**Richmond Hill Mobility Accessibility Foundation**

**Application Process for our Assistive Devices Program**

Richmond Hill Mobility is proud to offer Richmond Hill Residents with a disability, financial assistance towards the purchase of Assistive Devices that will help in maintaining a healthy, and active lifestyle.

**Eligibility Criteria:**

* Program is open to residents of Richmond Hill only.
* Assistive Devices are to be geared toward an active, healthy lifestyle.
* Based on 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, however the eligible maximum per person within a calendar year being $2,500 per person.
* Funding is meant to support specific items within the year. Funding is not intended to maintain equipment, nor an ongoing funding source on a yearly basis.
* Funding is not provided for hospital beds, towards renovations or repairs to a living space.
* Once an application is approved, funding must be used within six months of approval or will expire.

**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**

* In support of the need for said equipment being requested, and 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 is preferable**

* Richmond Hill Mobility Accessibility Foundation reserves the right 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 (all confidential:

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

*Fax: 289-695-5601*

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

Once your client file has been received and reviewed, you will be notified of funding status. This typically takes 3-4 weeks.