

## GUIDELINES FOR COMPLETING THE PROJECT APPLICATION FORM

To ensure that your application is completed promptly it is essential that all relevant contact information is included

**Client details:** This should be the person (or organisation) who is ultimately receiving the item.

**Contact person:** Nominate the person (client/referrer/other) who will be the primary point of contact for TADNSW for this request.

**Referrer:** Usually the therapist who has recommended the equipment for the client, but in cases where the application is self-referred, please leave blank..

**Send quote to:** Please indicate who should receive the quote. We can send a copy of the quote to more than one person. This may be useful for the information of your therapist or for funding applications.

**Language spoken at home:** please advise if a language other than English is spoken at the client's home.

**Medical details:** Please list diagnoses, previous medical history, medications and the client's height and weight.

**If you are requesting a STANDARD SIZE EASY TO ORDER (ETO) or READY TO GO (RTG) item please go to the PROPOSED SOLUTION question. If the ETO is customised or has additional extras, it is important to fill in all questions on the application form to save time processing your request.**

**Functional issues:** List the difficulties that the client is having which limit their ability to perform the task required. E.g. difficulty gripping with left hand, unable to sit independently in a chair.

**Description of problem:** Clearly identify what the problem is e.g. unable to hold fork in left hand, unable to sit in classroom chair

**Client identified goals:** Please include the specific client goals that the modified or custom designed equipment is aiming to achieve. E.g. to be able to use a knife and fork during meals, to be able to sit and complete school work.

**Commercially accessible options have been investigated:** TAD does not provide equipment that is accessible from commercial sources. We can, however, modify commercially available equipment that is unsuitable to fit specific needs. Including what has been trialled and why it didn't work provides valuable information which assists in processing your application quickly.

**Proposed solution or Requested item:** Please let us know how you think we can solve the problem. Include any sketches with rough dimensions, photos of environment or situation etc. The TADaid booklet is available for download from our website.

Please tick the appropriate boxes:

**A therapist is involved on an ongoing basis with this client:** We strongly recommend that a therapist is involved to assist in identifying the problem, determining appropriateness of a solution and evaluating outcomes. In some cases a referring therapist will be essential.

**Dimensions sheet attached:** Our Easy To Order (ETO) items require a dimension sheet to accompany the application. These can be found in the ETO section of the *TADaid* book which you can download as a PDF from our website <http://tadnsw.org.au/what-we-do/apply-now>.

**Attachments:** To ensure there is no delay in processing your application, please email all photos (not fax) to [cde@tadnsw.org.au](mailto:cde@tadnsw.org.au)

**Please identify where the device will be predominately be used**



## CUSTOM DESIGNED EQUIPMENT

Locked Bag 2008, WENTWORTHVILLE, NSW 2145  
Tel: (02) 9912 3400 or 1300 663 243 Fax (02) 9890 1912  
Email: [cde@tadnsw.org.au](mailto:cde@tadnsw.org.au), Web: [www.tadnsw.org.au](http://www.tadnsw.org.au)

Please attach supporting documents with your application. If you have photographs in digital form, please email them to [cde@tadnsw.org.au](mailto:cde@tadnsw.org.au), clearly indicating the client name and the date of the application that they are for. Please avoid faxing photos.

**How did you hear about TAD Disability Services?** Please indicate the most appropriate option.

**Payer details:** Please provide details on who will be covering any costs for the project.

**Privacy Policy:** A copy of this policy is available on our website, or we can send one to you if requested. If the client is unable to sign, the referrer or parent may sign on his/her behalf as long as that is noted.

Please note that the completion of an Application Form does not guarantee that we will be able to proceed with your project.