

Exercise is important for everyone, but perhaps even more so for people with balance and mobility challenges. The TIME™ program is designed specifically for their needs to promote their fitness, health and well-being. In addition, Jo's TIME™ Fund (JTF) helps by enabling those in financial need to keep active with TIME™ by subsidizing registration fees and/or transportation costs to the program. The goal of JTF is to increase access to exercise for as many people as possible. As a TIME™ coordinator or instructor, you can apply to JTF on behalf of your participants to increase their access to exercise and keep them moving in their homes and communities!

We are pleased to offer this subsidy opportunity to the TIME™ sites across Canada. Please note, however, that JTF is a small Fund that relies on donations. Thus, while we will do our best to support as many participants in need as possible, JTF reserves the right to prorate the subsidy amount depending on funds available and the demand for subsidies.

### **Here's how JTF works:**

1. **ELIGIBILITY:** We respectfully request the help of your community centre in identifying individuals who are in financial need **using your usual criteria**. If your centre does not have criteria in place, you can use Statistics Canada's Low Income Cut-Off as a guide or simply allow individuals to self-identify as requiring financial assistance. People receiving funding towards TIME™ through third party payers (e.g., WSIB or Motor Vehicle Accident claims), are not eligible for the JTF subsidy.
2. If an individual with financial need is identified, please first exhaust all available subsidies from your community centre, before accessing JTF. This may include, for example, recreation credits or sliding scale fees for low income households, and/or discounted rates for seniors.
3. Factors to consider for the amount of subsidy to request from JTF include your centre's TIME™ registration fee, your own subsidies (as in Point #2 above), the individual's needs, and the maximum JTF subsidy (see page 2).
4. The TIME™ coordinator or instructor completes and submits the Subsidy Request Form prior to the Subsidy Request Cut-Off Dates (see page 3). One form can be used for all participants from your site requesting subsidies.
5. Upon receiving your Subsidy Request Form at Toronto Rehab, the request is reviewed by the JTF committee, on behalf of Toronto Rehab Foundation, and the subsidy is sent back to your centre.
6. You can re-apply to JTF on behalf of the same participant, for every session they register in TIME™. Currently, there is no cap on how many times they can access JTF subsidies.

**NOTE:** Your program agrees to discount the participant's registration fee, by the same amount of subsidy you are applying for. Your program recovers this when you receive the subsidy. You do not ask the participant to pay this cost upfront, as most applying for the subsidy cannot afford to do so.

Two types of subsidy can be applied for:

A - Subsidy for Program **Registration** to a maximum of \$135 per participant per session.

- Not to exceed your program’s registration fee after subsidies from your center have been applied.

B - Subsidy for **Transportation** to a maximum of \$150 per participant over the span of one session.

- This can include public transit, paratransit, taxi, and/or ride share services, as required by the participant in order to attend. Receipts are not required by JTF.
- This subsidy should be disbursed to the participant as soon as you have received it from us.

### How to Complete the Subsidy Request Form- EXAMPLE:

Type of Subsidy	Name of participant (First and last initial)	Amount Requested
A – Registration	AW	\$100
	SL	\$135
B – Transportation	SL	\$100
		Total Requested
		\$335

## TO APPLY FOR Jo’s TIME™ Fund

**PLEASE COMPLETE & RETURN Pages 3 and 4**

To contribute to Jo’s TIME™ Fund, please visit [www.jostimefund.com](http://www.jostimefund.com)

# Jo's TIME™ Fund – Subsidy Request Form



Date: \_\_\_\_\_ TIME™ Site: \_\_\_\_\_

**Subsidy Request Cut-Off Dates** (revised Feb. 2020)

To be considered for a subsidy, this form must be received by Toronto Rehab by the following dates:

- For the Spring session:        March 24
- For the Summer session:       June 24
- For the Fall session:            September 24
- For the Winter session:        December 24

NOTE: We will inform you of the approved subsidy amount not more than 2 weeks after the Subsidy Request Cut-Off Date. Please also note that once approved, there is a 6-8 week delay before receiving the subsidy cheque.

Please use this table to indicate the type & amounts of subsidy requested by participants, as well as the total subsidy request from JTF for the upcoming TIME™ session.

Type of Subsidy	Name of participant (First and last initial)	Amount Requested
A – Registration		
B – Transportation		
		Total Requested

If you have questions about completing this form, please contact [TIME@uhn.ca](mailto:TIME@uhn.ca)

# Jo's TIME™ Fund – Subsidy Request Form



I confirm that the information provided on this form is correct and consistent with the participant eligibility criteria provided above. \_\_\_\_\_(initial)

I understand that should the Fund receive too many requests resulting in insufficient funds, it will be necessary to prorate the subsidy amount. \_\_\_\_\_(initial)

**Submitter: Community Centre Representative, TIME™ Coordinator or Fitness Instructor:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please provide address for payment:**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

Attention/Care Of: \_\_\_\_\_

**Return pg. 3 and 4 of this form using one of the following methods:**

<b>By mail to:</b>	Amanda Woo Rumsey Centre - Neuro 345 Rumsey Road Toronto, ON M4G 1R7
<b>Electronically to:</b>	<a href="mailto:TIME@uhn.ca">TIME@uhn.ca</a> <i>Subject Line: Jo's TIME™ Fund</i>

Thank You on behalf of our TIME™ Participants!