



Elementary & Middle School

Best Buddies chapters are eligible to receive funding. We fund up to \$2.50 per Best Buddies participant – this includes both students with and without an intellectual disability – up to two times per school year (joint funding requests are not possible). Please note, we only provide funding for events directly related to Best Buddies chapters.

At the start of the school year, the funding request link will be emailed to the main chapter contact that we have on file. If you are not the main contact please e-mail us at info@bestbuddies.ca and we can provide the link. Please use the same link throughout the school year. For further information and helpful video tutorials on how to complete a funding request please refer to the “Helpful Resources” page on our website. <https://bestbuddies.ca/about-us/helpful-resources/>

Applying for Funding Prior to an Event:

- You are able to request funds based on the number of participants on your roster up to 60 days in advance.
- We recommend that you request the funds at least 3 weeks in advance to allow for processing and mailing time.
 - o Examples of chapter events:
 - Hosting a Halloween party
 - Going bowling
- Chapters must provide itemized receipts post event in order to receive subsequent funding. Chapters who fail to submit receipts will not receive further funding.

Applying for Funding After an Event:

- You must submit your reimbursement request within 60 days of the event with your itemized receipts.
- Similar to requesting *funding prior to an event*, you are able to request funds based on how many members are on the roster (\$2.50 per member). However, in cases where it is possible to control the cost based on the number of attendees (e.g. ticketed events, movies, bowling, cost of admission, etc.) you will be reimbursed based on the number of attendees.
 - o For example:
 - Going to the movies: If you have 10 people on your roster and only 4 people go to the movies, you can request to be reimbursed for 4 X \$2.50 because only 4 people are actually purchasing tickets.
 - If you plan a pizza party and expect your entire chapter (10 participants) to attend but only 8 show up it is still okay to request for the amount of 10 people because it is not possible to control whether or not participants actually come to your events but you have to plan as if they will all be there.

- Only itemized receipts are eligible for reimbursements and they must be submitted in order to be approved. See an example of an itemized receipt.



This is an example of an itemized receipt. It clearly shows the items purchased, quantities, date of purchase and total price paid.



This is not an itemized receipt.

- You must have your chapter's roster completed in order to receive funding.
- Cheques can be made out to a chapter contact listed on file OR the school, please ensure that the information provided is accurate.

Please ensure that all expenses directly benefit the chapter and it is a Best Buddies event or activity.

Have more questions? Reach out to us via phone at our toll-free number 1-888-779-0061 or email at info@bestbuddies.ca. We are always happy to assist you!