

## Haven Foundation Community Fund Terms and Conditions



Thanks to the generosity of many donors, Haven Foundation has granted over \$1,000,000 in bursaries and interest-free loans aid to more than 1,000 adults and children since 2004. The Haven's programs offer life-enriching experiences, and we seek to offer support for those who may be prevented from participating due to financial concerns.

The funds for our Community Fund program are limited – we may not be able to assist everyone who applies. Each application for Community Fund support is treated confidentially and considered with care and respect.

**Please read this information thoroughly before filling out your application.**

### DEFINITIONS

- **Bursary** – covers a portion of your costs to participate in a program – you do not have to pay back a bursary. Bursaries are not provided as cash and have no cash value. A bursary is considered income by Revenue Canada – The Haven will issue a T4A. A bursary for a Come Alive or Living Alive program will usually not exceed 80% of the cost to participate in a program (tuition, meals, accommodation). A bursary for other Haven programs will usually not exceed 50% of the cost of tuition only (usually may not be applied to cost of meals or accommodation).
- **Loan** – covers a portion of your costs to participate in a program – we ask that you make payments via direct debit or credit card on the first of each month until the interest-free loan is paid back in full. Loans are not provided as cash and have no cash value.

### SUBMISSION OF APPLICATION

- Please submit your application at least **6 calendar weeks before the start date of most programs and 2 calendar months before the start date of a Phase program.**
- For online programs only please submit your application 2 weeks before the start date of the program.
- As part of the process, we will contact you by phone to discuss your application.
- You will be contacted **two weeks before the start date of the program** to inform you if your application has been successful. If you need more time to arrange time off work, childcare etc please let the us know what you are working with in terms of arrangements. We understand that getting time away to do a program can be complicated.

### GUIDELINES FOR COMPLETING THE APPLICATION

- Please answer all questions on the application completely and honestly – this will help us to consider your application in the proper context and to proceed accordingly.
- You may apply to the Community Fund for a bursary, an interest-free loan, or a combination of both.
- Link to the on-line application: [https://havenalive.formstack.com/forms/financial\\_aid\\_app](https://havenalive.formstack.com/forms/financial_aid_app)
- If you need assistance in completing the forms, have questions about the additional documents that are requested or wish to speak directly with someone about the Community Fund process, please contact Morag Ruckman toll-free at 1-800-222-9211 extension 214 or [morag@haven.ca](mailto:morag@haven.ca).

## **OUR PROCESS**

- Eligibility is determined by an assessment of both financial and personal needs.
- Our preference is to assist participants in Come Alive and Living Alive programs.
- Applications for other programs will be considered on a case-by-case basis.
- Community Fund support for Come Alive and Living Alive programs may be available to cover up to 80% of the tuition fee (and accommodation and meal costs if required).
- A bursary for programs other than Come Alive and Living Alive may be available to cover up to 50% of tuition fees only – a bursary for these other programs are not available for meals and accommodation. An interest-free loan may be available to cover a portion of meal and accommodation costs.
- Recipients are typically limited to one bursary or loan per calendar year. However, if you have paid back your loan in full, you may apply for another loan within the same calendar year.
- A prerequisite to receiving the Community Fund for a Living Alive program is completion of Come Alive.
- Community Fund support is not available to cover travel costs.
- Community Fund support is not transferable to another person or to another program. Community Fund support is provided for the program that you have indicated in the application form. If you receive a bursary or loan and do not use it for the intended program that bursary or loan will be cancelled. If you request Community Fund support for a future program you will need to reapply.
- Our ability to provide Community Fund support is contingent upon the Community Fund Program fund balance. The funds come exclusively from donations and are limited – we may not be able to provide financial aid to everyone who applies.

## **LOAN REPAYMENT**

- A typical loan repayment plan is designed to allow pay back in full within one year following your program. We will work with you to develop a manageable plan.
- You will need to email us a picture of a void cheque upon approval of your loan. We will ask you to authorize a direct debit from the account identified on your cheque for repayment of the loan. Payments will be due on the first of each month. There is a \$7.50 NSF charge if your bank account doesn't have sufficient funds on the 1<sup>st</sup> of the month. You can also repay by credit card.

## **GIVING BACK TO THE HAVEN**

- As a Community Fund recipient, you will be encouraged to give back to The Haven in whatever way that you can. At a minimum, please provide a short thank you note to our donors to let them know how their generosity has impacted your personal journey. If you prefer, you may provide this thank you note anonymously.
- By choosing to give back you will help us continue to help others. For more information on ways to give, contact Nirm Blatchford, [nirm@haven.ca](mailto:nirm@haven.ca).