



## 1. What is the Recreation Fee Subsidy Program (RFSP)?

The Recreation Fee Subsidy Program (RFSP) helps people of all ages living in Richmond who are in financial hardship. RFSP participants receive financial support for many registered and drop-in parks, recreation and cultural programs offered by the City of Richmond and Community Associations and Societies.

## 2. What is financial hardship?

Financial hardship is when a person has trouble paying for basic living costs such as food, clothing, housing, and does not have savings or other financial resources.

## 3. Who is eligible?

- Richmond residents
- All ages (preschool, children, youth, adults and seniors)
- Individuals who receive government financial assistance and those who do not receive government financial assistance but are in financial hardship

## 4. Who can submit an application?

- Individuals (19+ years) and families are welcome to apply.
- A family is defined as one or two adults, married or common-law, and their children (legal dependants 18 years and under and 19–24 years if enrolled full-time at a post secondary institution or in an Adult Graduation Diploma program) who live in the same household.
- If multiple families share a household, each family must apply separately.
- If other family members share the household (e.g. aunt or uncle, grandparents, adult children 19+ years not attending full-time post-secondary education or an Adult Graduation Diploma program), each family member or couple must apply separately.

## 5. I receive government financial assistance – how do I get copies of required documents?

### **Youth Agreement or Agreements with Young Adults (AYA):**

- Request a confirmation letter from a social worker, phone **604-660-1044** or visit the Ministry of Children and Family Development, Richmond Office at #150-5840 Cedarbridge Way, Richmond BC.

### **Income Assistance or Disability Assistance:**

- Request a *Release of Personal Information* (Form HR0095), including family composition information from the Ministry of Social Development and Poverty Reduction, Richmond Office at #220-7577 Elmbridge Way, Richmond BC.

### **Resettlement Assistance:**

- Request a *Confirmation of Permanent Residence* form from Immigration, Refugees and Citizenship Canada (IRCC), Vancouver Office at 1148 Hornby Street, Vancouver BC.

### **Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER):**

- Request an approval letter from BC Housing by phone: **604-433-2218** or **1-800-257-7756**.

### **Guaranteed Income Supplement (GIS):**

- Request a *Confirmation of Current Status of Guaranteed Income Supplement* letter from Service Canada by phone: **1-800-277-9914**.

**6. I fall below all financial limits – can I submit my Notice of Assessment, T1 General, T4 Statement, or T5 Statement?**

No, we **cannot** accept the tax documents listed above. A *Proof of Income Statement (Option C print)* can be printed from the CRA “My Account” portal at [www.canada.ca/my-cra-account](http://www.canada.ca/my-cra-account) or a copy can be obtained by phoning **1-800-267-6999**.

**7. What if my family’s net income (line 23600) is slightly above the limit?**

The family net income limit is based on the Low Income Measure After-Tax (LIM-AT T1FF) from Statistics Canada. New data is released annually. Visit [www.richmond.ca/subsidy](http://www.richmond.ca/subsidy) for the most up-to-date details.

**8. What is “Income from other sources not shown”?**

This includes worldwide income and monetary gifts received that have not been declared on a tax return.

**9. How long will it take to process my application?**

Application processing takes an average of 10 business days if the application is complete with all supporting documentation. Application status will be emailed or mailed to the home address.

**10. When can I begin using my new RFSP subsidy?**

RFSP 2023–2024 is valid from September 1, 2023 (or from the date of approval) to August 31, 2024 and applies to many registered and drop-in programs. Unused subsidies will expire on August 31, 2024.

