



City of  
Richmond

## Recreation Fee Subsidy Application Form

Parks, Recreation and Culture Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
[subsidy@richmond.ca](mailto:subsidy@richmond.ca)

2025–2026

[richmond.ca/subsidy](http://richmond.ca/subsidy)

Contact: 604-247-4909

The Recreation Fee Subsidy Program (RFSP) helps people of all ages living in Richmond who are in financial hardship to access registered and drop-in programs. Individuals and families are welcome to apply. A family is defined as one or two adults, married or common-law, and their children (legal dependants) who live in the same household. If other family members share the household, each family member or couple must apply separately.

*Please list all applicants and print clearly. Only submit one form per family or couple (married or common-law).  
This form must be filled out completely and include all supporting documents.*

### Step 1 – Applicant Information (Main Contact)

First Name:	Last Name:	Birth Date (YYYY/MM/DD): *Must be 19+ years
Address:		Postal Code:
City: Richmond	Primary Phone #:	
Email:	Secondary Phone # (optional):	

### Spouse (Married or Common-law)

First Name:	Last Name:	Birth Date (YYYY/MM/DD):
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### Children (Legal Dependants)

First Name:	Last Name:	Birth Date (YYYY/MM/DD):
First Name:	Last Name:	Birth Date (YYYY/MM/DD):
First Name:	Last Name:	Birth Date (YYYY/MM/DD):

### Step 2 – Verify Legal Dependants

For families with children (legal dependants), submit a copy of the following document(s):

- ☐ **2024 Canada Child Benefit (CCB) Notice** or **GST/HST Credit Notice** for dependant(s) 18 years and under.
- ☐ **Confirmation of Full-time Enrolment** (minimum three (3) courses per semester) for dependant(s) 19–24 years enrolled at a post-secondary institution or in the British Columbia Adult Graduation Diploma program.

### Step 3 – Program Benefits (valid from September 1, 2025 to August 31, 2026)

Select one (1) community centre of choice in addition to the following benefits:

- 90% discount on most registered programs** up to a maximum of \$300 per year for children and youth (18 years and under) and up to a maximum of \$100 per year for adults and seniors (19+ years);
- Free drop-in admission** to aquatic centres (including Minoru Centre for Active Living fitness centre and drop-in group fitness classes), skating arenas, pitch and putt golf course;
- AND free drop-in admission to one (1) community centre of choice (please select):**

☐ Cambie ☐ City Centre ☐ Hamilton ☐ South Arm ☐ Steveston\* ☐ Thompson ☐ West Richmond

*\*For the 2025–2026 RFSP program year, there will be reduced free drop-in admission opportunities and no fitness centre available at Steveston Community Centre. For more information, call 604-238-8080.*

**Step 4 – Richmond Residency** (Proof that the applicant lives in Richmond)

Submit a copy of one (1) document issued in the **past three (3) months** from a business or a company that shows the main applicant's name and address. Examples of accepted documents include:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Phone Bill     | <input type="checkbox"/> Utility Bill           | <input type="checkbox"/> BC Housing Approval Letter |
| <input type="checkbox"/> Bank Statement | <input type="checkbox"/> Cheque Stub from MSDPR |   |

\*Applicants may also submit a copy of a lease/rental agreement that has been issued in the past 12 months

**Step 5 – Financial Eligibility**

Choose **OPTION A** or **OPTION B**:

**OPTION A**

If applicants receive government financial assistance, submit a copy of one (1) of the following documents:

- ☐ **Youth Agreement, Strengthening Abilities and Journeys of Empowerment (SAJE)**  
Contact a Ministry of Children and Family Development Social Worker or SAJE staff for a referral.
- ☐ **Income Assistance or Disability Assistance**  
*Release of Personal Information (Form HR0095)*, including family composition information, from the Ministry of Social Development and Poverty Reduction, Richmond Office (issued in the past three (3) months). Confirmation of Assistance may be accepted for single-person and single-parent households only.
- ☐ **Resettlement Assistance**  
*Confirmation of Permanent Residence* indicating status as a Government Assisted Refugee from Immigration, Refugees and Citizenship Canada.
- ☐ **Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER)**  
Approval letter from BC Housing.
- ☐ **Guaranteed Income Supplement (GIS)**  
*Confirmation of Current Status for Guaranteed Income Supplement (Form CRT-9006)* for the period from July 2025 to June 2026 from Service Canada.
  - Required from **BOTH** the main applicant and their spouse (married or common-law). If only one spouse receives GIS, the other must submit a *Proof of Income Statement (Option C print)* (see **OPTION B**).

