

How do I apply for financial assistance?

Application forms can be printed from the North Vancouver Recreation & Culture (NVRC) website or copies can be found at your local community recreation centre. Once you have completed your application and have collected the required supporting documents, everything can be dropped off at the front desk of any NVRC recreation centre, or emailed to financialassistance@nvrc.ca.

How long does it take to process an application?

Please plan ahead and allow for up to three weeks for your application to be processed. You will then be notified of your application status by your preferred method of communication. If approved, you will be contacted by someone from the Financial Assistance department to discuss your options, program details and activate your assistance.

Who is not be eligible for financial assistance?

- Those whose combined family net income does not fall within the minimum and maximum guidelines that are listed on the application
- Individuals classified as an entrepreneurs under Canadian Immigration and Citizenship
- Those in Canada with temporary status, such as: a tourist visa, work or study permit, or those who have applied for refugee or permanent residence status and are not yet approved.
- Those who are in Canada under a sponsorship agreement (your sponsor is responsible for your financial needs)

What qualifies as a service provider agency for referral letters?

A valid service provider agency is a government funded agency or registered non-profit agency that provides support and services to North Vancouver residents who may be experiencing financial hardship and can verify the applicant's financial status and that they live in North Vancouver. Some examples include: Ministry of Social Development and Poverty Reduction, Ministry of Children and Families, Community Living British Columbia, Family Services of the North Shore, Impact North Shore, Intellectual Disabilities Society, The HOpe Centre, Vancouver Coastal Health, Canadian Mental Health Association (CMHA), The Harvest Project, Lookout Society, North Shore Women's Centre, North Shore Crisis Service Society, school principals, Squamish Nation, and Tsleil-Waututh Nation.

NVRC staff must be able to verify the referring person/agency in order to approve applications. Referral letters must be on official letterhead and include a signature and the contact information of the person making the referral. Referral letter templates can be found on the NVRC website.

What kind of financial assistance might be available if I'm approved?

If your application is approved you will be contacted by NVRC staff to discuss options based on you and your family's interests and needs. This may include a subsidy towards registered programs and passes. If approved, the subsidy is applied to each individual family member (non-transferable) and is available for use during the calendar year (expires December 31).

Will I need to renew my application after I have been approved?

Your application is valid for one year from the date of approval and will need to be renewed each year through the standard application process. Each year is considered a new application. It is our recommendation that you begin the renewal process one month in advance of the expiry date, as the application review process can take up to three weeks.

I am applying for my household. Who should I include in the application?

Yourself as the main contact, your spouse or partner (living in the same household, married or common-law), and dependents 18 years and under. Other family members that share the household such as parents, grandparents and adult children who are 19 years and older must apply separately.

Are there any programs that are not eligible for NVRC financial assistance?

The NVRC offers a broad range of programs, and some are not eligible under our financial assistance program. Examples include: specialized training and certified skill development programs (such as lifeguard training courses and babysitter training), birthday parties, personal training and private lessons.

NVRC is home to many community sport leagues and other groups who rent our facilities to offer their programs. NVRC does not provide financial support to cover the cost of registration in community sport leagues and programs that operate at our facilities as rentals and are not NVRC registered programs. Some examples include: competitive swimming clubs, minor hockey and privately operated basketball leagues. If you are interested in obtaining financial assistance to support your child in these kinds of programs, please explore the following community funding options: **Athletics4Kids (A4K), Canadian Tire Jumpstart, KidSport Canada**

How do I obtain an Option C Proof of Income Statement form for my application?

Proof of Income Statement: Visit the “My Account” section of the Canada Revenue Agency website. (Note: after logging in, you may need to request your CRA security code in order to access all “My Account” services).

Option C / Proof of Income Statement: Call the Canada Revenue Agency at 1-800-959-8281

I don't want to share my personal information. Can I still apply for financial assistance?

This is an optional program. You cannot be considered without a complete application package.

What happens if I apply and my application is not approved?

You will be notified if your application is not approved. If your application package is missing required information, you will be able to re-submit.

What if I have limited finances but don't meet the eligibility criteria for NVRC financial assistance?

NVRC has many low cost and free opportunities. Please visit the “Free and Low Cost” page on our website or speak to one of our customer service representatives to learn what's available

Do you live in North Vancouver and have a limited budget for recreation and culture? We can provide support.

Step 1 – Review the guidelines for eligibility NVRC Financial Assistance Program							
Family size	1	2	3	4	5	6	7
Minimum Income*	\$12,720	\$19,800	\$22,140	\$22,740	\$23,340	\$23,940	\$24,540
Maximum Net Income**	\$29,323	\$41,469	\$50,789	\$58,646	\$65,568	\$65,083	\$77,581

The NVRC Financial Assistance Program is for North Vancouver residents who are experiencing financial hardship. Financial hardship means 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.

