

WINNIPEG COMMUNITY SPORT POLICY

Everyone Can Play

A GUIDE TO WINNIPEG RECREATION
AND SPORT SUBSIDIES



**EVERYONE CAN PLAY:
A GUIDE TO WINNIPEG RECREATION AND SPORT SUBSIDIES
(Version May 2014)**

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Introduction

This resource guide was prepared by the Recreation Subsidy Committee, a working group of the Winnipeg Community Sport Policy. The committee is comprised of organizations collaborating to improve access and engagement to recreation and sports through recreation subsidies. The committee has come together with the understanding that although there are many subsidy programs, if we are truly to uphold everyone's right to play, we need to develop a stronger, coordinated network of financial supports for families in need.

The *Everyone Can Play Guide: A Guide to Winnipeg Recreation and Sports Subsidies* was envisioned to be a resource for service providers and organizations working with families experiencing barriers to recreation and sport participation. The Guide will be a living document subject to annual updates. The latest version of the guide can be found at www.wprc.ca.

Special thank-you to the following members of the Recreation Subsidies Committee that contributed to this guide:

- Marlene Amell, General Council of Winnipeg Community Centres
- Chino Argueta, Youth Agencies Alliance
- Steven Bemrose, General Council of Winnipeg Community Centres
- Deanna Betteridge, Winnipeg Regional Health Authority
- Corey Burgess, City of Winnipeg, Community Development & Recreation Services
- Marianne Cerilli, Social Planning Council of Winnipeg
- Amanda Daurie, Sport Manitoba
- Jaymi Derrett, Recreation Opportunities for Children, Children and Youth Opportunities
- Kristine Hayward, Winnipeg Regional Health Authority
- Angela Hildebrand, YMCA-YWCA of Winnipeg
- Liz Kovach, Manitoba Camping Association, Sunshine Fund
- Glenn McLean, Canadian Tire Jumpstart Charities
- Gary Swanson, City of Winnipeg, Community Development & Recreation Services
- Gerald Villegas, Winnipeg Poverty Reduction Council, United Way of Winnipeg

Recreation Subsidies

For the purposes of this document, a recreation and sport subsidy is a financial support program offered to families and individuals (youth and adults) who experience financial barriers to participate in recreation and sport opportunities. There are a number of organizations and community groups that offer recreational programming free of charge. However, a majority of organized sports, recreational classes and fitness facilities do charge fees to participate or gain access. A subsidy is typically used to reduce the cost of registration for recreation programming, sports participation, or memberships to recreation centers and help to promote active living for families who would not be able to participate.

There are numerous recreation and sport subsidies that are available in Winnipeg. The guide focuses on seven subsidies offered in Winnipeg. The list is not exhaustive.

1. Canadian Tire Jumpstart
2. City of Winnipeg's - Fee Subsidy Program
3. General Council of Winnipeg Community Centres - Program Registration Fee Subsidy
4. KidSport Manitoba (Winnipeg Region)
5. Manitoba Camping Association - Sunshine Fund
6. Recreation Opportunities for Children
7. YMCA-YWCA of Winnipeg - Member Access Program

These diverse subsidy programs have subtle differences that are important to be aware of. These differences include:

- Amount of funding provided to an individual or family;
- Activities or sports supported;
- Age restrictions;
- Criteria used to review each applicant's eligibility; and
- Personal information required from an applicant.

The guide includes summaries of each of these subsidies.

Five Steps to Get Started

The Guide is designed to help navigate what can be a complicated process of accessing a subsidy. Here are a few suggestions to get started and to get best use of the guide.

