



FUNDING GUIDELINES

The David Foster Foundation provides financial support based on financial need for essential non-medical expenses incurred by eligible families of children needing life-saving organ transplants in Canada.

The Foundation provides different levels of support for families depending on both their financial circumstances and also on what part of the transplant journey they are on. Decisions regarding support are made based on the information provided and in consultation with the Transplant team. A family becomes eligible to apply for funding once they have been referred for a major organ transplant. The application should be submitted to the Foundation at that time. There is some limited funding available for the actual assessment period *if travel is required*. Otherwise, funding becomes available once a child has been listed for a transplant. In the case of living related transplant procedures, the funding becomes available from the day of the scheduled transplant procedure.

ELIGIBILITY CRITERIA

- The child's age is less than eighteen years (prior to their eighteenth birthday).
- They are referred to a solid organ transplant program in Canada including kidney, liver, heart, lung, pancreas, small intestine and multi-organ transplants.
- The child must be a Canadian citizen.
- The family is able to demonstrate financial burden directly related to transplant.

Application and Approval Process

Each family needs to fill out a *DFF Application for Support* which is available through the transplant centre. Each application is reviewed and assessed based on the information provided by the family. Approvals can take up to a week once the application is complete. The expectation is that families will access other forms of funding in their respective provinces and territories prior to approaching the David Foster Foundation. Reimbursement for expenses incurred outside of the application process will not be considered. Disbursements are approved for a 30, 60 or 90 day period after which a review will occur to determine if further funding is necessary.

Assessment for Transplant

We understand that there will be expenses associated with the assessment process for eligibility for transplantation. The Foundation will consider requests for travel support, accommodation, and meals related to the assessment period for one adult and one child from the date of the start of the assessment for a maximum duration of two weeks. If there are extraordinary circumstances that lead to a prolonged assessment period, we will review each situation case-by-case, but this does require a discussion between the Foundation and the Transplant team. Funding may be considered for a repeat assessment if greater than a full calendar year has passed since the initial assessment. The Foundation does not provide funding for the potential donor(s) in living donor transplant assessments, only for the child's transplant assessment.

Waiting Period While Listed for a Transplant

Most families require more support after they are listed for a transplant and immediately following transplant. Decisions about funding are made on a case-by-case basis based on each family's situation and in consultation with the family's Transplant team. *The David Foster Foundation is a last resort foundation*. It is the expectation that all other sources of funding have been used including non-investment savings, community-based fundraising and applicable other sources of charitable or government-based funding.

The following are examples of the types of non-medical expenses we provide assistance with during the waiting period and up to the first year after transplant:

TRAVEL FOR MEDICAL APPOINTMENTS

- Car-related expenses: gas (\$0.30/km) based on distance between home address and transplant centre, parking, tolls. The Foundation does not fund car rentals.
- Flights (all flights are arranged through the Foundation office. Any other flight arrangements will not be reimbursed).
- Train, bus, public transportation, taxi, etc.
- Funding for flights for immediate family members to visit the transplant patient during the waiting period and immediately following transplant including parents or siblings will be considered on a compassionate basis.

ACCOMMODATIONS

If a family is required to travel more than 100 km for their child's transplant related medical appointments, accommodations will be considered. Accommodations must be arranged with the following establishments in this order:

- *First choice*: Ronald McDonald House or similar (e.g. Easter Seals House, or other).
- *Second choice*: DFF-approved hotel until a room at Ronald McDonald house or similar becomes available (a list will be provided by DFF once funding is approved).
- Any other accommodations will be subsidized to a maximum of \$100 per day including all taxes.

FOOD & MEALS

Food/meals will be subsidized up to \$30 per day per person up to a maximum of \$800 per month with the following considerations:

- The child's meals will be covered for outpatients only.
 - The food/meals subsidized must be associated with a minimum one night overnight stay for medical appointments.
 - Receipts for alcohol and tobacco products *will not* be accepted.
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CHILDCARE SUPPORT

Childcare support for other siblings if required in a licensed/registered child care facility.

OTHER FINANCIAL SUPPORT

Other financial support that will be considered:

- Rental or mortgage support (for the family home) when they are away from their home or unable to work due to their child's medical circumstances.
- Hydro, telephone and other communication services, clothing, toiletries, etc. (see application form)
- Other regular payments *that are not able to be renegotiated or put on hold* will be considered on a case-by-case basis.

Post-transplant Period

The Foundation *does not* provide financial support for medical expenses, such as prescription medications, procedures, medical care givers or equipment. Funding as outlined above, if needed, can be continued up to a maximum of one year after the date of transplant. The Foundation will support the Transplant team in any decision about families returning home to their routine lives and *modify any approved funding accordingly*.

FUNERAL POLICY

The David Foster Foundation can provide families of up to \$500 for expenses related to funerals of children supported by the Foundation.

After the One Year Transplant Anniversary

Family support after the first year anniversary is judged on a case-by-case basis; however for most families, support is no longer required after this time. If support is required based on financial need for an annual medical checkup, financial support is limited to travel, accommodations, and meals for one parent and the child with the same conditions as listed above. Families are required to submit their updated Notice of Assessment from Canada Revenue Agency and a current list of expenses to the Foundation.

Providing Receipts for Funding Reporting

It is very important to keep track of all the purchases made with the funding you receive. *Original receipts* must be sent in on a regular and timely basis,



David Foster with double-lung transplant recipient, Tanika.

accompanied by a completed David Foster Foundation expense report envelope. Only itemized receipts will be accepted unless otherwise arranged with the DFF office. *DFF Expense Report Envelopes* are available from a member of the transplant team, or the Transplant Centre. This is a Canada Revenue Agency requirement.

If families do not provide receipts, the money they receive from the Foundation *cannot be considered a charitable expense* and the Canada Revenue Agency could consider the funds provided to them to be additional income and a taxable benefit.

Expenses must be completed and receipts submitted *thirty days after the funds have been disbursed*. Further funds will not be disbursed if receipts are not received within seven days of this deadline.

**Funding expense receipts should be mailed to:
The David Foster Foundation, Family Expenses
212 Henry Street, Victoria BC V9A 3H9**

What About Emergencies?

We understand that unexpected circumstances arise – specifically medical emergencies related to transplant. Please have a member of the medical team contact the Foundation at the emergency number 778-679-7603 as soon as possible, because this is the best way for the Foundation to help with travel arrangements or other unexpected expenses. *The DFF Application for Support form* will need to be filled out and submitted prior to funds being disbursed.

Before Submitting an Application

Please check that your child meets the following criteria:

- ☐ Child is under the age of eighteen years (prior to eighteenth birthday).
- ☐ Child is a Canadian citizen.
- ☐ Child has been referred to a solid organ transplant program in Canada including kidney, liver, heart, lung, pancreas, small intestine and multi-organ transplants.
- ☐ Family is able to demonstrate financial burden directly related to the transplant.

If you have checked **ALL** of the above questions, please complete the *DFF Application for Support Form* and have a member of the Transplant Team fill out the medical sections of the application.

Application Check List

- ☐ *DFF Application for Support Form* is complete.
- ☐ Copies of the Notice of Assessment from Canada Revenue from the past two years are included for each legal guardian.
- ☐ A void cheque has been attached or banking information has been complete.
- ☐ A member of the Transplant Team has completed and signed the medical information section of the *DFF Funding Application For Support*.

Questions?

Please email: families@davidfosterfoundation.com if you have any questions about the application.

