

## 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 tax benefit (CCTB) 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**.