- 1. Decide on an activity or sport to participate in.** In order to apply for a subsidy a family or individual must first choose the activity, class or sport that they want to participate in. Here are a few links to resources to help decide on what the family/individual wants to sign up for. This list is not exhaustive.
 - Winnipeg Children and Youth Recreation Guide - The Social Planning Council of Winnipeg has put together a list of youth recreation programs available in Winnipeg. The resource is an excellent companion to this Guide. It can be found online at: www.spcw.mb.ca
 - The City of Winnipeg produces three seasonal guides highlighting recreational opportunities for citizens. The Leisure Guide, Swimming For All Ages, and Priceless Fun (Free Programs) can all be found online at: www.winnipeg.ca/cms/recreation/leisureguide.stm
 - General Council of Winnipeg Community Centres provides an extensive list of programs offered at various community centres throughout Winnipeg. To find your local community centre, visit: www.gcwcc.mb.ca

- Manitoba Camping Association provides a list of accredited, residential (overnight) and day summer camps. www.mbcamping.ca
 - Sport Manitoba provides links to all recognized sports organizations in Manitoba. www.sportmanitoba.ca
 - YMCA-YWCA of Winnipeg offers numerous recreation programs and classes included in membership. In addition, the Y also provides a variety of Day Camps during the Summer, Spring & Winter as well as overnight camping at Camp Douglas and Camp Stephens. www.ywinnipeg.ca
 - Youth Agencies Alliance – is an umbrella organization representing 18 youth-serving community based organizations in Winnipeg. www.youthagenciesalliance.com
2. **Determine the related costs associated with the program.** After selecting a program, determine what costs there are associated to participate. There are a number of free and low cost recreation programs available in Winnipeg that would typically not require a subsidy. If the chosen activity has costs that prohibit the family or individual from participating then proceed to step three.
 3. **Determine what organization is delivering the program.** Knowing the organization that delivers the program will help determine the appropriate subsidy to apply for. Each subsidy will support different types of recreation and sport programs.
 4. **Refer to the Recreation Subsidies Quick Reference Chart.** The Guide includes a quick reference chart to help narrow down which subsidy to apply for. The reference chart provides brief details on what activities are eligible, what the subsidy program will cover in terms of related costs, age range of eligibility, and who to contact for further information.
 5. **Select the Subsidy to Apply for and Complete the Application.** The Guide offers a description of each subsidy and instructions on how to apply. There are sample copies of the application forms in the guide. A potential applicant must contact the subsidy host organization directly or visit their website to receive the actual application forms.

Proof of Need

Each of the subsidy providers included in this guide has their own application form and review process requiring proof of need. The following section provides examples of the information that is requested from individuals or families to verify financial need.

Low Income Eligibility Assessment

Most subsidy application forms will include some form of a low-income eligibility assessment. Typically the subsidy provider will request Canada Revenue Agency Notice of Assessment or have the applicant fill out a form to review family income. Some organizations are moving towards Statistics Canada Low Income Cut-Off Rates (LICO) as a measure to assess financial need compared to an applicant's income.

Documentation from Income Support Programs

A person or family receiving income support may be eligible for a subsidy. Some of the subsidy providers may accept the following documentation:

- Employment Income Assistance social assistance case number or budget letter
- Refugee Resettlement Assistance Program recipient case number
- Canada Pension Plan Disability benefits

Agency Referral

In Winnipeg, there are a number of organizations that support youth and families in need. A person or family connected with a social service organization or community agency may have the opportunity to receive a referral for a subsidy. The organization would have to be willing to verify the financial need of the person or family applying for the subsidy. The potential applicant would need to ask the subsidy provider if this is an option.

Personal Interview and Story

Some of the subsidy providers utilize a confidential interview process to assess and verify financial need of an applicant. The interview can be used to review income and expenses. This process can help to identify recent changes in life circumstances such as job loss, separation, or death in the family. These are circumstances that may not be captured by the application form or Canada Revenue tax statements but could result in a family or person being in significant financial need.

Recreation Subsidies Quick Reference Chart

Subsidy Program

General Information

Page

Canadian Tire Jumpstart

- All Sports & Recreation Programs
- Transportation, equipment, registration fees
- Age: 4-18
- Call 204-475-5008 or visit: jumpstart.canadiantire.ca

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City of Winnipeg
Fee Subsidy Program

- City of Winnipeg Leisure Guide Programs
- All ages
- Call 311 or visit:
www.winnipeg.ca/cms/recreation/feewaivers.stm

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General Council of
Winnipeg Community
Centres - Program
Registration Fee Subsidy

- Community centre program registration fees
- Age: Youth under 17
- Call 204-475-5008 or visit: www.gcwcc.mb.ca