**OPTION B**

If applicants do not receive government financial assistance but are in financial hardship, submit the following document:

- ☐ **2024 Proof of Income Statement (Option C print)**
  - Required from **BOTH** the main applicant and their spouse (married or common-law).
  - Print from Canada Revenue Agency **"My Account" portal** or phone 1-800-267-6999.
  - We **cannot** accept the Notice of Assessment, T1 General or T4 Statement.

Applications are evaluated against the following financial limits (please review). Applications that exceed one or more of these limits will not qualify for the RFSP.

Family Net Income		Other Financial Limits			
Line 23600		Proof of Income Statement (Option C print)		Maximum	
Family Size	Maximum			Family Size 1	Family Size 2+
1	\$25,418	Interest and Investment Income	Line 12100	\$250	\$500
2	\$35,946	Rental Income	Line 12600	\$1,000	\$2,000
3	\$44,025	Capital Gains	Line 12700	\$500	\$1,000
4	\$50,836	RRSP Contributions	Line 20800	\$1,000	\$2,000
5	\$56,836				
6	\$62,261				
7	\$67,250				

## Step 6 – Income from other sources not shown

Include any world-wide income and monetary gifts received that have not been declared on a tax return:

Source(s):	Amount: \$ (CAD)
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## Step 7 – Applicant Signature

**Freedom of Information and Protection of Privacy** – The personal information collected on this Recreation Fee Subsidy Program (RFSP) Application Form is being collected under authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Your personal information will be used to determine eligibility for the RFSP, program administration and program evaluation. You may be contacted by the City of Richmond via the contact information provided above only on matters directly related to your participation in the Recreation Fee Subsidy Program. Your information will be protected in accordance with the privacy provisions of the FIPPA, and will not be shared with other organizations or government agencies. If you have questions about the collection or use of your personal information, please email the Freedom of Information (FOI) Coordinator at [foi@richmond.ca](mailto:foi@richmond.ca) or phone 604-276-4000.

**Certification, Acknowledgement and Consent** – I hereby certify to the City of Richmond that all household members listed above reside at the address provided above and that the information and documentation (collectively, the “**Information**”) I have provided to the City in respect to this application is accurate, complete and fully discloses the collective income of all family members listed above. As the primary applicant, I hereby acknowledge that it is my responsibility to inform all household members listed above about the program and conditions of its use. Further, I hereby give consent to the City 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. I am aware that if any of the Information that I have provided is fraudulent, I may be subject to termination from the Recreation Fee Subsidy Program and repayment of the subsidized portion of fees to the City of Richmond.

\_\_\_\_\_  
Main Applicant's Signature

\_\_\_\_\_  
Date (YYYY/MM/DD)

## Step 8 – Application Checklist

Use the following checklist to confirm all required information is included in the application submission:

- |  |  |
|--|--|
| <input type="checkbox"/> Completed and signed application form<br><input type="checkbox"/> Selected community centre of choice (see Step 3)<br><input type="checkbox"/> Proof of Richmond residency (see Step 4)<br><input type="checkbox"/> Proof of financial eligibility (see Step 5) | <b>If applicable:</b><br><input type="checkbox"/> Proof of legal dependant(s) (see Step 2)<br><input type="checkbox"/> Identified income from other sources not shown (see Step 6) |
|--|--|

## Step 9 – Submission

Completed applications and supporting documents\* can be submitted in **1 of 3 ways**:

- **Email:** [subsidy@richmond.ca](mailto:subsidy@richmond.ca)
- **Mail:** Recreation Fee Subsidy Program, Parks, Recreation & Culture Division,  
6911 No. 3 Road, Richmond, BC V6Y 2C1
- **In-person:** at any City of Richmond recreation facility, the Richmond Cultural Centre or Richmond City Hall

