



APPLICATION FOR ASSISTANCE - INFORMATION SHEET

The Actors' Fund of Canada
1000 Yonge Street, Suite 301, Toronto, Ontario M4W 2K2
Telephone: 416-975-0304 Toll-free: 1-877-399-8392
Fax: 416-975-0306 E-mail: contact@actorsfund.ca

IMPORTANT: Read this page before filling out the application.

This sheet contains very important information about the Actors' Fund and our application form. It is a good idea to refer to this page before and after filling out your application, so that you can be sure everything is complete and correct. Following the guidelines below and including all necessary information and documents is the best way to avoid delays in processing your application.

HOW CAN I APPLY?

Our application form is available on our website at www.actorsfund.ca. You can call our office to arrange to pick one up or have it mailed or faxed to you; your local union office may also have a form or be able to send you one.

You can send in your completed application form and related documents by fax, mail, or by scanning your form and sending it as a .jpg or .pdf email attachment. You may also drop off your completed application at our offices in person. If you want to come to the office to discuss your application, you will need to phone or email and make an appointment.

When you have submitted a complete application, it will be reviewed by Actors' Fund staff and forwarded to the Fund's Disbursement Committee, which will make a decision on granting your request. This process usually takes about one week, depending on the nature of your request.

WHAT TYPE OF ITEMS CAN I REQUEST?

The Fund provides short term financial aid to assist clients in maintaining their health, housing, and ability to work. Frequently requested items include:

- food
- rent/mortgage
- utilities (hydro, water, gas, etc.)
- transportation
- medical care
- emergency dental care
- phone and internet (maximum assistance: \$150.00)

Assistance is normally short-term in nature; rent, mortgage payments, telephone, and utility bills will usually only be considered if they are very recently past due or upcoming in the next few weeks. The amount and kind of assistance provided depends on an assessment of your particular circumstances. While the Fund is not always able to provide the assistance requested, every consideration is given to all applications.

WHAT TYPE OF ITEMS ARE NOT CONSIDERED?

Assistance will NOT be provided for:

- income taxes, including GST
- legal fees (inc. Bankruptcy & Real Estate fees)
- credit card debts and charges
- loans
- overdraft or related charges
- agent fees / photos
- education costs
- cable television

ARE THERE OTHER LIMITS ON MY REQUEST?

The following items also have limitations or restrictions:

- Dues: The Actors' Fund will pay a maximum of one years' worth of dues every five years.
- Dental care: This is available only to eligible applicants, not their dependents. The Actors' Fund will not pay for dental work already completed. The Actors' Fund will not pay more than 80% of the total cost for your emergency dental work. Your needs must be emergency in nature; the Fund does not consider requests for cleaning, routine checkups, or similar items.
- Phone and internet: There is a limit of \$150.00 total assistance that can be granted for these categories.

The Actors' Fund may add or change restrictions or rules from time to time. If you are not sure if something you are requesting is eligible, please contact us before submitting your application.

WHAT EXTRA DOCUMENTS DO I NEED TO INCLUDE?

You must include a current résumé or work history with your completed application form.

This can be:

- An up-to-date résumé showing all entertainment industry credits, or
- A work history showing names and dates of all productions worked in the last three years.

If your résumé does not accurately show the amount of work you have had in the past three years (for example, if you get background work or daily calls), you are encouraged to send both documents. Contact the local office of your union or guild to obtain a work history. ACTRA Extras should obtain work histories from Agnes Kwan at Actra Fraternal: (416) 967-6600 x364

Resumes and work histories may be faxed directly to the Actors' Fund at (416) 975-0306.

MEDICAL AND DENTAL EMERGENCIES

If you are applying for reasons related to a medical condition:

You will need to include a note from your doctor that confirms:

- The diagnosis and treatment of your illness and injury, and,
- If your medical condition has prevented you from working, the date this started and the estimated date of your return to work.

If you are applying for assistance with dental costs:

You will need to include an estimate from your dentist giving details of the emergency, the proposed treatment plan, and the estimated costs of each procedure.

OTHER DOCUMENTS

Please submit copies of any bills for which payment is requested on Page 7.