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Kidsport Manitoba

- Organized sports program registration fees, equipment
- Age: Youth under 18
- Call 204-925-5922 or visit: www.kidsportcanada.ca/index.php?page=manitoba_how_to_apply

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Manitoba
Camping Association -
Sunshine Fund

- Accredited summer camps
- Age: youth eligible for summer camps
- Call 204-784-1130 visit:
www.mbcamping.ca/sunshine-fund.cfm

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Recreation
Opportunities for
Children –Manitoba
Children & Youth
Opportunities

- All recreation activities, registration fees, equipment, transportation, child care and supports to enable participation
- Families must be receiving social assistance from the Province and referred through targeted referral process

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YMCA-YWCA of
Winnipeg Member
Access Program North Y
Youth Centre Day Camp
& Overnight Camping

- Membership to of Winnipeg facilities
- All Ages
- Visit: www.ywinnipeg.ca

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Subsidy Descriptions and Forms

Canadian Tire Jumpstart

Contact Information: 204-475-5008 or WinnipegJumpstart@gcwcc.mb.ca

Web Site: <http://jumpstart.canadiantire.ca/>

Canadian Tire Jumpstart is a national charitable program that helps financially disadvantaged kids ages 4-18 participate in organized sport and recreation. The program delivers support to children through a national network of over 320 local chapters. Chapter members are volunteers from organizations who are committed to helping get kids active and healthy. They work in partnership to discreetly identify kids with the greatest need in their community to cover registration fees, equipment and/or transportation costs which helps them participate in a sport or recreational activity of their choice. Jumpstart also supports program initiatives aimed at increasing access to sport and recreation programs.

Levels of Support/Participation

Canadian Tire family of businesses and Canadian Tire Jumpstart partners contribute funds and gather donations from customers and host fundraising events. The charity has developed an extensive list of corporate and government sponsors. Since the launch in 2005, Canadian Tire Jumpstart has helped more than 650,000 kids across Canada play and benefit from organized sport and physical recreation.

Since 2005, the Winnipeg Canadian Tire Jumpstart Chapter has supported over 15,000 kids utilizing \$1.5MM. In 2013 alone, the Winnipeg Chapter distributed \$255,000 to support 3,500 kids through local organizations.

There are six organizations that form the Winnipeg Jumpstart Chapter to support local kids in need:

- Big Brothers and Sisters
- Boys and Girls Clubs of Winnipeg
- General Council of Winnipeg Community Centres (GCWCC)
- KidSport Winnipeg
- YMCA-YWCA
- Youth Agency Alliance (YAA)

Application Process

If families are not connected to one of the Chapter organizations identified above, they may contact the GCWCC to receive an application. Applicants are asked to complete the application form with details of the sport or recreational activity their child would like to participate in and an endorsement from a community leader or agency.

Subsidy Details

Since each child's financial needs are unique and in order to assist as many kids as possible, funding levels vary depending on these variables. In 2013, a child could receive up to a maximum of \$150 per activity for two different activities, through the year. The grant can be made for equipment, registration or transportation costs with payment made directly to the service provider or business.



Jumpstart Application Form: Ensure all information is complete and accurate and PLEASE PRINT CLEARLY.

SECTION 1: APPLICANT INFORMATION

Child's First Name: _____ Child's Last Name: _____

Child's Gender (Male/Female): _____ Child's Birth Date (dd/mm/yyyy): _____ / _____ / _____
Day Month Year

Postal Code of Child's Residence: _____ Permission for Canadian Tire Jumpstart to contact Family: YES NO

Full Name of Parent/Guardian making this request: _____

Home Address (including Apt./Suite number): _____

City: _____ Province/Territory: _____

Tel: (_____) _____ Email: _____

SECTION 2: ACTIVITY INFORMATION

Please identify the activity/sport for which you are requesting funding for: _____

Number of Weeks for Activity: _____ Number of Sessions per Week: _____ Duration of Sessions (in hours): _____

Full name of organization offering the activity/sport (payment purposes): _____

Mailing Address (where funding will be sent) and Contact Information of Organization Named Directly Above

Street (including PO Box, Suite, Unit): _____

City: _____ Province/Territory: _____ Postal Code: _____

Organization Contact Name: _____

Organization Contact E-Mail: _____

Activity Cost Information:

Please indicate the type of funding being requested from Jumpstart: Registration Equipment Transportation

Total Activity Cost: \$ _____ Amount you are able to contribute: \$ _____ Amount requested from Jumpstart: \$ _____ (max. \$300)

Parent/Guardian Agreement:

I hereby agree that all information provided above is complete and accurate to the best of my knowledge and authorize Canadian Tire Jumpstart Chapter representatives to share this information with the organization or company that will receive payment for this child.

