program (HAP) – Alberta Municipal Affairs**

Phone: 310-0000, then dial 780-427-5760 Provincial grant for residents of Alberta, wheelchair users, gross household income below \$30,000.

### **Housing Corporation**

Phone: 515-3000 (CMHC in Calgary) Phone: 268-5654 (Calgary Planning & Building Department) Forgivable loan, for persons with disabilities that affect mobility. Disabled RRAP used for renovations to improve accessibility; Homeowner RRAP used for major repairs, e.g. plumbing, electrical. Must meet eligibility requirements for gross household income threshold and property value threshold.

### **KEEN Education Foundation (funding for Edmonton only)**

Toll Free: 1-888-417-KEEN Phone: (780) 417-5336 Fax: (780) 417-5337 Email: karen@KEEN.org Web: www.KEEN.org 203, 50 Brentwood Blvd. Sherwood Park, AB T8A 2H5 Offers funding for equipment, computers, resources, mentors, therapy, tutors, training, tuition and counseling, projects, programs, transportation, library, evaluation of results.

### **KidsArts**

Phone: (403) 268-4722 Fax: (403) 268-5280 Contact: Brian Dorscht, Performing Arts Development Coordinator Email: bdorscht@gov.calgary.ab.ca #63, PO Box 2100, Station M Calgary, AB T2P 2M5 Provides opportunities to children from families in economic need to participate in various fine and performing arts programs in the City of Calgary. Children may receive ONE bursary from KidsArts per year up to 85% of the registration fee and supplies to a total of \$400.00

### **KidsCancer Foundation of Alberta (formerly Kids Cancer Camps)**

Toll Free: 1-888-554-2267 Phone: (403) 216-9210 Fax: (403) 216-9215 200, 2216 – 27<sup>th</sup> Avenue NE Calgary, AB T2E 7A7 Funds Alberta-based projects in outpatient clinics and hospital units, supports children's cancer research and provides for the psychosocial needs of the family through camping programs and development of other support services.

### **KidSport Society of Alberta – KidsSport Calgary**

Phone: (403) 221-4560 Attn: Virginia Moore, Grant Coordinator PO Box 2100, Station M Calgary, AB T2P 2M5 Allocates funds and/or sports equipment to recognized organizations on behalf of individual recipients to help overcome financial obstacles that prevent children from ages 5 - 18 years from participating in sports programs.

### **Make-a-Wish Foundation of Southern Alberta**

Phone: (403) 228-3666 Fax: (403) 228-0612 Email: [mmcleod@mail.dsl-financial.com](mailto:mmcleod@mail.dsl-financial.com) Web: [www.maw.org](http://www.maw.org) Attn: Dave Stinton, President 801 – 13<sup>th</sup> Avenue SW Calgary, AB T2R 0L1 Grants wishes to children between the ages of 3 and 18 who have been diagnosed with a terminal illness or life threatening medical condition. Child must be able to identify a wish and cannot have received a prior wish.

### **Rainbow Society of Alberta**

Phone: (403) 252-3691 Fax: (403) 252-4839 Email: [emmelman@calcna.ab.ca](mailto:emmelman@calcna.ab.ca) PO Box 1153, Station M Calgary, AB T2P 2K9 Grants wishes to children between the ages of 3 and 18 dealing with life threatening or chronic illness (i.e. not just terminal illness). The child must make three wishes for him or herself (one wish may be granted).

### **Sunshine Dreams for Kids**

Phone: (519) 642-0990 Fax: (519) 642-1201 Toll Free: 1-800-461-7935 Web: [www.sunshine.ca](http://www.sunshine.ca) 1710, 148 Fullarton Street London, ON N6A 5P3 Makes dreams come true for children ages 3 - 19 who are challenged by severe physical disabilities or life threatening illness. Could include personal gifts such as a computer or musical instrument.

### **VRRI Recreation Centre**

Phone: (403) 284-2231 Fax: (403) 210-1836 Web: [www.vrri.org](http://www.vrri.org) 3304 – 33<sup>rd</sup> Street NW Calgary, AB T3L 2A6 The Fee Assistance Program provides a 75% discount on facility admissions and a 50% discount on registered programs. The VRRI provides a barrier free recreation facility that includes a swimming facility, a full size gymnasium, an aerobics studio, and two arts and crafts classrooms. They offer a wide variety of children and adult programs.

## **Service Groups**

### **The Kinsmen Club of Calgary**

Phone: (403) 265-4615 Fax: (403) 269-3081

### **Kiwanis Club of Calgary**

Phone: (403) 215-4615 Web: [www.kiwanis.org](http://www.kiwanis.org)

### **Kiwanis Club of Calgary Downtown**

Phone: (403) 686-6325 Fax: (403) 686-6352

### **Knights of Columbus**

Phone: (403) 243-5979 (club #1186) or (403) 233-7197 (club #4965)

### **Lions Club**

Phone: (403) 273-5466

### **Lions Clubs International MC 37**

Phone: (403) 242-3749 Web: [www.lions.org](http://www.lions.org)

### **Rotary Club of Calgary**

Phone: (403) 261-0531 Web: [www.rotary.org](http://www.rotary.org)

### **Royal Canadian Legion Alberta NWT Command**

Phone: (403) 284-1161

### **Shriners/Al Azhar Temple**

Phone: (403) 239-0030 Toll free: 1-800-361-7256 Web: [www.shrinershq.org](http://www.shrinershq.org) Shriners Hospitals across North America offer specialized orthopedic and burn care to children under 18, free of charge.

### **Variety Club of Southern Alberta**

Phone: (403) 228-6168 Fax: (403) 245-9282