

MANUAL OF ADMINISTRATION

TOPIC: Finance	SUBJECT: Use of Charitable Donations	Code: FN020
		Date of Issue: Dec 1994
		Revised: May 2006
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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.

SELECTION COMMITTEE: Senior management team.

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 for the committee's review:
 - (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.

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2. The Committee will meet as the need arises to review requests.
3. The Committee will review and consider the following:
 - (a) The financial situation of the individual.
 - (b) Whether all avenues of assistance have been exhausted prior to seeking this committee=s assistance.
 - (c) The contribution to the health, safety, and/or quality of life of the individual.
 - (d) Whether the item is a necessity and the implications of not assisting the individual in purchasing said item.
4. Once a decision has been made, the reasons for approving or rejecting a request will be formalized in writing and attached to the request.
5. If the request is approved, arrangements will be made with Administration for the purchase of the item. Documentation to support the purchase must be provided.