

## 2025 Financial Assistance for Recreation Participants Community Organization/Adjudicator Reference

The purpose of this reference form is for the community organization/adjudicator to verify that the applicant's financial circumstances meet Low Income Cut Offs. Please include this form with the main Application Form and Proof of Residency. For more information visit [portcoquitlam.ca/financialassistance](http://portcoquitlam.ca/financialassistance) or email [financialassistance@portcoquitlam.ca](mailto:financialassistance@portcoquitlam.ca) for assistance.

### APPLICATION INFORMATION

Participant name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First name (please print) Last name (please print) (mm/dd/year)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### ORGANIZATION OR ADJUDICATOR INFORMATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
First name (please print) Last name (please print)

Name or Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

#### AGENCY STAMP

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I hereby certify that the applicant listed on this application is in financial need. I understand that City of Port Coquitlam staff may contact me to verify my endorsement.

**SIGNATURE:**

**DATE:**

Personal information entered on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used to assess your application. If you have any questions or concerns about how your information will be used, contact the City's Records and FOIPPA Administrator at 604.927.5250 or [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca).

## 2025 Financial Assistance For Recreation Process

<b>STEP 1</b>	<p>Download and complete the application form at <a href="http://portcoquitlam.ca/financialassistance">portcoquitlam.ca/financialassistance</a> Provide the following:</p> <ol style="list-style-type: none"> <li>1. Completed <b>Application Form</b></li> <li>2. <b>Proof of residency</b> of Port Coquitlam. (e.g. current utility bill)</li> <li>3. <b>Proof of Income Statement</b> from Canada Revenue Agency</li> </ol> <p><i>Income statements are required for all members who contribute to the household and are not listed as a dependent.</i></p> <p>A. Online: Get a Proof of Income statement from the Canada Revenue Services Agency website in 'My Account' 'Tax Returns' tab and select 'Proof of Income Statement'</p> <p>B. Order through <b>MyCRA web app</b></p> <p>C. By mail: Call 1-800-267-6999 <i>This method may take up to 10 days to receive by mail</i></p> <p><b>OR</b></p> <p><b>A Community Partner Organization Reference Form</b> (See FAQ document at <a href="http://portcoquitlam.ca/financialassistance">portcoquitlam.ca/financialassistance</a> or email <a href="mailto:financialassistance@portcoquitlam.ca">financialassistance@portcoquitlam.ca</a> for further assistance.)</p>
<b>STEP 2</b>	<p>Submit this application with all supporting documents to: <b>Email:</b> <a href="mailto:financialassistance@portcoquitlam.ca">financialassistance@portcoquitlam.ca</a> Or drop off at Customer Service at either Port Coquitlam Community Centre or Hyde Creek Recreation Centre.</p>
<b>STEP 3</b>	<p>The application form will be reviewed and the applicant will be contacted within 10-14 business days regarding eligibility.</p>
<b>STEP 4</b>	<p>Eligible applicants will receive:</p> <p>One City Pass valid for the approved calendar year.</p> <p>An optional scholarship for registered Recreation program fees of \$200 for each approved adult and \$500 for each approved child/youth (0-18 years).</p> <p>When using the scholarship money, a 75% discount is applied to the registered program fee. The approved applicant pays the remaining 25%.</p> <p>Funding expires December 31st of the approved calendar year.</p> <p>Some offerings may be not be eligible for reduced pricing (Check FAQ document for details).</p>
<b>STEP 5</b>	<p>You must reapply each calendar year.</p>

**\*QUALIFYING GROSS INCOME LEVELS** (Before Tax Amount based on Government of Canada's 2024 LICO Scale)

# of people in family	Yearly Income
1 person	\$31,264 or less
2 people	\$38,922 or less
3 people	\$47,851 or less
4 people	\$58,096 or less
5 people	\$65,892 or less
6 people	\$74,315 or less
7 or more people	\$82,739 or less

For more information email: [financialassistance@portcoquitlam.ca](mailto:financialassistance@portcoquitlam.ca) or call: (604) 927-PLAY (7529)