

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b>  Finance	<b>SUBJECT:</b>  Use of Charitable Donations	<b>Code:</b> FN020
		<b>Date of Issue:</b> December 1994
		<b>Revised:</b> October 2015
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**SCOPE:** In order for an individual to apply for this assistance, all other avenues from which assistance can be obtained must be exhausted. Each application will be assessed individually based on need.

**DEFINITION OF ESSENTIAL ITEMS - ITEMS THAT DIRECTLY IMPROVE THE:**

Health of the individual  
Safety of the individual  
Quality of life of the individual

This does not include such items that are non-essential, such as televisions, microwaves, etc.

**DEFINITION OF OTHER AVENUES:** Parents, significant others, Social Service Programs such as ODSP, Special Needs allowance, Ministry of Health, other applicable non-profit and social organizations.

**To Qualify** - This individual must be receiving support in the Neighbours Program. He/she must have no family or family with limited finances.

1. The person acting on behalf of the individual must submit in writing the following to the Executive Director for:
  - (a) The item requested,
  - (b) The cost of the item,
  - (c) The reason the item is needed and how it contributes per above,
  - (d) The other avenues that have been pursued and the results,
  - (e) A brief summary of the financial position of the individual requiring assistance.