Program Subsidy Policy

1. Purpose

TEAD Therapeutic Riding Centre is committed to reducing financial barriers to participation in therapeutic riding, equine-assisted programs, clinical services, and other eligible day programs.

The purpose of this policy is to establish a fair, transparent, consistent, and financially sustainable process for providing financial subsidies to eligible participants and families who demonstrate financial need.

Subsidies are intended to supplement, rather than replace, other available sources of funding and are subject to the availability of charitable funds.

2. Scope

This policy applies to participants seeking financial assistance toward eligible TEAD programs and services.

Subsidies may be available for programs designated by TEAD from time to time, including:

- Therapeutic riding programs
- Equine-assisted learning or therapeutic programs
- Eligible clinical services
- Grooming or horsemanship programs
- Camps or specialized programs where subsidy funding has been designated
- Other programs approved by TEAD

Subsidy availability may vary by program, funding source, and fiscal year.

3. Guiding Principles

TEAD will administer subsidies according to the following principles:

Accessibility: Financial circumstances should not unnecessarily prevent eligible participants from accessing TEAD programs.

Equity: Applications will be considered using consistent eligibility criteria while recognizing that individual family circumstances may differ.

Confidentiality: Financial information submitted as part of an application will be treated confidentially and accessed only by individuals involved in administering or approving subsidies.

Shared Responsibility: Wherever reasonably possible, participants or families are expected to contribute toward the cost of services.

Financial Sustainability: Subsidies are dependent upon available funding and must be administered in a manner that protects the long-term sustainability of TEAD programs.

Accountability: Subsidy funds must be used only for their approved purpose and within the period for which they were granted.

4. Eligibility

Applicants must:

- Be registered or eligible to participate in an approved TEAD program;
- Demonstrate financial need;
- Complete the required subsidy application;
- Provide supporting documentation where requested;
- Identify any other funding sources available to them; and
- Agree to comply with TEAD's registration, attendance, cancellation, payment, and program policies.

Eligibility for a subsidy does not guarantee approval or ongoing financial assistance.

5. Other Funding Sources

Applicants are encouraged to investigate and access other sources of financial assistance where available.

These may include:

- Government programs;
- Disability-related funding;
- Private insurance or extended health benefits;
- Community foundations;
- Service clubs;
- Children's charities;
- Individualized funding programs;

- Employer benefit programs; or
- Other charitable assistance.

TEAD may require applicants to disclose other funding received for the same program or service to ensure that combined funding does not exceed the actual program cost.

6. Financial Need Assessment

TEAD may consider a combination of factors when assessing financial need, including:

- Household income;
- Number of individuals supported by the household;
- Exceptional medical, disability-related, caregiving, or family expenses;
- Changes in employment or household circumstances;
- Availability of other funding;
- Frequency and cost of requested services;
- Amount of subsidy funding available; and
- Other circumstances considered relevant to the application.

TEAD may establish income guidelines or subsidy tiers to support consistent decision-making.

Income thresholds are intended as guidelines and may not automatically determine approval or denial.

7. Subsidy Levels

Subsidies may cover a portion of eligible program fees.

Depending on available resources, TEAD may establish subsidy levels such as:

- 25% of eligible program fees;
- 50% of eligible program fees;
- 75% of eligible program fees; or
- Another amount approved in exceptional circumstances.

Full subsidies should generally be reserved for exceptional circumstances or funding specifically designated to cover the complete cost of participation.

TEAD may establish a maximum subsidy amount per participant, household, program session, semester, or calendar year.

8. Application Process

Applicants must submit a completed Subsidy Application before the applicable deadline.

Applications may require:

- Applicant and participant information;
- Household income information;
- Information regarding other funding sources;
- A description of financial circumstances;
- Supporting financial documentation where requested; and
- Confirmation that the information submitted is accurate.

TEAD may request additional information where reasonably necessary to assess an application.

Incomplete applications may not be considered until the required information has been received.

9. Application Review and Approval

Applications will be reviewed by individuals designated by TEAD.

Where possible, subsidy decisions should be separated from front-line instructional or clinical decision-making.

