



The Richmond Sports Council Active Recreation & Sport Fund was established to provide funding for children and youth (18 years and younger) to participate in active recreation programs and sports where financial barriers impact inclusion. Participants must be residents of Richmond.

Our goal is to help young people participate in their chosen activity or sport by improving access to active recreation and sport programs in our community.

Richmond Sports Council administers this program with the generous support of the City of Richmond and considers social and economic barriers facing families when assessing all applications. Every application will receive a response within 30 days of the submission.

Who is eligible to receive these funds?

Children and youth 18 years and younger who reside in the City of Richmond and have financial need—eligibility is based on the Government of Canada's Low-Income Guidelines.

What does the funding cover?

- Registration fees up to \$400 per program registration, per calendar year (January – December).
- Funding does not cover equipment, uniforms or travel costs to tournaments.

What recreation activities and sport opportunities are covered?

- An organized activity, with an instructor or coach, running on a set schedule and includes at least one session per week that takes place in Richmond.
- Camps, active recreation programs like dance, martial arts, cheer and sports that have an established presence in Richmond.
- Programs offered at the Richmond Olympic Oval that are not eligible for KidSport Funding. For more details please email recreationsportfund.rsc@gmail.com.
- The hosting organization must adhere to Safe Sport Guidelines for their sport or activity. See link for example: https://viasport.ca/safety-in-sport/?_audience=organizations

What recreation activities and sport opportunities are not covered?

- Individual training or private lessons are not covered.
- City of Richmond programs that are funded by the City of Richmond's Recreation Fee Subsidy Program. More information here: richmond.ca/culture/social/accessibility/subsidies/recreation-fee.htm
- Programs offered by organizations who are affiliated with their Provincial Sport Organization which are eligible for KidSport funding. More information here: kidsportcanada.ca/british-columbia/richmond/apply-for-a-grant/
- Programs that have been completed are not eligible for funding

Guidelines

- Applications will be considered based on the financial information provided. Applicants who meet the Low-Income threshold (see Application process section for specific details) are welcome to apply.
- Applications must be completed with the appropriate documentation to be considered. Proof of registration and payment must be submitted with the application.
- Applicants must be 18 years or younger on the first day of the program they wish to attend.
- Successful applicants may be funded up to the full amount of the registration fees or \$400 whichever is lower.
- Funds will be paid directly to the recreation or sport organization by Richmond Sports Council and notice will be shared with the applicant.

- The recreation or sport organization will refund the amount provided by Richmond Sports Council to the person who paid the program fees for the child/youth.
- The Parent/Guardian or Organization must notify Richmond Sports Council if the child/youth withdraws from the recreation or sport organization. Only the applicant for whom the funds were approved can use the funds. No portion of the funds may be transferred to someone else. Funds may need to be returned to Richmond Sports Council.

How to apply?

1. Review page 1 to see if your program or organization qualifies for the Active Recreation & Sport Fund. Submit questions by email to recreationsportfund.rsc@gmail.com.
 2. Review the financial verification process on page 3 to see if you are eligible for funding.
 3. Register and pay for your child to participate in an active recreation or sport program.
 4. Once you have registered your child/youth, submit your complete application including financial verification and proof of registration documents to Richmond Sports Council. Completed applications include the following documentation:
 - ☐ Completed Application Form
 - ☐ Proof of Program Registration
 - ☐ Proof of Payment/Registration Receipt
 - ☐ Financial Verification Option A) Notice of Assessments for all income earners in the household for the most recent tax year
 - ☐ Financial Verification Option B) Endorser Letter
 5. Ways to submit your application:
 - a) Complete and submit the [application](#) and attach your documents.
 - OR**
 - b) Print, complete and mail the [application](#) with documents to:
 Richmond Sports Council
 Box 216, 186 – 8120 No. 2 Road
 Richmond, BC V7C 5J8
- Note:** Incomplete applications will be returned to the applicant which could delay a decision on funding.
6. Applications will be accepted and considered for funding after registration has been completed and fees have been paid.
 7. All applicants will receive notice of the decision by email within 30 days of the application submission. If no email is available, a letter will be sent by mail.

How do I receive payment?

- Notice of the successful application and a cheque will be sent to the recreation or sport organization listed on your application.
- This notice will include information for that organization advising that by accepting the cheque they are agreeing to participate in the process of refunding fees to the person who paid the registration fee for the child/youth.
- The recreation or sport organization will process the cheque and issue a refund for the amount paid by Richmond Sports Council to the person who paid the fees for the registration.
- The Parent/Guardian or Organization must notify Richmond Sports Council if the child/youth withdraws from the recreation or sport organization. Only the applicant for whom the funds were approved can use the funds. No portion of the funds may be transferred to someone else. Funds may need to be returned to Richmond Sports Council.



Who applies?

The parent or guardian of the child/youth prepares and submits the application. You will need **one** of the following as part of your application:

1. Financial Verification

Submit your Notice of Assessment for all income earners in the household from the most recent tax year that shows Line 15000. **Applicants must meet the Low-Income cut-off financial threshold as outlined below:**

# in Household	2	3	4	5	6
Max. Household Income	\$45,000	\$54,000	\$65,250	\$74,000	\$ 83,500

If you do not have a copy of your Canada Revenue Agency Notice of Assessment, call the Canada Revenue Agency (CRA) at 1-800-959-8281 or log into your CRA account online.

OR

2. Endorser

The parent or guardian must ensure the application is verified by an objective party, the Endorser. The Endorser is familiar with the athlete's family and is able to assess the social and economic obstacles faced by the family.

The Endorser acts as an objective 3rd party who is familiar with the child's family and is in a position to assess the barriers facing the family.

- The Endorser can be: school principal or vice-principal, doctor, lawyer, notary public, social worker, Family Services, school counsellor, accountant, social service organization.
- The Endorser cannot be someone from the organization who will provide the recreational activity or sport.
- The Endorser cannot be a family member.
- Endorsers may be contacted for follow up if required.

Privacy and Confidentiality

Richmond Sports Council respects your right to privacy.

Information that you provide in this application is being collected for the sole purpose of administering the Active Recreation & Sport Fund. Information will only be disclosed to personnel who need the information to carry out the responsibilities of the Fund, and to organizations that may need to be contacted by the Fund as part of processing the application.

Richmond Sports Council will never sell, trade, loan or share your information to any other organization or department. By submitting this application you agree to have all the collected information stored for record keeping purposes in a confidential data storage system.

For assistance with this application, email us at recreationsportfund.rsc@gmail.com