**Richmond Hill Mobility Accessibility Foundation**

**Application Process for our Assistive Devices Program**

RH Mobility is proud to offer funds to Richmond Hill Residents with a disability for help with the financial burden of Adaptive/Assistive Devices towards an active lifestyle.

**Eligibility Criteria:**

* Completed application form (please access as many other funding sources as possible, including government funding sources before applying).
* The program is open to all City of Richmond Hill residents with a disability.
* Assistive Devices are to be geared toward an active lifestyle.
* Funding availability.
* Please be aware that Richmond Hill Mobility does not provide funding after the fact for equipment.
* Multiple applications may be submitted per person per calendar year, with the eligible max per person within a calendar year being $2,500 per person.
* Funding is only meant to support specific items within the year. Funding is not intended to maintain the equipment, nor an ongoing funding source on a yearly basis.
* If an application is approved, funding must be used within six months of approval or will expire.
* (Should we include eligible equipment and some non-eligible equipment)

**APPLICATION PROCESS**

All applications are to be submitted as per the information found below:

All applications must contain the following documents:

1. **A written assessment by a health care professional**

* To support the need for said equipment being requested, in relation to how the equipment will enhance the client’s life towards becoming more active.
* Assessments to be addressed to Richmond Hill Mobility Accessibility Foundation.
* Full name of the client, their address (must be a resident of Richmond Hill), and birth date.

2. **Two quotes for the Assistive Device are preferable**

* Richmond Hill Mobility Accessibility Foundation reserves the right to if more than one quote is provided to choose the vendor.
* The vendor does not have to be located in Richmond Hill.

**3. Financials of the Client**

* Due to rules put forth by the CRA for charities, we respectfully request to see a monthly statement of the client’s ODSP (if applicable), or a copy of their T4 slip in the most recent year.

Please send all information via one of the following methods:

*Email:* *richmondhillmobility@gmail.com* *(preferable)*

*Fax: 289-695-5601*

*Mail: RH Mobility, 9225 Leslie St., Unit #221, Richmond Hill, ON, L4B 3H6*

You will be notified of the funding status once your client file has been received and reviewed. This typically takes 3-4 weeks.