I understand all information captured above is a requirement of Canadian Tire Jumpstart and is submitted electronically as part of the requirement for funding. All personal information is secured and protected as per the Canadian Tire Jumpstart Privacy Policy available on our web site and will not be used for any other purpose than reference to the funding application and internal reporting.

Signature of Parent/Guardian: _____ Date: _____

Please see other side of form for Community Reference Endorsement section.

SECTION 3: COMMUNITY ENDORSEMENT

The following section can be used by a community leader to endorse this application for funding, in addition to, or in lieu of the provision of financial information of the applying family.

Acceptable Endorsers (not a complete list): School Principal, Guidance Counselor, Teacher, Doctor, Dentist, Lawyer, Social Worker, Police Officer, Clergy

Non-acceptable Endorsers (not a complete list): relative, any sport organization representative (including coach), friend, neighbour not on above acceptable endorsers list.

Child Endorsing For: Child First Name: _____ Child Last Name: _____

Endorser First Name: _____ Endorser Last Name: _____

Endorser Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone: (____) _____

Email: _____

Occupation: _____

I hereby declare that the applicant listed on this application is in financial need and warrants the assistance of Canadian Tire Jumpstart in order for their child to participate in the identified recreation activity. I understand that Canadian Tire Jumpstart and/or its Community Partner Organizations may contact me to verify my endorsement.

Signature of Endorser: _____

Date: _____



www.jumpstart.canadiantire.ca

FOR OFFICE USE ONLY:

Application Received (dd/mm/yy) _____ / _____ / _____

Approved: (Y/N) _____ Rationale: _____

Financial Needs Analysis Completed: (Y/N) _____ Type of Needs Analysis Completed: _____

Submission Number: _____ Approved Date: _____

Communication with Family and Service Provider: _____

First Time Funding This Year: (Y/N) _____ Amount: \$ _____

Notes: _____

City of Winnipeg's Fee Subsidy Program

Contact Information: Call 311 or visit <http://winnipeg.ca/cms/recreation/feewaivers.stm>

Winnipeg residents in financial need are encouraged to request a fee subsidy to participate in Community Services Department programs and services. Fee subsidies are available for individuals of all ages and applications are accepted year-round. There is no deadline.

Requesting a Fee Subsidy

The following programs and services are eligible for fee subsidies:

- Registered courses (Leisure Guide programs and swimming lessons)
- Drop-in courses (10 visit Active Living passes)
- Facility Admission (10 visit Facility passes)

Please provide a completed application form along with a copy of one of the following as verification of economic need:

- Social assistance case number (including case worker's contact information)
- Refugee assistance case number (including case worker's contact information)
- Most recent Canada Revenue Agency Notice of Assessment identifying annual family net income
- A monthly statement of income from Canadian Pension Plan Disability

Forward your completed application form along with a copy of the document verifying economic need to Registration Support Staff. All requests must be made in writing. You will be contacted within 10 days of receipt of your request.

Community Development & Recreation Services Division

7th Floor - 395 Main St.; Winnipeg, Manitoba R3B 3N8

Fax Number: 204-986-4274

Attention: Registration Support Staff

The application form is available online at www.winnipeg.ca/cms/recreation/feewaivers.stm

Funding Levels Provided: Recipients that meet the criteria for the City's Fee Subsidy Program are eligible for the following:

- The fee for a registered program can be waived or subsidized at 25%, 50%, 75% or 100% depending on circumstances. Subsidy applicants are registered if a spot is available once they are approved.
- Drop-In Activities are free or subsidized with a 10-visit Active Living pass.
- Facility Admissions are waived or subsidized with a 10-visit Facility pass.

