



How to Complete a Financial Assistance Application - 2018 Addendum

This guide has been updated to assist you with completing your My Future: My Life application for Financial Assistance.

Complete Applications

Applications for financial assistance are assessed in receipt order; contingent on 'funding availability' and being submitted 'complete'. To ensure fair and consistent assessment, urgent applications cannot be accommodated out of order.

Applications which do not meet the below criteria will be finalised as incomplete and applicants will be required to re-submit.

A 'complete' application is one that meets the following criteria:

- Financial Assistance Eligibility Criteria 1 – 5
- Resource Request – Valid Quotation in Student's name only
- Supporting Documents – documented evidence to support resource requested.

The My Future: My Life assessment team is available to answer general questions regarding the application process, criteria and/or supporting documents. We cannot provide assistance around identifying eligible resources. An indicative assessment timeframe is 2 – 4 weeks on receipt of a 'complete' application.

Closing Dates 2018

My Future: My Life financial assistance should be spent in total before the NDIS rolls out in your region.

Closing dates for 2018 Financial Assistance applications are as follows:

- Brisbane, Wide Bay, Burnett, Gold Coast and Far North Queensland - Y11 and Y12 closing date – Tuesday 15 May, 2018
- Moreton Bay and Sunshine Coast - Y11 and Y12 closing date – Tuesday 9 October, 2018

Valid Quote

The quote needs to be from a registered business and must show the provider's full contact details including, trading name, address, ABN.



The quote must be addressed to the applicant only, be dated, include a timeframe (start and finish dates) and give a very clear description of the product being provided.

The quote will need to show the hourly rate or rate per session for any type of service. We require one valid quote per resource.

My Future: My Life accepts no responsibility to fund any item unit the applicant has received written confirmation that their application has been approved. We are prohibited from considering retrospective quotes.

Supporting Documents

This is where you need to attach all documents necessary to complete your application, e.g. evidence of eligibility (criteria 1 – 5), your SET Plan signed (student or parent and school representative) and a valid quote for the resources you are requesting.

Additional Supporting Documents

This is where you need to attach additional documents necessary to support the information you provide to us in your application.

Supporting documents will vary as they are dependent on the resources you are requesting, e.g. formal evidence of course pre-requisites, business plan, account ledger, confirmation of traineeship/apprenticeship/employment including requirements to maintain role.

For further information on My Future: My Life Financial Assistance and to apply, visit our website

<http://www.myfuturemylife.com.au/how-we-assist/financial-assistance/>

Phone: 1300 697 526

or

Email: info.mfml@bne.centacare.net.au