

# SUBSIDY PROGRAM APPLICATION

## **SECTION 1: What is a City of Abbotsford Subsidy?**

Full time Abbotsford residents who experience financial barriers to participate in recreation opportunities may apply for the City of Abbotsford Subsidy program (a financial support that offers a fee reduction) which provides admission to any City of Abbotsford indoor facility and a discount for specific programs (as approved by City Council). Please note this process will assess your income eligibility, and can take up to two (2) weeks to process upon submission. Program is valid from **May 1, 2024 - April 30, 2025**.

## **SECTION 2: How do I apply?**

- Submit copies of documents listed in **SECTION 3**
- Confirm your net family/household income after tax is lower than the cut off in **SECTION 4**
- Complete the application form and details for all residents in your household in **SECTION 5**
- Submit this application form at Abbotsford City Hall Parks, Recreation & Culture office, 32315 South Fraser Way, 3rd floor. Our office is open Monday to Friday 8:30 am to 4:30 pm. We are closed all statutory holidays.

**For confidential reasons, we do NOT accept FAXED or E-MAILED applications.**

## **SECTION 3: Documents required to qualify**

**I have provided the following:**

1. I am a resident of Abbotsford. Please provide proof of Abbotsford residency. Valid residency verification includes: Telephone, hydro or letter from financial institution (Post Office boxes are not eligible).	
2. Photo Identification Government issued Identification (Driver's license, BC ID, Passport)	
3. Proof of income- <b>ONE</b> of the following a) 2023 Notice of Assessment of <b>all</b> adults 18yrs and older. Tax notice Summary is not accepted. (If you do not have, please contact Revenue Canada at 1-800-387-1193) b) Independent Youth Letter - letter from Child & Youth Support Program of British Columbia c) Letter from Registered Social Worker (RSW) Ministry of Social Development and Poverty Reduction Note: For IMMIGRANT RESIDENTS, please visit <a href="#">Archway Community Services</a> for application form	
4. <b>IF</b> there are children listed on application, you must provide Canada Child Benefit Notice (CCB) listing the names of all dependent children. (If you do not have, please contact Revenue Canada at 1-800-387-1193)	

## SECTION 4: What is the low-income cutoff?

*Annual Net Income 2023 Notice of Assessment, line 236	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person+
	\$5,000 - \$ 21,394	\$ 26,037	\$ 32,422	\$ 40,450	\$ 46,060	\$ 51,082	\$ 56,103

\*Net Family/household Income after tax - based on Statistics Canada 2023 Low Income cutoff. [statcan.gc.ca](http://statcan.gc.ca)

## SECTION 5: Family Member Details

	First Name	Last Name	M/F/U	Birthdate MM/DD/YY	PRC Office Use Only
1					
2					
3					
4					
5					
6					
7					
8					

PLEASE PRINT CLEARLY

<b>Address</b>		
<b>City</b>		<b>Postal Code</b>
<b>Phone</b>	<b>Cell</b>	<b>E-mail</b>
I confirm that all information given on this form is current, complete and I have fully disclosed my family income. Any previous facility passes on my account will be removed and a credit will be added to my account if I am eligible. If an e-mail is provided, I will be contacted via e-mail regarding my application status.		
<b>Applicants Signature</b>		<b>Date</b>

## SECTION 6: Application Review

Once your application is reviewed, you will receive communication advising you of your status;  
 if approved, you will receive an e-mail providing instructions on how to obtain your Subsidy Pass;  
 if denied, you will receive an e-mail detailing the reason(s) for denial.

**Privacy Statement** - Personal Information is collected for the administration of Parks, Recreation & Culture Consent to Release Information form as authorized under Section 26 of the Freedom of Information and Protection of Privacy Act. The City of Abbotsford does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law. The City of Abbotsford retains personal information only as long as necessary for the purposes of this program and as required under the Act. If you have any questions about the collection and use of your personal information, contact the information & Privacy Coordinator at 604.864.5575 or e-mail [foi@abbotsford.ca](mailto:foi@abbotsford.ca)