

# Equipment Funding Package

Information from Western Society  
For Children with Birth Disorders,  
Family Support Institute and  
Cerebral Palsy Association of BC  
(604) 515-9455 or 1-800-663-0004

October 2000

# Equipment Funding Package

The attached guidelines for equipment fundraising may be helpful. They are a suggested process in order to assist you through the fundraising maze. Please be aware that although guidelines are generic, the details on the funding organization list may change without notice.

## Helpful Hints:

1. The Western Society for Children with Birth Disorders is a non-profit organization willing to step families through the outlined process and support them in their fundraising efforts. Please call Wanda at (604) 515-0810 to find out how they can help you.
2. Equipment Loan Organizations:
  - Medical Equipment Loan Service - (604) 709-6639
  - Multiple Sclerosis Society - (604) 689-3144
  - Equipment Registry - (604) 324-3670
  - BC Paraplegic Association - (604) 324-3611
3. Remember, because funding from different agencies is scarce, you might need to be creative. For example, if one group cannot fund your need/equipment alone ask several groups for smaller amounts of money. Also, if you need equipment, see if you can get a company who manufactures the product to donate it. Ask if they have a "used" version of the equipment that they can donate. For example, ask a local computer shop to donate their used equipment to you.
4. Be Persistent with your efforts! Good luck!

# GUIDELINES FOR FUNDRAISING FOR EQUIPMENT

When your child needs a piece of equipment that is not covered or is only partially covered by an insurance agency or the At Home Program you may need to find additional financing. Even if you anticipate a need in the future start this process immediately, as many funding sources will not fund retroactively. Approaching charitable organizations for funding is a process requiring time, energy, and perseverance. This information is provided to guide you through this process each step of the way.

The following information is provided for you:

- a step-by-step process to follow
- a list of local funding organizations to approach regarding your request
- sample letters for you to use as examples when writing your own letter of request
- sample of request letter with income statement attached
- sample thank you letter

## The Process

1. Determine specifically what equipment or service your child requires. To explore all the options, talk to your therapists, physician, family service worker or equipment supplier for their specific knowledge of your needs and what is available. You may also want to talk to other families to see what has worked for them.
2. When you have decided what your equipment needs are, obtain quotes from three different distributors. The names of equipment vendors are listed in the yellow pages under *medical equipment and supplies*. You may also want to consult your community or school physiotherapist or occupational therapist, or other health professional for assistance in obtaining these quotes since they may have valuable information on cost, follow-up service, and liability.
2. Now that you have selected a piece(s) of equipment, you need to choose a potential donor from the list of funding organizations that is enclosed. It is important to contact them by phone, before sending the application, to verify the following:
  - a) ***Is this the appropriate organization or person to consider your request for funding?***
    - Do they fund individual requests from families who are looking to purchase equipment or services? Some organizations only fund business or group requests.
    - Under their criteria am I eligible to apply? ,
    - Are the funds the organization donates to families required to be channeled through a charitable organization (known as a *conduit*? Some organizations will donate to individual families only if the money can be sent to a recognized charitable organization such as South Fraser Child Development Centre (SFCDC) who then forward it to the

equipment distributor or the family. If your family is a client of SFCDC please contact a family service worker if a conduit is required. If you are not a client of the centre, make contact with another local recognized charitable organization or call the Western Society for suggestions.

**b) *Is there an application form (ask to have one mailed to you) or do you apply by writing your own letter of request?***

- What information should be included in the letter or application for funding?
- To whom should I address my letter?
- How confidential is the information you send and/or could it ever be used for media or fund-raising purposes by the organization?

**c) *What is the process by which the decision is made?***

- Is there a means test? (i.e., will they look at my income?)
- Is there a committee that meets to consider requests for funding?  
If so, when does it meet?
- Is there a deadline for applications?
- When would I expect to hear about a decision?
- Will the organization provide full funding? If they will not, will they consider providing partial funding for a piece of equipment?
- Does the funding come to the family directly? If not, find out how it will be dispensed. If the funds being donated to you family need to be *conducted* through a charitable organization, contact a family service worker at South Fraser Child Development Centre or another reputable organization.