**11. What drop-in admissions are excluded from the RFSP?**

Drop-in Exclusions	
<ul style="list-style-type: none"><li>• Sport Rentals (e.g. all court rentals including table tennis rentals)</li><li>• Contracted Programs</li><li>• Drop-in to Registered Programs</li><li>• Games Room Passes</li></ul>	<ul style="list-style-type: none"><li>• Youth Facility Passes</li><li>• Seniors Facility Passes, including Specialty Passes (Billiards, Wood Working, Wood Carving and Table Tennis)</li><li>• Fee-for-service Seniors Wellness Treatments</li></ul>

**12. What types of registered programs are excluded from the RFSP?**

Registered Program Exclusions	
<ul style="list-style-type: none"><li>• All Licensed Programs*</li><li>• Aquatic Advanced Leadership Programs (e.g. lifeguard courses)</li><li>• Fitness Certification Courses</li><li>• First Aid Courses</li><li>• Private/Semi-Private Lessons</li><li>• Personal Training</li></ul>	<ul style="list-style-type: none"><li>• Tennis Assessments</li><li>• Emergency Preparedness Programs</li><li>• Richmond Arts Centre Dance Programs: Pre-Company, Richmond Youth Dance Company, and Richmond Adult Dance Company programs, exam fees</li><li>• Facility Rentals (e.g. room rentals, birthday parties)</li></ul>

\*Licensed child care programs are eligible for the Provincial Affordable Child Care Benefit. For more information, visit [www.gov.bc.ca/affordablechildcarebenefit](http://www.gov.bc.ca/affordablechildcarebenefit).

### 13. Is the maximum subsidy limit for each facility or all facilities in total?

Children and youth (18 years and under) receive a maximum subsidy of \$300 per year and adults and seniors (19+ years) receive \$100 per year for registered programs at all City and Community Partner facilities. **Note:** There are no limits placed on the number of drop-in/registered visits by RFSP participants.

### 14. Can I transfer my unused subsidy to another family member?

No, unused subsidy amounts cannot be transferred or shared with another family member or friend.

### 15. Can I apply subsidy towards previous purchases completed before subsidy approval?

No, subsidy is valid from the date of approval and remains active until August 31, 2024. Subsidy will not be retroactively applied to previous purchases. To access subsidy, please submit an application and allow the application to be processed before completing any registrations or payments.

### 16. Can I apply subsidy towards Fall programs once I am accepted for the upcoming program year?

Yes, once Fall programs are available for registration and applicants have been accepted into the upcoming RFSP year, subsidy may be applied towards upcoming Fall program registration. However, if an applicant participated in the previous year's program and has remaining subsidy credits, these cannot be used towards Fall programs.

### 17. Do I need to reapply each year?

Yes, all applicants need to reapply as financial situations can change over time.

### 18. How can I submit my application?

Completed applications and supporting documents can be submitted in **1 of 4 ways**:

- **Email:** [subsidy@richmond.ca](mailto:subsidy@richmond.ca)
- **Mail:** Recreation Fee Subsidy Program, Community Services Division, 5599 Lynas Lane, Richmond BC V7C 5B2
- **In person:** At any City of Richmond recreation facility or the Richmond Cultural Centre
- **City Hall Drop Box:** 6911 No. 3 Road, located outside City Hall at the west side of the building

#### City Hall Drop Box Instructions

- Completed RFSP applications **MUST** be sealed in an envelope and clearly labelled *Recreation Fee Subsidy Program*.
- The City Hall Drop Box is available 24 hours per day, seven days per week.

### 19. Who can I contact if I have further questions?

For more information, please contact the RFSP office at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or **604-247-4909**.

### 20. What if my documents do not reflect my current financial situation?

Please contact the Subsidy office: [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or **604-247-4909**.

### 21. Who can I contact if I have questions about the Instructor/Lifeguard Subsidy Program?

The Instructor/Lifeguard Subsidy Program (ILSP) provides training courses offered by the City to youth and adult residents (13+ years) who are experiencing financial hardship, and who are interested in a career or position as an Instructor/Lifeguard. Find more information, including an FAQ document, at [www.richmond.ca/lifeguarding](http://www.richmond.ca/lifeguarding). Contact the Subsidy office if you have questions about your financial eligibility. For questions regarding becoming an Instructor/Lifeguard, qualifications and training courses, contact [aquatics@richmond.ca](mailto:aquatics@richmond.ca) or **604-238-8017**.