



Heart Defects Society of Windsor and Essex County

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Guidelines for the Melissa Trothen Memorial Fund

Dated: May 28, 2016

Approved by board of directors: May 28, 2016

This document is to set out the guidelines for disbursement of funds from the Melissa Trothen Memorial Fund.

The patient must be travelling to London or Toronto for medical purposes, which are deemed to be related to congenital heart defects.

What You Need To Do:

The applicant is required to fill out the MTMF Application form and have the form signed by responsible doctor or nurse practitioner.

If this is not possible, confirmation may be in the form of a hand-written or typed letter on hospital letterhead signed and dated from the patient's cardiologist, attending doctor, the surgeon or the nurse practitioner stating that the patient was seen on the specified date and have in the body of the letter that the appointment was "as a result of a congenital heart defect."

Funding Guidelines:

Expense Type	London	Toronto	Note
Fuel	\$60/trip	\$120/trip	1
Parking	\$12/day	\$20/day	2
Meals	\$30/\$60 per day	\$60/day	3
Accommodations	\$50/night	\$100/night	4

Notes:

- 1) Fuel Estimates are based on the following:
 - London - 1 tank of gas round trip
 - Toronto - 2 tanks of gas round trip
- 2) Parking is based on the average parking cost per day
 - Based on admission/appointment date to date of discharge
- 3) Meals are based on \$30 per meal for 2 people:
 - London day appointment - 1 meal for 2 people
 - London admission - 2 meals for 2 people from admission date to discharge date
 - Toronto - 2 meals for 2 people for day of appointment, or from admission date to discharge date
- 4) Accommodations will only be reimbursed if a receipt is provided:
 - London - \$50 per night from night before admission to discharge date
 - Toronto - \$100 per night from night before admission to discharge date

A maximum of \$1,500 per calendar year in disbursements will be granted for each qualifying patient. (Amount will be reviewed annually by the Board of Directors.)

HDS Responsibilities:

The HDS will respond to all MTMF applications in a timely manner in all circumstances to ensure all recipients are notified within 2 months of MTMF submission. If there is any issue with the required information you will be contacted immediately upon receipt of the form to ensure it can be resolved as quickly as possible.

Funds will be distributed via check in name of applicant on form and will be promptly mailed out unless other arrangements are made.

MTMF application must be submitted within 3 months from date of appointment.