



# PORT COQUITLAM RECREATION

## Request for Individual Subsidy Scholarship

Date Submitted: \_\_\_\_\_

This application will **not** be processed unless you have attached current **verification of your gross household income** and **proof of residency (current tax notice or utility bill)** as you **must live in Port Coquitlam** to qualify. Failure to provide this information will result in a delay in processing your application. As per our policy by Council you may use either one of the following documents:

- Copy of current Notice of Assessment from Revenue Canada for each Adult **or**
- Cheque history from Service Canada Centre showing your monthly income  
(#100 - 2963 Glen Drive, Coquitlam, BC V3B 2P7)

### QUALIFYING GROSS INCOME LEVELS

# of people in Family	Yearly Income	# of people in Family	Yearly Income
1 person	\$5,000 – \$24,328	5 people	\$9,000 – \$51,272
2 people	\$6,000 - \$30,286	6 people	\$10,000 - \$57,826
3 people	\$7,000 – \$37,234	7 or more people	\$11,000 - \$64,381
4 people	\$8,000 - \$46,206		

Low Income Measures for 2017 – Stats Canada.

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Please list all family members living at the address shown above.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

If you have any questions, email [recreation@portcoquitlam.ca](mailto:recreation@portcoquitlam.ca) or visit Port Coquitlam Community Centre Monday to Friday 9am – 4pm (excluding statutory holidays) at 2150 Wilson Avenue.



## PORT COQUITLAM RECREATION

### Individual Subsidy Scholarship Process

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

<ul style="list-style-type: none"><li>• <b>Step 1</b></li></ul>	<p>Complete the application form and include:</p> <ul style="list-style-type: none"><li>• A current Notice of Assessment from Revenue Canada for <b>each</b> Adult or cheque history from Service Canada showing your monthly income (#100 – 2963 Glen Drive, Coquitlam, BC V3B 2P7).</li><li>• Proof of residency (current tax or utility bill).</li></ul>
<ul style="list-style-type: none"><li>• <b>Step 2</b></li></ul>	<p>Return the completed application to the Port Coquitlam Community Centre (2150 Wilson Avenue, Port Coquitlam, V3C 6J5) or by dropping it off at any City-owned recreation facility.</p>
<ul style="list-style-type: none"><li>• <b>Step 3</b></li></ul>	<p>Your application form will be reviewed and you will be contacted regarding your eligibility.</p>
<ul style="list-style-type: none"><li>• <b>Step 4</b></li></ul>	<p>If you meet the program’s requirements, you will be eligible to receive:</p> <ul style="list-style-type: none"><li>• <b>\$50 per quarter per calendar year</b> (runs January to December). This subsidy can <b>only be used in 50% increments</b> of the remaining subsidy scholarship balance. Unused subsidy is not transferable to the next quarter.</li><li>• As applicable, some programs are exempt from the subsidy program (eg. private and semi-private lessons, childminding, family admissions/membership passes and birthday party packages).</li></ul>
<ul style="list-style-type: none"><li>• <b>Step 5</b></li></ul>	<p>Your eligibility will cover a period of one calendar year. You may log onto <a href="http://www.experienceit.ca">www.experienceit.ca</a> to view this year’s subsidy scholarship use and remaining balance. Go to Actions and View Scholarships.</p>
<ul style="list-style-type: none"><li>• <b>Step 6</b></li></ul>	<p>To reapply next year, complete an application form, and return it with proof of income/residency (see #1) and submit it to the Recreation Department for review.</p>