



## Recreation Fee Subsidy Application Form

Community Services Division  
5599 Lynas Lane, Richmond, BC V7C 5B2  
subsidy@richmond.ca

www.richmond.ca

Contact: 604-247-4909

Please list all applicants. A family includes parents/guardians and dependant children who live in the same household (please print). If multiple couples/families share a household, each couple/family must apply separately. If there are more than 7 family members, please attach information for additional persons on a separate sheet.

Step 1 – Applicant Information (Main Contact)		
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
<b>Address:</b>		
City: Richmond		Postal Code:
Home #:		Cell #:
Email:		
Spouse/Partner		
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
Children		
Dependant(s) <b>18 years of age and under</b> and/or <b>19–24 years of age</b> enrolled full-time at a post-secondary institution.		
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
First Name:	Last Name:	Birth Date (YYYY/MM/DD)
Step 2 – Proof of Richmond Residency		
Please indicate and attach any <b>one (1)</b> of the following documents issued <b>within the past 3 months</b> :		
<input type="checkbox"/> Current Lease/Rental Agreement	<input type="checkbox"/> Current Phone Bill	<input type="checkbox"/> BC Housing Approval Letter
<input type="checkbox"/> Current Utility Bill	<input type="checkbox"/> Current Bank Statement	<input type="checkbox"/> Cheque Stub from MSDPR

**Step 3 – Financial Eligibility**Please select **OPTION A** or **OPTION B**:

Financial hardship means that a person has difficulty paying for basic daily living expenses (e.g. food, shelter, clothing), and does not have access to savings or other financial resources. Eligibility is determined based on the applicant's overall financial situation to ensure the program is supporting community members experiencing financial hardship.

**OPTION A: I/we receive financial assistance from an identified government program**

Please attach document(s) for **both** the main applicant and spouse (if married or common-law). The following financial assistance documents are accepted:

- Youth Agreement or Agreements with Young Adults (AYA):** Confirmation letter from your Ministry of Child and Family Development Social Worker
- Income Assistance or Disability Assistance:** Confirmation of Assistance/Form HR0095 from Ministry of Social Development and Poverty Reduction – issued within the past 3 months
- Resettlement Assistance:** Confirmation of Permanent Residence indicating status as Government Assisted Refugee
- Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER):** Approval letter from BC Housing
- Guaranteed Income Supplement (GIS):** 2019 GIS Entitlement Letter from Service Canada

**OPTION B: I/we experience financial hardship based on my/our 2019 Tax Return**

Please complete the self-assessment below and attach the **2019 Proof of Income Statement(s) (Option C Form)** for **both** the main applicant and spouse (if married or common-law).

Family Combined Net Income Threshold		Other Financial Thresholds			
Line 23600		Proof of Income Statement (Option C Form)		Maximum Threshold	
Family Size	Maximum Net Income			Family Size 1	Family Size 2+
1	\$24,183	Interest and Investment Income	Line 12100	\$250	\$500
2	\$34,200	Rental Income	Line 12600	\$1,000	\$2,000
3	\$41,886	Capital Gains	Line 12700	\$500	\$1,000
4	\$48,366	RRSP Contributions	Line 20800	\$1,000	\$2,000
5	\$54,075				
6	\$59,236				
7	\$63,982				

<b>Income from other sources not shown</b>	<b>Source:</b>	<b>Amount Earned: \$</b>	<b>(CAD)</b>
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- I/we fall below the income and other financial thresholds**
- I/we have indicated income from other sources not shown on Option C Form (if applicable)**
- I/we have attached the Proof of Income Statement (Option C Form) from Canada Revenue Agency:** Print from "My Account" on [www.cra-arc.gc.ca/myaccount](http://www.cra-arc.gc.ca/myaccount) or phone 1-800-267-6999. The Notice of Assessment, T1 General or T4 statement cannot be used to replace this document.

#### Step 4 – Eligible Dependants

Please indicate if you have a dependant(s):

- 18 years of age and under:** please attach all pages of your most recent **Canada Child Benefit (CCB) Notice**
- 19 – 24 years of age:** please attach **Confirmation of Full-time Enrolment** from a post-secondary institution
- There are no eligible dependants in the household

#### Step 5 – Acknowledgement of Recreation Fee Subsidy Program Benefits

RFSP 2020–2021 subsidy is applicable from **September 1, 2020 to August 31, 2021:**

1. RFSP clients will receive a **90% discount for most registered programs:** up to a maximum of \$300/year in subsidy for children and youth (0–18 years) and up to a maximum of \$100/year for adults and seniors (19+ years);
2. **Free drop-in admission** to swimming (at Minoru Aquatic Centre, Watermania and outdoor pools), skating (at Minoru Arenas and Richmond Ice Centre), pitch & putt golf, Minoru Centre for Active Living (fitness centre and group drop-in fitness classes only) **and** one community centre of choice.

Please indicate **one (1)** preferred community centre for free drop-in admission (e.g. fitness centre, open gym, etc.):

- Cambie     City Centre     Hamilton     South Arm     Steveston     Thompson     West Richmond

#### Step 6 – Applicant Signature

**Freedom of Information and Protection of Privacy** – The personal information collected on this Recreation Fee Subsidy Program (RFSP) Application Form is being collected under authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Your personal information will be used to determine eligibility for the RFSP, program administration and program evaluation. You may be contacted by the City of Richmond via the contact information provided above only on matters directly related to your participation in the Recreation Fee Subsidy Program. Your information will be protected in accordance with the privacy provisions of the FIPPA, and will not be shared with other organizations or government agencies. If you have questions about the collection or use of your personal information, please email the Freedom of Information (FOI) Coordinator at [foi@richmond.ca](mailto:foi@richmond.ca) or phone 604-276-4000.