4. You may refer to the sample letters enclosed to write your own letter of request. Be sure to add personal touches to your letter. Service clubs want to know something about the family they are helping. Be sure to include any information asked for in the initial phone call.
5. With the application form or letter, you may want to enclose letters of support from doctors, therapists, teachers - anyone whose professional opinion could sway the decision in your favour.
6. If your request is successful, a show of thanks is mandatory. Thank you notes from yourself and anyone else who may be impacted is critical. You may wish to send pictures of your child using the funded piece of equipment. Service clubs will be motivated to donate again if they know they are appreciated. A sample thank you letter is enclosed.
7. If your request is denied, enquire as to the reasons why, and whether or not there is a process for appeal (if appropriate). Documenting your conversation with the potential donor may assist you in further funding applications.

## **When Equipment is No Longer Needed**

When the funded equipment is no longer needed the following is suggested:

- donate the equipment back to the funding organization
- donate the item to a local health care facility or community organization
- advertise the item in *Focus on the Family* newsletter - the Family Support Institute newsletter has a column for such items and can be reached at 875-1119

## **Funding Organizations**

The local Chamber of Commerce in your area has a list of the local service clubs. Obtain a copy of this list and follow the process already outlined. You may apply to as many clubs as possible. Base your decision on whether to apply to certain clubs on how they responded to the questions previously outlined.

The BC Lions Club, Elks, Rotary, Legion, Kinsmen, Shriners, Masons, Knights of Columbus, Kiwanis, and Daughters of the Eastern Star are some of the service clubs which may be listed in your area.

If you are a member of a church, disability group, association or union, an approach for assistance may be made to these organizations on an individual basis. Often unions will match employee donations or fundraised proceeds for the employee family needs when the employee initiates the request.

# Thank You Letter Sample

YOUR NAME AND ADDRESS

DATE

ORGANIZATION NAME  
ORGANIZATION ADDRESS

Dear

We wish to express our appreciation for the \_\_\_\_\_ you so generously donated to our family for the purchase of a (*porch lift*). This piece of equipment has meant that *Joe* is much more independent as he (or *she*) no longer needs to be carried up and downstairs. It also means that we do not have to sell our home and try to relocate in a new neighbourhood.

We have enclosed a picture of *Joe* in the lift.

Thank you once again.

Yours truly,

YOUR NAME

Enclosure

**(Circumstance and name are fictitious)**

# Letter of Request Sample #1

YOUR NAME AND ADDRESS

DATE

CONTACT NAME

ORGANIZATION NAME

ORGANIZATION ADDRESS

Dear Mr., Mrs., Ms:

I am writing to request funding for a porch lift, which would enable my child, Joseph, access to the main (*second*) floor of our home. Currently, his Dad and I, (*and any other caregivers*) have to carry Joe up the stairs, but as he is growing heavier, this is becoming dangerous for all of us.

My husband and I have two children—Joe who is nine and Kim who is fifteen. Joe was born with Muscular Dystrophy and is completely dependent on caregivers to meet all his daily needs. He can neither sit unsupported, stand-alone, walk, or feed himself. He relies on a wheelchair for mobility.

We live in a two level home with main floor entry (*and kitchen, living room, bathroom and bedrooms*) on the upper floor. Our financial situation has limited our ability to purchase or rent a one level home. The only option at this point seems to be to stay in our home and install a porch lift. We have asked three local companies to provide estimates for installing such a lift. The estimates are attached with prices ranging from ( ) to ( ).

We are unable to finance this kind of an expense on our own. We do have some financial support through the At Home Program but they do not fund lifts for homes or for vehicles. We would be more than willing to provide the additional financial information required to process this request—just let me (us) know.

Please fund attached letters from Mr., Mrs., Ms., Dr. *physiotherapist, teacher, doctor* to support our need for a porch lift.

Thank you for your consideration in this matter so vital to the well being of our family. I (we) look forward to your positive response.

Yours truly,

YOUR NAME and phone number

**(circumstance are fictitious)**

# Letter of Request

## Sample #2

YOUR NAME AND ADDRESS

DATE

ORGANIZATION NAME

ORGANIZATION ADDRESS

To whom it may concern:

I am writing this letter to you in a request for any type of assistance for my daughter Karen Smith.

