



# City of Richmond

## Recreation Fee Subsidy Program Application Form

6911 No. 3 Road, Richmond, BC V6Y 2C1

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Work No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Email: \_\_\_\_\_  Male  Female

### SPOUSE

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Work No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  
Month/Day/Year

### CHILDREN LIVING IN HOUSEHOLD

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  
Month/Day/Year

2. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  
Month/Day/Year

3. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  
Month/Day/Year

4. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  
Month/Day/Year

5. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  
Month/Day/Year

**To qualify for this program you must indicate your household gross income. This is found on line 150 of your income tax form. To qualify, your total household gross income must be in the range for your family size.**

Please check (✓) one:

- |   |                    |  |                    |
|---|--------------------|--|--------------------|
| <input type="checkbox"/> Family of 2 Gross income | \$5,000 – \$23,769 | <input type="checkbox"/> Family of 5 Gross income  | \$5,000 – \$40,239 |
| <input type="checkbox"/> Family of 3 Gross income | \$5,000 – \$29,222 | <input type="checkbox"/> Family of 6 Gross income  | \$5,000 – \$45,385 |
| <input type="checkbox"/> Family of 4 Gross income | \$5,000 – \$35,480 | <input type="checkbox"/> Family of 7+ Gross income | \$5,000 – \$50,529 |

Please indicate: GST/HST amount (each 3 months) \$ \_\_\_\_\_ Canada Child Tax Benefit (monthly) \$ \_\_\_\_\_

Persons do not qualify if interest earned is \$100 or more per adult per year, or if more than \$1,000 per family in RRSP contributions were made in year of the application.

You must attach proof of total family income for each person in the household over the age of 18. Please provide a copy of:

- T1 General       Income Assistance from MHSD       CPP/Long Term Disability

You must attach proof of residency. Please provide a copy of:

- Most Recent Utility Bill       Telephone Bill       Rental Agreement

I declare that the information provided is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

All information has been verified by: \_\_\_\_\_ Date: \_\_\_\_\_



### What is the Recreation Fee Subsidy Program?

The City of Richmond's Parks and Recreation and Community Services Departments provide a Recreation Fee Subsidy Program to Richmond residents who are in financial need. Recreation Fee Subsidy enhances access to recreation and is available for admissions and program registration in Richmond's Community Centres, Cultural Centres, Aquatic Centres and Arenas. *A proof of income is required to determine eligibility for the program.*

### Who is eligible for the program?

To be eligible for assistance, applicants must be:

- residents of Richmond; and
- have a total household income below the Stats Canada Low-Income Cut off's (LICO's). Proof of financial status must be provided.

Currently the program is primarily available for families with children under 18 living in the same household.

### How does the fee subsidy work?

Once a client has been approved for the program, the client will identify the activities that they would like to participate in. Staff will work with the clients to determine the amount that they will pay toward the total cost of their chosen activity. In all cases, participants will pay a portion of the cost of any of the activities that they choose.

Clients are eligible to choose one program or activity per child every 3 months. Programs that run for more than one season are considered and can be approved at staff discretion.

### What can the fee subsidy be used for?

- Reduction in cost for programs at community centres, arts and cultural centre, arenas and the Richmond Nature Park.
- Reduction in cost for swimming lessons or family swim tickets at Richmond swimming pools.

### How do I apply?

**Step 1:** Obtain an application form

- The form is attached here and can be printed.
- You can contact our Registration Call Centre at 604-276-4300 or Diversity Services at 604-247-4909 and have one mailed to you
- Visit any community centre, swimming pool, arena or recreation facility and ask for a Recreation Fee Subsidy Application Form.

**Step 2:** Complete the application form and attach one proof of financial eligibility (see list on the application form).

**Step 3:** Mail or return the application form to:

- Richmond City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1  
Attn: Diversity Services
- Return the application form to any community centre, pool, arena or City recreation facility.

**Step 4:** City staff will contact you to inform you of your application status. The application will take approximately 10 days to process.

### Is there a deadline for applications?

No, you can apply to the program at any time.

### Will the Recreation Fee Subsidy Program always be the same?

No. City staff are currently developing a process to revamp the program and changes will be considered to ensure the program can continue to have the greatest benefit for Richmond residents.

### Can I get a refund for programs I have already taken?

No. Subsidies are only provided future activities and not for previous registrations for upcoming programs or programs taken in the past.