

Dear Parent(s),

We have received your request for an application. The following list outlines the application guidelines and KCP policies.

#### WHAT IS KIDS CAN PLAY?

- Kids Can Play of Cambridge is a community based completely volunteer charity
- We offer to pay the enrollment fee of any art, sport or music activity in the local area for families living at or below the poverty line as determined by your income, family size and the Canadian Government guideline
- You choose the activity for your children
- You contacts the activity provider to determine the time, cost and availability of the lessons then apply to KCP prior to the start of the lessons
- We do not 'sponsor' any one program we will support any sport art or music lesson provider
- Our portion of the enrolment fee goes directly to the activity provider on behalf of your family
- Funding is raised privately in Cambridge as wells as through the local United Way, City of Cambridge and the Cambridge and North Dumfries Foundation
- **We offer up to \$500 per activity for enrolment in 2 activities a year, or one full year program (\$1000 max)**

#### WHO IS ELIGIBLE FOR SUPPORT?

- Funding is offered to children 16 years and younger (0-16).
- Your child must live in or be enrolled in a Cambridge area school.
- Funding may be granted for enrollment fees only. We cannot provide funds to pay for equipment or an insurance fee charged by the activity provider
- Families that can prove their income is at or below the government established poverty line.

#### WHEN DO I APPLY?

- You should apply to KCP prior to the start of the activity and as early as possible.
- **KCP offers support once every 6 months so a child can attend up to 2 activities a year or one all year**
- If an activity runs past the 6-month date, you are required to re-apply for funding. Early submission helps your children continue the activity without interruption.

#### WHEN DO WE ENROLL FOR THE ACTIVITY?

- We suggest that you do not enroll your child and/or pay the fee to the organization before you have heard from KCP. We are not able to offer refunds.
- You may choose to inform the organization that you would like to enroll your child and that you have been in contact with KCP for support.
- Once you receive an acceptance letter from KCP you must pay your portion directly to the activity provider prior to the start of your activity
- Since support from KCP is not guaranteed, if the organization enrolls your child in an activity before your application has been accepted you or the organization may be responsible for the fee.
- Late applications may be pro-rated

#### HOW DO I KNOW IF OUR APPLICATION WAS ACCEPTED?

- A letter is sent to you explaining the status of your application. If KCP can offer you support, we will outline the amount that we have sent to the organization.
- We also contact the organization with the amount of support being sent on your behalf.
- Please check with the organization at this time to ensure that your enrollment is complete and that your account is paid in full.
- If you have not heard from KCP with in 2 weeks of mailing your application please call us as it did not arrive!

#### HOW DO I APPLY?

- **Please be sure to READ & complete both Page 1 & Page 2 of the application and include Proof of Income**
- **Send along proof of income Canadian Child Tax Benefit Notice (CCTB) from your tax return. You may also send supporting documentation if your CCTB notice does not reflect your current financial situation...Social Assistance, Disability, Ontario Works Program or Unemployment insurance stubs are accepted proof.**
- If you have any questions, please call for assistance and leave a detailed message(519-651-2847) or email [kcpcambridge@yahoo.com](mailto:kcpcambridge@yahoo.com)
  - **Send your application by 1) FAX 519-651-2847 OR 2) Scan proof of income and email application to [kcpcambridge@yahoo.com](mailto:kcpcambridge@yahoo.com) OR 3) MAIL Kids Can Play PO Box #23012 (Westgate Mall)Cambridge, Ontario N1S 4Z6**
- Applications can be received by :
  - emailing Kids Can Play [kcpcambridge@yahoo.com](mailto:kcpcambridge@yahoo.com) or calling us at 519-651-2847
  - Calling your local neighbourhood association or ask the registrar of the activity

# Kids Can Play

## Association of Cambridge

PO Box 23012 (Westgate Mall)  
Cambridge, Ontario. N1S 4Z6 Phone & fax: 519-651-2847  
email: kpcpcambridge@yahoo.com

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Number: \_\_\_\_\_

### APPLICATION FORM

To be completed by parent or guardian emailed, faxed or mailed back.