Step 2 – Applicant Information (main contact)		
Last name:	First name:	Birth date (YYYY/MM/DD)
Address:		
City: North Vancouver		Postal code:
Home ☎:	Work ☎:	Cell ☎:
Email:		
Please indicate your preferred method of communication <input type="checkbox"/> email <input type="checkbox"/> phone		
Spouse/partner:		
Last name:	First name:	Birth date (YYYY/MM/DD):
Dependants (0-18yrs):		
Last name:	First name:	Birth date (YYYY/MM/DD):
Last name:	First name:	Birth date (YYYY/MM/DD);
Last name:	First name:	Birth date (YYYY/MM/DD):

Step 3 – Proof of home address in North Vancouver

Please indicate and attach any **one (1)** of the following documents. It must have been issued within the past **six months** and include your name and address.

- ☐ Current lease/rental agreement ☐ Canada Child Benefit (CCB) notice
☐ Government issued document ☐ Current utility bill / proof of living in North Vancouver
☐ Referral letter from a government or non-profit service provider agency

Step 4 – Residency review

Are you a Canadian Citizen ☐ YES ☐ NO

If NO, select from the eligible category: Approved government sponsored refugee status ☐ permanent resident ☐

Step 5 – Proof of financial eligibility Select one of the three options listed below

A) Do you receive financial assistance from an identified government program?

YES ☐ NO ☐ If YES, provide an original of one of the following documents:

- ☐ **Guaranteed Income Supplement (GIS):** Confirmation letter from Service Canada
☐ **Income assistance or disability assistance:** Confirmation of assistance from the Ministry of Social Assistance and Poverty Reduction
☐ **Resettlement assistance:** confirmation of approved permanent residence indicating status as Government Assisted Refugee
☐ **MCFD Agreement with Young Adults (AYA):** Confirmation letter from your Ministry of Child and Family Development Worker

B) If you answered NO in section A above, do you have a referral letter from a service provider agency?

YES ☐ NO ☐ If YES, submit the letter with this application form (see the information sheet for more details)

C) If you answered NO to sections A and B, the following documents are required:

- 1) Option C or Proof of Income Statement for each adult listed on the application ☐
2) Copy of recent Canada Child Tax Benefit for each dependent 18yrs and under ☐ N/A ☐

Step 6 – Housing

Rent	YES <input type="checkbox"/> NO <input type="checkbox"/>	\$ /month
Own	YES <input type="checkbox"/> NO <input type="checkbox"/>	\$ /assessed value
Own additional property	YES <input type="checkbox"/> NO <input type="checkbox"/>	\$ /assessed value

Step 7 - Income & asset review For individuals submitting Proof of Income Statement or Option C forms

Main contact net income	Line 236	\$	
Spouse/partner net income	Line 236	\$	
Taxable dividends	Line 120	\$	Maximum \$250 per family combined
Interest & investment income	Line 121	\$	\$500 per family combined
Rental income	Line 126	\$	Maximum \$1000
Capital gains	Line 127	\$	Maximum \$100 per adult
RRSP contributions	Line 208	\$	Maximum \$1000 per adult

Step 8 - Application checklist Before submitting your application package, confirm the following:

I have reviewed the NVRC Financial Assistance Program information sheet (available in multiple languages).	YES <input type="checkbox"/>
I have completed all applicable sections of the application forms.	YES <input type="checkbox"/>
I have included the selected proof financial eligibility document (Step 5) for each adult listed on the application.	YES <input type="checkbox"/>
I have included the proof of living in North Vancouver documentation (Step 3).	YES <input type="checkbox"/>
I have included Child Tax Benefit documentation if applicable.	YES <input type="checkbox"/>
I understand that it can take up to three weeks for my application to be reviewed and processed.	YES <input type="checkbox"/>

Applicant signature**Freedom of Information and Protection of Privacy**

The North Vancouver Recreation & Culture Commission (NVRC) is committed to protecting your privacy. Any personal information you provide to us is collected, used and disclosed in accordance with British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA). For more information on NVRC's FOIPPA policy and procedures, please visit nvrc.ca/privacy or call 604-987-7529.

Certification, acknowledgment and consent

I certify that all household members listed in this application reside in North Vancouver and that the information and documentation I have provided to NVRC in respect of this application (collectively, the "Information"), is accurate and complete. As the primary applicant, I acknowledge that it is my responsibility to inform all household members listed in this application about the program and conditions of its use.

Further, I give consent to the NVRC 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 including requesting additional information not listed on the application form in order to confirm financial eligibility. I am aware that if any of the information that I have provided is fraudulent, I may be subject to termination from the Financial Assistance Program and repayment of any financial assistance I have received from the NVRC.

Applicant's signature_____
Date (YYYY/MM/DD)**Alternate contact**

I have completed this application on _____'s behalf and will be their representative for communication as it relates to the application status.

Name: _____ Phone: _____ Relationship to applicant: _____