Free Recreational Opportunities

In addition to the Fee Subsidy Program, the City of Winnipeg also provides a number of free recreation programs and services. The Priceless Fun brochure, published three times per year, provides information about free recreation, leisure and library programs. Hard copies of Priceless Fun are available for pick up at all civic indoor pools, libraries and leisure centres. The brochure is also available online at: www.winnipeg.ca/cms/recreation/leisureguide.stm



City of Winnipeg
 Community Services Department
 Community Development & Recreation Services
 7- 395 Main Street – R3B 3N8

Fee Subsidy Request Application

Only the following are eligible for fee subsidies:
 REGISTERED PROGRAMMING • SPECIALTY CLASSES/AQUACISE • 10 VISIT FACILITY PASSES

Service Requested (please check) registered program facility admission

Location: _____

Adult / Parent / Guardian Information (Required)

Name: _____

Address: _____ Postal Code: _____

Phone: Home _____ Daytime _____ Email Address: _____

Participant / Course Information

Participant # 1 Name: _____ Birthdate: _____

Course Code: _____ Course Name: _____ Start Date: _____

Day: _____ Time: _____ Fee: _____

Participant # 2 Name: _____ Birthdate: _____

Course Code: _____ Course Name: _____ Start Date: _____

Day: _____ Time: _____ Fee: _____

Assistance Request

Requested Fee Reduction 25 % 50 % 75 % 100 %

Applicants are required to submit verification of economic need. Only the following documentation qualifies as verification: a Social Assistance case number, a most recent Notice of Assessment identifying annual family income, a financial statement from CPP disability, or a refugee assistance case number

Applications submitted without verification of economic need will not be processed

PLEASE FORWARD APPLICATION TO:
Community Services Department • Community Development & Recreation Services •
7th Floor- 395 Main St. • R3B 3N8 • Fax – 986.4274

The Community Services Department reserves the right to limit the number of free admissions at any given time.

POLICY: With prior approval from the Community Services Department, free and/or reduced admission for programs and services are provided to economically disadvantaged individuals and to agencies that are responsible for providing services for economically disadvantaged citizens. The Department shall reserve the right to limit the number of free admissions issued and/or the value of fee subsidies and waivers granted at any given time in accordance with the City of Winnipeg Community Services Department Fees and Charges Policy.

General Council of Winnipeg Community Centres (GCWCC) - Program Registration Fee Subsidy

Contact Information: 204-475-5008 or visit: www.gcwcc.mb.ca

The General Council of Winnipeg Community Centres (GCWCC) - Program Registration Fee Subsidy Grant was established in 1995 to assist those children who require financial assistance to be able to participate in sport, leisure and recreational programming at their neighbourhood community centre.

Levels of Support/Participation

This granting program is supported by an annual grant from the City of Winnipeg, Province of Manitoba and the Canadian Tire Jumpstart Program. It is also supported through additional grants from community foundations and corporate partners.

Application Process

Applicants 17 years of age and under are eligible to apply for the Registration Fee Subsidy Grant. Application forms are available upon request at the community centre where you are registering. Applicants are required to provide written documentation verifying their economic need. Accepted documentation includes: you're most recent Notice(s) of Assessment indicating family income, financial statements from Canadian Pension Plan Disability, or statements from Social/Refugee Assistance indicating your case number.

Community centres are typically the first to review the applications and assess eligibility based on family/household annual income, number of children and parental contribution. Applicants should fall within the maximum allowable income to be eligible. Exceptions can be made if the families' economic situation has changed from the previous year. If approved by the community centre, applications are then forwarded to GCWCC for final review and distribution of funds to the appropriate sports organization.

Applications are also available by calling the GCWCC office at 204-475-5008 or email at mamell@gcwcc.mb.ca.

Subsidy Details

Since each family's financial needs are unique, there is a range of possible subsidies. Parents are expected to make a minimum contribution, and subsidies can range from 70-90% of the registration fees. Subsidies are provided directly to the participating community centre.