Please fill out this page for every child requiring assistance. If you need help filling out the application please call 651-2847

Name of Child: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone (required): \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Name of parent(s): \_\_\_\_\_ EMAIL(required): \_\_\_\_\_

*Kids Can Play sends its payment directly to the service provider.*

**Every detail** of the following information about the organization **must be completed** before we can process your application. **Contact provider to learn these details.**

Activity: \_\_\_\_\_

Full name of organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Start date of activity: \_\_\_\_\_ Completion date of activity: \_\_\_\_\_

*Kids Can Play can only pay for programs that are 6 months or less.*

*If start and completion date are longer than 6 months you can re-apply in 4 months for support for the full length of the program up to \$1000 per year*

**Cost of Activity**

\$ \_\_\_\_\_

**Your Share of Cost if possible**

(i.e: 10% or the insurance fee)

\$ \_\_\_\_\_

**It is important the money we have is well spent. The grants we offer come from donations from local citizens NOT the government. Please make sure your child attends the activity we have funded. If your child withdraws from this activity, please notify Kids Can Play immediately.**

Have you pre-registered for the activity? \_\_\_\_\_ Have you paid money to hold a place? How much?  
\$ \_\_\_\_\_

### **PLEASE READ THE FOLLOWING AND SIGN BELOW**

I could not afford to have my child join the above activity without help from the Kids Can Play Association of Cambridge (KCP). The information I have given on this form is true. I permit the KCP Association of Cambridge to check this information. **I understand that the KCP provides grants as the result of donations from private citizens in Cambridge on behalf of my children.** As the parent or guardian of the child named above, I assume all risk involved in the activity in which the child participates. I have taken all steps to make sure that the activity in which my child participates is safe and suitable. I release KCP Association of Cambridge, its agents and/or employees from any liability for personal injury and property loss or damage that occurs while taking part in or travelling to or from the funded activity. **I understand that I have not been approved for funding until I receive written approval. I understand my privacy and all information contained herein will be protected.**

Dated this \_\_\_\_\_ Day of \_\_\_\_\_  
Day month year

Parent or guardian sign here

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**HOUSEHOLD MONTHLY INCOME**

*(If you are applying for more than one child, fill this section out ONCE only)*

How many people live in the household? \_\_\_\_ How many working adults contribute to the family income \_\_\_\_?

Adults \_\_\_\_\_ Teens (13-19) \_\_\_\_\_ Children (12 & under) \_\_\_\_\_

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**TOTAL MONTHLY HOUSEHOLD INCOME (AFTER TAX)**

Wages from employment (from all contributing adults in the household)..... \$ \_\_\_\_\_  
Disability ..... \$ \_\_\_\_\_  
Social Assistance (Ontario Works).....(document required)..... \$ \_\_\_\_\_  
Universal Child Care..... \$ \_\_\_\_\_  
Canadian Child Tax Benefit .....(document required) ..... \$ \_\_\_\_\_  
Support payments..... \$ \_\_\_\_\_  
Employment Insurance.....(document required)..... \$ \_\_\_\_\_  
**TOTAL Monthly Income \$ \_\_\_\_\_**

**APPLICANTS ARE REQUIRED TO SEND PROOF OF INCOME....  
A COPY OF PAGE 1 OF YOUR CANADIAN CHILD TAX BENEFIT  
NOTICE MUST BE PROVIDED.**

**IF YOUR FAMILY INCOME IS LOWER, SINCE YOUR CCTB NOTICE WAS PRODUCED, YOU MUST SEND THE CCTB NOTICE ALONG WITH PAYSUBS, EMPLOYMENT INSURANCE, DISABILITY NOTICE OR SOCIAL ASSISTANCE NOTICES TO PROVE THE CHANGE IN INCOME (SEND THE DOCUMENTS PERTAINING TO YOUR FAMILY).**

**APPLICATIONS CANNOT BE PROCESSED UNTIL CCTB NOTICE IS RECEIVED.  
SO MARITAL STATUS, FAMILY SIZE, GROSS INCOME AND CCTB ENTITLMENT CAN BE VERIFIED**

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*Please attach any extra information on a separate sheet of paper if you feel it will help us to better understand your needs.*

**For a reply within 48 hours return this application BY:**

- 1) **FAX** 519-651-2847 OR
- 2) **SCAN** Proof of Income & **EMAIL** to:  
[kcpcambridge@yahoo.com](mailto:kcpcambridge@yahoo.com)

**For a reply within 10 days Mail app and proof of income to:**  
KIDS CAN PLAY  
PO BOX 23012 (WESTGATE MALL)  
CAMBRIDGE ON, N1S 4Z6

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OFFICE USE ONLY	
KCP	_____
P/G	_____
Total	_____