

# Guidelines for Completing L.E.A.F. Application 2018 - 2019

The mission of OFCP is to address the needs of people with cerebral palsy in the province of Ontario.

In support of this initiative it pleases us to provide the opportunity for our membership to apply for, the...



**L**ife  
**L**enriching  
**A**ctivity  
**F**und



## **Frequently Asked Questions for LEAF Application 2018 - 2019**

In order to reach as many of our members as possible within the province, OFCP developed the LEAF funding criteria and eligible expenses for approval within the LEAF funding application.

**PLEASE READ THROUGH ALL THE GUIDELINES BEFORE COMPLETING THE APPLICATION FORM**

### **What is LEAF?**

The **L**ife **E**nriching **A**ctivity **F**und is an opportunity for members to access financial assistance to enrich, enhance or augment an activity the member currently participates in or is interested in.

For example...

- Are you going on a school field trip, but there are extra costs not covered?
- You are involved in arts and crafts and need hobby supplies to participate.
- Are you enrolled in sports but need sports equipment (modified or custom)?
- Enjoy a leisure activity, but lack equipment (Tricycle)?
- Program fees for Physical Activities - yoga, swimming, martial arts, dance, sailing, horseback riding, etc..
- Program fees for learning enrichment activities - literacy, art, music, singing, computer class
- Are you going to a camp, but extra excursion or activity costs are not included?
- Accommodation (while on vacation)
- Ticketed transportation
- Individual passes to an event - concert, amusement park, sporting event

## Frequently Asked Questions for LEAF Application 2018 - 2019

### **When can I apply?**

We are pleased to offer two funding periods for the LEAF Program:

Fall LEAF

Spring LEAF

Depending on the anticipated date, duration, and nature of your activity, you may consider applying for either Fall or Spring LEAF Program.

For more information please refer to program announcements on our website [www.ofcp.ca/programs/funding/leaf/](http://www.ofcp.ca/programs/funding/leaf/) or give us a call at (416)244-9686 ext. 221.

### **When will I know if I have been approved?**

Within 6 weeks of your application

### **When is the application deadline?**

Spring LEAF - February 18, 2019.

### **What is not eligible?**

- Meals, groceries, and/or souvenirs
- Local public transportation
- Mileage - fuel expenses
- Ongoing costs or monthly rental fees
- Therapies and Medical expenses
- Tutoring
- Family event passes
- Physical support services provided by family relatives.
- Payments or contracts with family members
- Programs currently funded by government
- Activities commenced before September 1st, 2018.
- This fund cannot be used to augment previous funding approvals from OFCP or off set an activity already completed

## Frequently Asked Questions for LEAF Application 2018 - 2019

### **What is the maximum amount?**

Up to \$500.00 per application.

Up to \$100.00 per night for hotel accommodation while on vacation

Up to \$15.00 per hour for the Physical Support Services

### **Who can apply?**

- Individual members of OFCP who have cerebral palsy, and reside in Ontario.

### **How often can I apply for LEAF?**

One activity/item per application per year. Members have a choice to apply once for either Fall or Spring LEAF Program in 2018 - 2019.

Please note that if you have applied and received funds in the past year, preference may be given to applicants who have not received funding in the past year. Repeat applicants may receive a reduced amount due to the number of first time applicants.

### **What documentation is required?**

- Include quotes for activity or equipment application
- Information/descriptions of activities from service provider.
- (If applicable) Health professional letter is required for equipment which falls under any of the following categories - Communication and Writing Aids, Orthotic Devices, Wheelchairs, Positioning and Ambulation Aids, Home Accessibility Aids, Bathing and Washroom Aids, Modifications to Electronic Aids for Daily Living - we will require letter from health professional along with quote from authorized vendor
- If item is used, applicant is required to sign enclosed acknowledgement form

**Below is the application process for the activity funding program:**

- 1)** Complete and submit a LEAF application form by postal mail or email, and include all support documentation. OFCP will confirm receipt of application by phone or email.
  - **Ability to fund all eligible applications received is conditional on availability of funds.**
  - **If any information is missing or the application is incomplete, the application will be returned for completion, potentially delaying the process for assistance.**
  - **One piece of equipment per application will be accepted for each request.**
- 2)** OFCP LEAF Program Committee will review your application for approval.
- 3)** You will be notified of the status of your funding approval and the amount (please allow a minimum of 6 weeks after application submission for written approval - no verbal approval).
- 4)** You may complete the activity and pay for it, or the activity provider invoices the OFCP and is paid directly.
- 5)**
  - a) The relevant signed invoice or signed receipt must be submitted to OFCP within one month **AFTER** completing your activity. **If the activity is not completed prior to August 31, 2019, the relevant signed invoice/receipt must still be submitted by August 31, 2019. Items/activities purchased in foreign currency will be calculated at the exchange rate at the time of processing the application.**
  - b) If your service provider does not have a formal receipt, please use the template, "Sample Receipt required information" provided. Please note that signatures are required from both the service provider and the applicant.
  - c) If the activity/item is no longer needed or wanted, the application will be voided and a new application must be submitted prior to commencing and/or purchasing and will be processed if funds are available. Only one change to an item or activity will be accepted after an application has been approved.
- 6)** You or your activity provider will receive one funding cheque from OFCP approximately 4-6 weeks after submitting your invoice.