

Request for Individual Subsidy

Date Submitted: _____

This application will **not** be processed unless you have attached **verification of your gross household income**. Failure to provide this information will result in a delay in processing your application. You may use either one of the following documents:

- Cheque screen print from the Ministry of Human Resources or
- Copy of Income Tax – Notice of Assessment

QUALIFYING GROSS INCOME LEVELS

| # of people in Family | Yearly Income | # of people in Family | Yearly Income |
|-----------------------|--------------------|-----------------------|---------------------|
| 1 person | \$5,000 - \$22,240 | 5 people | \$9,000 - \$47,292 |
| 2 people | \$6,000 - \$27,936 | 6 people | \$10,000 - \$53,328 |
| 3 people | \$7,000 - \$34,344 | 7 or more people | \$11,000 - \$59,376 |
| 4 people | \$8,000 - \$41,688 | | |

Based on Low Income Cutoffs for 2007 and Low Income Measures for 2009 – Stats Canada.

Applicant's Name: _____ Contact Phone #: _____ Postal Code: _____
 Applicant's Address: _____ Email: _____
Port Coquitlam Residence Only

Please list all family members (living at the address shown above) that require financial assistance.

Name: _____ Request: _____ Birthdate: _____ or Adult

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If you have any questions, please feel free to call 604-927-7900.

CITY OF PORT COQUITLAM

Individuals Subsidy Process

When you are applying for Individual funding subsidy, this is the process:

| | |
|---------------|---|
| Step 1 | Complete the application form and include proof of total gross household income and residency. |
| Step 2 | Return the completed application to the Parks and Recreation's Administration Office at #1100 – 2253 Leigh Square, Port Coquitlam, V3C 3E7 or by dropping it off at any City-owned recreation facility. |
| Step 3 | Your application form will be reviewed by staff and you will be contacted regarding your eligibility. |
| Step 4 | <p>If you meet the program requirements, you will be able to choose your subsidy option.</p> <p>Subsidy Options:</p> <ul style="list-style-type: none">• one registered program per family member, per quarter (non transferable) at 50% of the program fee (up to a \$50 maximum credit) <i>or</i>• one membership plan at 50% off (up to a \$50 maximum credit) per family member, per quarter. Those applying for a 6, 9 or 12 month plan can schedule their payments with a credit card. Family passes do not qualify for subsidy. <p>You are eligible for <u>one</u> of the two options listed above <u>once per brochure season</u>. The brochure seasons are defined as January to March, April to June, July to August and September to December.</p> |
| Step 5 | Your approval will cover a period of one year. |
| Step 6 | To reapply, complete a new application form, complete with your proof of income, and then submit it to the Parks and Recreation's Administration Office for review. |