### OFFICE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> YA	<input type="checkbox"/> SAJE	<input type="checkbox"/> IA	<input type="checkbox"/> DA	<input type="checkbox"/> RA	<input type="checkbox"/> RAP	<input type="checkbox"/> SAFER	<input type="checkbox"/> GIS	<input type="checkbox"/> Option C
<input type="checkbox"/> Not Approved:			<input type="checkbox"/> Over \$:					<input type="checkbox"/> Not Richmond resident	
<input type="checkbox"/> Other:								<input type="checkbox"/> New	<input type="checkbox"/> Renewal
DAll:	Date:		AC:		Date:				
<input type="checkbox"/> Processed date:			<input type="checkbox"/> DB	<input type="checkbox"/> PM	<input type="checkbox"/> WP sent	<input type="checkbox"/> Emailed	<input type="checkbox"/> Mailed		
Notes:									

*\*Follow-up information may be requested by City of Richmond RFSP staff if the documents provided are incomplete or do not include the required information. All required documents must be submitted within **three (3) months** of initial application submission. Any incomplete applications will be closed after three (3) months of inactivity.*

# Frequently Asked Questions

## 1. What is the Recreation Fee Subsidy Program?

The Recreation Fee Subsidy Program (RFSP) helps people of all ages living in Richmond who are in financial hardship. RFSP participants receive financial support for many registered and drop-in parks, recreation and cultural programs offered by the City of Richmond and Community Associations and Societies.

## 2. What is financial hardship?

Financial hardship is when a person has trouble paying for basic living costs such as food, clothing, housing, and does not have savings or other financial resources.

## 3. How is a family defined?

A family is defined as one or two adults, married or common-law, and their children (legal dependants 18 years and under and 19–24 years if enrolled full-time at a post secondary institution) who live in the same household.

## 4. What is “Income from other sources not shown”?

This includes world-wide income and monetary gifts received that have not been declared on a tax return.

## 5. How do I get copies of required documents?

Please visit [richmond.ca/subsidy](http://richmond.ca/subsidy) for more information or contact the RFSP office at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909.

## 6. How long will it take to process my application?

Application processing typically takes about 10 business days, provided the application is complete and includes all required supporting documentation. You will be notified of your application status via email or mail to your home address. During periods of high application volume, between June and September, processing times may exceed 10 days. Thank you for your patience.

## 7. When can I begin using my new RFSP subsidy?

RFSP 2025–2026 is valid from September 1, 2025 (or from the date of approval) to August 31, 2026 and applies to many registered and drop-in programs. Unused subsidies will expire on August 31, 2026.

## 8. Can I apply subsidy towards previous purchases that were completed before subsidy approval?

No, subsidy is valid from the date of approval and remains active until August 31, 2026. Subsidy will not be retroactively applied to previous purchases. To access subsidy, submit an application and allow the application to be processed before completing any registrations or payments.

## 9. Can I apply subsidy towards Fall programs once I am accepted for the upcoming program year?

Yes, once Fall programs are available for registration and applicants have been accepted into the upcoming RFSP year, subsidy may be applied towards upcoming Fall program registration.

## 10. Can I carry over unused subsidy from one program year to the next?

No, unused subsidy cannot be carried over to the next program year and expires on August 31, 2026. However, it is possible to use remaining subsidy in the summer to register for programs that begin in the fall. As subsidy is intended to be used for programs ending within the same program year it was allocated, please be aware that if a participant uses a previous year's subsidy to register for programs that begin on or after September 1, and then withdraws from the class, or if the class is cancelled for any reason on or after September 1, the previous years' subsidy is no longer available via the registration system (i.e. no subsidy credit can be issued).

## 11. Do I need to re-apply each year?

Yes, all applicants need to re-apply as financial situations can change over time.

## 12. Who can I contact if I have further questions?

For more information, please contact the RFSP office at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909.

## 13. What if my documents do not reflect my current financial situation?

Please contact the Subsidy office at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909.