Approval decisions may consider both demonstrated need and available subsidy funding.

TEAD may:

- Approve the amount requested;
- Approve a reduced subsidy;
- Place an applicant on a subsidy waitlist;
- Request additional information; or
- Decline an application.

Decisions will be communicated confidentially to the applicant.

10. Funding Availability

Subsidies are provided from donations, grants, sponsorships, designated funds, fundraising proceeds, or other resources available to TEAD.

Subsidies are not guaranteed.

When available funding is insufficient to support all eligible applicants, TEAD may prioritize assistance based on factors including:

- Level of financial need;
- Availability of alternative funding;
- Therapeutic or clinical continuity;
- Established participation;
- Funding restrictions imposed by donors or grantors; and
- Equitable distribution of available funds.

TEAD may establish a waitlist where subsidy demand exceeds available funding.

11. Duration of Approval

Unless otherwise stated, subsidy approval applies only to the specific program period or session identified in the approval.

Applicants may be required to reapply for subsequent sessions, as previous receipt of a subsidy does not guarantee future approval.

TEAD may reassess eligibility where there has been a material change in financial circumstances or available funding.

12. Participant Contribution and Payment

Participants receiving a partial subsidy remain responsible for paying the balance of program fees.

Payment arrangements must be established before participation unless otherwise approved.

Subsidized participants remain subject to TEAD's regular policies concerning registration, cancellations, missed sessions, and outstanding accounts unless specifically exempted in writing.

13. Attendance and Cancellation

Because subsidy funds are limited, participants receiving financial assistance are expected to make reasonable efforts to attend scheduled sessions.

TEAD's regular cancellation and attendance policies continue to apply.

Repeated absences, late cancellations, non-payment of the participant portion of fees, or failure to communicate regarding participation may result in review, reduction, suspension, or cancellation of subsidy support.

Any decision to withdraw a subsidy should take the participant's circumstances into consideration.

14. Changes in Circumstances

Applicants are expected to notify TEAD where there is a significant change in circumstances that may affect subsidy eligibility, including receipt of funding from another source for the same program.

TEAD reserves the right to adjust a subsidy where circumstances materially change.

15. Confidentiality

Financial information collected through the subsidy process will be handled confidentially and in accordance with TEAD's privacy practices.

Only individuals requiring the information for administration, financial oversight, or approval will have access to the application.

Subsidy status should not be disclosed to instructors, volunteers, other participants, or third parties except where operationally necessary or authorized by the applicant.

16. Misrepresentation

Applicants are expected to provide complete and accurate information.

Where TEAD determines that subsidy assistance was obtained through intentional misrepresentation or the withholding of material information, TEAD may:

- Cancel the subsidy;
- Require repayment of subsidy amounts improperly received; and/or
- Restrict eligibility for future subsidy assistance.

17. Exceptions

TEAD recognizes that exceptional circumstances may arise that are not adequately addressed by standard eligibility criteria.

Exceptions may be approved where justified by compassionate, clinical, financial, or organizational circumstances.

Significant exceptions should be documented, including the rationale for the decision.

18. Requests for Reconsideration

An applicant may request reconsideration where:

- Relevant information was not available when the original decision was made;
- The applicant's circumstances have materially changed; or
- The applicant believes the policy was not applied correctly.

A request for reconsideration does not guarantee that additional funding will be available.

19. Administration and Oversight

Management is responsible for administering this policy within the subsidy budget approved by the Board of Directors.

Management will maintain appropriate records regarding:

- Subsidies approved;
- Subsidy amounts awarded;
- Funding sources;
- Amounts used;
- Available subsidy balances; and
- Aggregate subsidy demand.

The Board may receive summarized reporting regarding the subsidy program but should not normally receive personally identifiable applicant financial information.

20. Policy Review

This policy will be reviewed periodically to ensure that it continues to support TEAD's charitable objectives, financial capacity, accessibility goals, and applicable funding requirements.

Approved by: Board of Directors

Effective Date: September 2026

Review Date: September 2028

Policy Owner: Amy Campbell