**Guidelines for Applicants**

1. **Application can only be used for assistance where provincial health care does not cover the cost.**
2. **Fully complete an application form, ensure your CRA Tax Assessment is attached, as well as any additional supporting documentation (i.e. letter from social worker, doctor, etc.) If ordering medical equipment or modifications, please provide quote.**
3. **Mail competed application to address below or email to:** [info@lionsfoundation.org](mailto:info@lionsfoundation.org) **You can also bring application to your local Lions Club.**
4. **Application will be reviewed at a Lions Club meeting in your community, which may take 4-6 weeks.**
5. **A Lions Member may contact you for further information, questions or queries.**
6. **Response will be provided to the applicant whether approved or not approved.**
7. **We cannot guarantee reimbursement when an item is purchased without prior application approval.**
8. **Lions Foundation often pays Vendor directly.**
9. **If approved for transportation costs, applicant will need to pay upfront and submit receipts for reimbursement.**