

The TIME™ program was designed to increase access to exercise for people with balance and mobility challenges. Jo's TIME™ Fund (JTF) further reduces participation barriers by subsidizing registration fees and/or transportation costs to join the TIME™ program. The goal of JTF is to ensure that cost does not prevent anyone from joining their local TIME™ program. As a TIME™ coordinator or instructor, you can apply to JTF on behalf of your participants.

Eligibility

- JTF is a small fund that relies on donations so use your discretion when applying for a subsidy, and only do so if cost would otherwise be a barrier to accessing the TIME™ program. JTF works primarily on an honour system. We rely on you to determine when an individual requires financial assistance to participate in your TIME™ program.
- Follow your usual process to determine who requires financial assistance. This could include allowing an individual to self-identify. If your centre does not have criteria in place, you can use Statistics Canada's Low Income Cut-Offs (LICOs) as a guide.
- Ask whether an individual has an active WSIB or MVA claim that could be covering the cost of their participation in the TIME™ program, in which case they would not be eligible for the JTF subsidy.
- Once an individual requiring financial assistance is identified, first exhaust all available subsidies from your community centre. This may include recreation credits for low-income households, or sliding scale fee systems, and/or discounted rates for seniors. Once all other financial assistance is applied, the remaining balance can be requested from JTF.
- A participant can receive assistance from JTF more than once. You can re-apply to JTF on behalf of a returning participant for each TIME™ session* they register for.
 - *a session captures the seasonal block of approximate 20 TIME™ classes held twice weekly.

How to Request and Apply a JTF Subsidy:

1. You (the TIME™ coordinator/instructor) submit the Subsidy Request Form (page 3 and 4 of this document) to TIME@uhn.ca, Subject Line: JTF Subsidy Request.
2. The request is reviewed by the JTF committee, on behalf of Toronto Rehab Foundation. You will receive a response as to whether the request was approved within 2 weeks of submitting the form.
3. Your program discounts the participant's registration fee by the amount of the approved subsidy and complete the participant's registration. Note: You are responsible for notifying us if the participant cancels their registration prior to the session start date.
4. Within a week of your indicated session start date, we dispense the reimbursement from the fund. A cheque in the amount of your approved subsidy will then be mailed to your centre. A delay of up to 8 weeks can occur before you receive the subsidy cheque.

Jo's TIME™ Fund – Subsidy Request Form



Two types of subsidy can be applied for:

A - Subsidy for Program **Registration** to a maximum of \$200 per participant per session.

- Not to exceed your program’s registration fee after all other financial assistance options from your center have been applied.

B - Subsidy for **Transportation** to a maximum of \$400 per participant over the span of one session.

- This can include public transit, paratransit, taxi, ride share services, or fuel costs as required by the participant to attend classes. 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:

Registration Fee Subsidy	
How much is your TIME™ registration fee?	\$180
How many classes are in this session?	20 classes (10 weeks)
Participant(s)- first name/last initial	Subsidy Amount Requested
Nic H	\$130
Alex B	\$180
Total Requested =	\$310

Transportation Subsidy				
Please describe cost of transportation in terms of round-trip costs per class				
Participant(s)- first name/last initial	Travel Distance	Cost of Travel	Method of Transportation	Subsidy Amount Requested
Nic H	24km	\$5	Gas/fuel	\$100
Alex B	12km	\$20	Private taxi	\$400
Total Requested =				\$500

To contribute to Jo's TIME™ Fund, please visit www.jostimefund.com

Jo's TIME™ Fund – Subsidy Request Form



TO APPLY for JTF, please complete pages 3 & 4 of this form and submit them to TIME@uhn.ca.

If you have questions about completing this form, please contact TIME@uhn.ca

Registration Fee Subsidy	
How much is your TIME™ registration fee?	
How many classes are in this session?	
Participant(s)- first name/last initial	Subsidy Amount Requested
Total Requested = \$	

Transportation Subsidy				
Please describe cost of transportation in terms of round-trip costs per class				
Participant(s)- first name/last initial	Travel Distance	Cost of Travel	Method of Transportation	Subsidy Amount Requested
Total Requested =				\$

Jo's TIME™ Fund – Subsidy Request Form



I confirm that any/all requests in this application meet the criteria provided on page 1 including:

- I have determined that all participants included in this request require financial assistance to be able to access the TIME™ program. _____(initial)
- I have applied all available local subsidies or discounts before applying for JTF. _____(initial)
- I will notify JTF via TIME@uhn.ca should any participants on this application cancel their registration prior to the program start date. _____(initial)

★ Our TIME™ session starts on the following date: _____

Applicant: Community Centre Representative, TIME™ Coordinator or Fitness Instructor:

Name (print): _____

Position: _____

E-mail: _____

Signature: _____ Date: _____

Please provide address/details for payment:

Organization Name: _____

Organization Address: _____

Attention/Care Of: _____

Return pg. 3 and 4 of this form by email to TIME@uhn.ca, Subject Line: JTF Subsidy Request