Karen is an active student who attends Ecole Secondary School in Surrey. She is presently in Grade 11. Karen is an honour student and is confined to an electric wheelchair. She has limited use of her arms and hands and therefore must rely upon a peer aid or an adult aid at school and at home to scribe for her. At the present time Karen's marks range from B to B+ to A's. Her future goals are to continue her education in university. At the present time she is debating between psychology or majoring in history. Karen has very high expectations for her future and I believe that a voice-activated computer will be her only way to get ahead with her future goals without having to rely on having a scribe available. Karen is a very verbal person and unfortunately gets frustrated with the person or persons scribing for her. (We don't seem to be fast enough or *competent enough* for her). She must at all times rely on someone to assist her in her endeavours.

Karen is 17 years old, born March 23, 1977. She has a younger sister, 9 years old, Tracy, and myself, Georgia. I would like to take this opportunity to thank you in advance for any assistance you are able to provide.

I remain yours truly,

YOUR NAME and phone number

enclose:    computer quote  
              occupational therapy letter of support  
              teacher letter of support

**(circumstance is fictitious)**

# Letter of Request and Income Statement

## Sample #3

YOUR NAME AND ADDRESS

DATE

CONTACT NAME

ORGANIZATION NAME

ORGANIZATION ADDRESS

Dear Mr., Mrs. Ms.:

I am writing to request funding for a porch lift, which would enable my child, Joseph, access to the main (*second*) floor of our home. Currently, his Dad and I, (*and any other caregivers*) have to carry Joe up the stairs, but as he is growing heavier, this is becoming dangerous for all of us.

My husband and I have two children—Joe who is nine and Kim who is fifteen. Joe was born with Muscular Dystrophy and is completely dependent on caregivers to meet all his daily needs.

He can neither sit unsupported (*stand alone, walk, or feed himself*). He relies on a wheelchair for mobility.

We live in a two level home with main floor entry and kitchen, (*living room, bathroom and bedrooms*) on the upper floor. Our financial situation has limited our ability to purchase or rent a one level home. The only option at this point seems to be to stay in our home and install a porch lift. We have asked three local companies to provide estimates for installing such a lift. The estimates are attached with prices ranging from ( ) to ( ).

We are unable to finance this kind of an expense on our own. We do have some financial support through the At Home Program but they do not fund lifts for homes or for vehicles. For your information I have enclosed our family's financial details.

Please find attached letters from Ms., Mr., Miss, Dr. (*physiotherapist, teacher, doctor*) to support our need for a porch lift.

Thank you for your consideration in this matter so vital to the well being of our family. I (we) look forward to your positive response.

Yours truly,

YOUR NAME and phone number

**(circumstance is fictitious)**

# Funding Organization List

Name	Contact Name	Phone or Address	Other Information
CKNW Orphan's Fund		604-331-2711	Call the organization, then send a letter requesting need or services
Variety Club	Patsy Craig	604-254-9032	Call the organization, then send a letter requesting need or services
Syd Vernon Foundation	Susan Whittaker	604-263-9517	Send a letter describing your family and needed equipment or service
Molson Companies Donation Fund		604-664-1786 #1100 – 301 W. Broadway, Vancouver, BC V5Z 4C2	Send a letter describing your family and needed equipment or service
Local Credit Unions			Surrey Metro Savings VanCity Savings
The Directory of Social Services		604-584-5811	Published annually by Surrey Community Services – lists all the local service groups
BC Tel – Corporate Contributions Program		604-432-4440	Call for an application  <i>Funds need to be conducted through a charitable organization</i>
Zajac Foundation		604-430-9700 2809 Kingsway Vancouver BC V5R 5H9	Send letter describing need
<i>The Vancouver Sun</i> Children's Fund		604-732-2426	Request application
Neil Squire Foundation		604-473-9363	
BC Paraplegic Association		604-324-3611	Rents equipment to members

# Income and Expense Statement

## Income and expenses per month

<b>Income:</b>	
Income from employment	
Family allowance	
<b>Total income:</b>	
<b>Expenses:</b>	
Mortgage/rent	
Phone	
Hydro	
Cable	
Food	
Clothing	
Car maintenance	
Medication	
Dentist/orthodontist	
Life insurance	
RRSP	
Entertainment	
Car insurance	
Bus fare	
Gym	
School fees	
Credit cards	
Miscellaneous	
<b>Total expenses:</b>	