

Technical Aid to the Disabled NSW – Custom Designed Aids Service

**GUIDELINES FOR COMPLETING THE PROJECT
APPLICATION FORM**

1. **Client Details:** This should be the person or organisation who is ultimately receiving the item. Note asterisked (*) information is essential.
2. **Referrer:** Usually the therapist who is involved with the client, but in cases where the application is self-referred, leave blank. It is essential that all contact information is entered, eg, phone number. Your email address is mandatory.
3. **Contact Person:** Identify the person who TAD should be in contact with (client/referrer/other) during the project construction process.
4. **Diagnoses:** Please list relevant diagnoses to this request eg Cerebral Palsy
5. **Functional issues:** List what the client can or can't do in regards to the issue that is to be addressed.
6. **Description of Problem:** Clearly identify what the problem is, attaching sheets if necessary.
7. **Proposed solution:** Please let us know how you think we can solve the problem. If there is no obvious solution, then leave blank.
8. **Commercially available options have been investigated:** Note that TADNSW does not provide equipment that is available from commercial sources. We can, however, modify commercially available equipment that is unsuitable to fit specific needs. Where an item is available, but the cost is excessive or the item requires importing from overseas, an alternative solution may be considered by us. If possible you should write which options have been explored, and why they are not suitable.
9. **A therapist is involved on an ongoing basis with this client:** It is strongly suggested that a therapist is involved initially to assist in identifying the problem, determining appropriateness of a solution and evaluating outcomes.
10. **Dimensions sheet attached:** For frequently requested items, dimensions sheets, found in the back of the [TADaid book](#), should be attached.
11. **Privacy Policy:** A copy is available on our website, or we can send one to you if requested. If the client is unable to sign, you 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.

Your application will be placed on our waiting list, and then we will decide the best method to help you. We will then contact you to discuss your project.