

REQUIRED SUPPORTING DOCUMENTS FOR Counselling Funding Requests



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IMPORTANT INFORMATION

Please read carefully before beginning the application process.

Please ensure all required information and supporting documents are included with your application as we are unable to consider incomplete applications.

ALL applications must include:

- a complete, signed application from parent/caregiver.
- a **current** letter of justification/referral from medical/social/educational professional other than the actual service provider, which includes/states:
 - diagnosis/special need(s) of child
 - the need for the Counselling 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).
- proof of exhausted or denied government funding, as applicable.

COUNSELLING applications must also include:

- a letter from certified, registered Counsellor that includes:
 - therapy plan with strategies, goals and recommendations
 - number of sessions, length of sessions, cost per session, total amount of request
 - contact information (company name, counsellor's name, address, telephone, email, fax)
 - certification(s) and/or qualification(s) of Counsellor

Note: Letter from Counsellor cannot be the same as the letter of justification/referral

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 or **604-320-0505**.