**Certification, Acknowledgement and Consent** – I hereby certify to the City of Richmond that all household members listed above reside at the address provided above and that the information and documentation (collectively, the “**Information**”) I have provided to the City in respect to this application is accurate, complete and fully discloses the collective income of all family members listed above. As the primary applicant, I hereby acknowledge that it is my responsibility to inform all household members listed above about the program and conditions of its use. Further, I hereby give consent to the City to collect, store and access the Information and to take steps to verify that the Information is true and accurate for the purpose of assessing my application. I am aware that if any of the Information that I have provided is fraudulent, I may be subject to termination from the Recreation Fee Subsidy Program and repayment of the subsidized portion of fees to the City of Richmond.

\_\_\_\_\_  
Main Applicant's signature

\_\_\_\_\_  
Date (YYYY/MM/DD)

#### Step 7 – Submitting your application

**Completed applications\*** can be submitted in the following ways:

- Emailed to [subsidy@richmond.ca](mailto:subsidy@richmond.ca)
- Mailed to City Works Yard on 5599 Lynas Lane, Richmond, BC, V7C 5B2 (Attn: *Recreation Fee Subsidy Program*)

All required documents must be submitted within **3 months** of initial application submission. Any incomplete applications will be closed after 3 months of inactivity.

*\*Follow-up information or additional documents may be requested by City of Richmond Subsidy staff if the documents provided are incomplete or do not include the required information.*

## Frequently Asked Questions

### What is the Recreation Fee Subsidy Program?

The City of Richmond Recreation Fee Subsidy Program (RFSP) supports individuals living in Richmond who are experiencing financial hardship. It offers financial assistance to enable participation in parks, recreation and cultural programs and services offered by the City of Richmond and its community partners.

### What is financial hardship?

Financial hardship means that a person has difficulty paying for basic daily living expenses (e.g. food, shelter, clothing), and does not have access to savings or other financial resources.

### Who can submit an application?

- Adults 19+ years (single, married, or common-law) with or without dependant(s) that are 18 years of age and under.
  - Young adults (19–24 years of age) may be included in the family’s application if they are enrolled in full-time studies at a post-secondary institution.

### I have been affected by the COVID-19 pandemic and my 2019 tax documents do not reflect my current financial situation. How can I qualify?

We recognize that many Richmond residents may be experiencing financial hardship due to COVID-19. Please contact Subsidy staff for assistance at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909.

### How do I get copies of required documents?

Please visit [www.richmond.ca/subsidy](http://www.richmond.ca/subsidy) for more information or contact Subsidy staff at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909.

### What is “Income from other sources not shown”?

This includes world-wide income and monetary gifts received that have not been declared on your tax return.

### How long will it take to process my application?

Applications are processed on average within **10 business days**, if all required documentation is provided. Your application status will be emailed or mailed to your home address.

### When can I begin using my new RFSP subsidy?

RFSP 2020–2021 subsidy is applicable to selected registered programs and drop-in services from September 1, 2020 to August 31, 2021. Unused subsidies will expire on August 31, 2021. Please note, that the schedule and availability of registered programs and drop-in services may be affected by changes due to the City’s COVID-19 safety measures. For the most up-to-date information on programs and services, please visit [www.richmond.ca/register](http://www.richmond.ca/register).

### Can I apply subsidy toward previous purchases that were completed prior to subsidy approval?

No, subsidy is valid from the date of approval and remains active until the end of the program year. Subsidy will not be retroactively applied to previous purchases. If you would like to access subsidy, please submit an application and allow your application to be processed prior to any registrations or payments.

### Do I need to re-apply each year?

Yes, all applicants need to re-apply as financial situations can change over time.

### Who can I contact if I have questions?

For more information or if your documents do not reflect your current financial situation, please contact Subsidy staff at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909.

#### Application Checklist

- Application Form completed & signed
- Proof of Financial Assistance or Proof of Income Statement (Option C Form)
- Proof of Richmond Residency
- Canada Child Benefit Notice (if applicable)
- Confirmation of Full-Time Enrolment Letter (if applicable)

#### OFFICE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> YA	<input type="checkbox"/> AYA	<input type="checkbox"/> IA	<input type="checkbox"/> DA	<input type="checkbox"/> RA	<input type="checkbox"/> RAP	<input type="checkbox"/> SAFER	<input type="checkbox"/> GIS	<input type="checkbox"/> Option C
<input type="checkbox"/> Not Approved	_____						<input type="checkbox"/> Over \$	_____	
<input type="checkbox"/> Other:	_____						<input type="checkbox"/> Not Richmond resident	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
DAll: _____	Date: _____	AC: _____	Date: _____						
<input type="checkbox"/> Processed date:	<input type="checkbox"/> DB	<input type="checkbox"/> PM	<input type="checkbox"/> WP sent	<input type="checkbox"/> Emailed	<input type="checkbox"/> Mailed				

#### NOTES