GCWCC • 265 Osborne Street South, Winnipeg, MB R3L 1Z7 • Phone: 204-475-5008

"PROGRAM REGISTRATION FEE" SUBSIDY APPLICATION

(NOTE: Please read the grant criteria information printed on the back of this form, prior to completion.)

Child's Name (Last) _____ (First) _____ Birthdate _____
 Home Address _____ Postal Code _____
 Participant's "Home" Community Centre _____
 Community Centre the subsidy funding should be sent to _____
 Sport/Program Registering for _____ Level of Play _____
 Parent's/Guardian's Name _____ Relationship to Child _____
 Number of children in the family under 18 living in the home _____ Home Phone # _____
 E-mail Address _____ Cell # _____

Please check if any apply: Single Parent () Foster Parent () Social/Refugee Assistance () CPP Disability ()

To determine the percentage subsidy that you may qualify for, circle the appropriate gross family/household annual income in the chart below.

Remember to include any additional financial support (i.e. child support/maintenance payments, social/government benefits) in this calculation.

Total # of Children Under 18	Total Income Level	Total Income Level	Total Income Level	Maximum Allowable Total Family Income*
1	\$17,087 or less	\$17,087 - \$28,182	\$28,183 - \$31,001	\$31,001
2	\$17,323 or less	\$17,324 - \$34,646	\$34,647 - \$38,112	\$38,112
3	\$21,033 or less	\$21,034 - \$42,065	\$42,066 - \$46,273	\$46,273
4	\$23,885 or less	\$23,886 - \$47,770	\$47,711 - \$52,482	\$52,482
5	\$26,904 or less	\$26,905 - \$53,808	\$53,809 - \$59,190	\$59,190
6+	\$29,954 or less	\$29,955 - \$59,907	\$59,908 - \$65,899	\$65,899
MINIMUM Parent Contribution	10%	7%	30%	
Maximum GCWCC Subsidy	90%	80%	70%	

*Applications not falling within the "Maximum Allowable Income" may be considered based on individual circumstances.

Applicants are required to provide written documentation verifying their economic need. Accepted documentation includes recent: Notices of Assessment, financial statements from CPP Disability, or statements from Social/Refugee Assistance indicating your Case File. Assessment Notices may be easily obtained online, or from Revenue Canada by calling 1-800-959-8281. They are required for both parents if you are married or claim "common law status" when filing your taxes.) This application will not be processed unless the required income verification is attached.

Program Registration Fee \$ _____ (Deduct "ineligible" costs per #3 on the back.)

Parental Contribution \$ _____

Subsidy Funding Request \$ _____

Please provide a brief explanation why you require this assistance, and attach any additional information you feel would be beneficial in considering your request: _____

Are you able to volunteer at your Community Centre? Yes _____ No _____

Signature of Child's Parent/Sponsor _____ Date _____

APPROVAL

As an Executive member (ie. President, VP, Secretary, or Treasurer) of the Community Centre hosting this program, I approve the requested funding on behalf of the child named above, whose need is consistent with the "Program Registration Fee Subsidy" guidelines.

Signature/C.C. Position _____ Signature/C.C. Position _____ Date _____

Reminder: The C.C. hosting this program is required to supply an accompanying registration fee breakdown, prior to funding. (Fall 2013 Revision)

COMMUNITY CENTRE PROGRAM REGISTRATION FEE SUBSIDY

Grant Criteria

The following guidelines are recognized in the approval and processing of applications for this Community Centre subsidy program. Applications and all additional information will be kept in strict confidence.

- 1) This subsidy is designed to assist those children who would not otherwise participate in Community Centre activities.
- 2) The grant is available for Community Centre-based programs only, and cannot be accessed for elite sport programs such as AA Hockey or Premier-level Soccer.
- 3) This grant provides for the actual program "Registration Fee" only. Examples of ineligible costs would include: Community Centre "Booster", participation, administrative and volunteer fees; travel expenses; additional ice fees, including try-out ice; tournament fees; monies collected for team pictures and wind-up parties; medals and awards; and personal clothing items which become the property of the child such as ball caps, soccer socks, and "keeper" t-shirts.
- 4) Registration Fees for "day camp"-type programs run by Community Centres during school holidays, or pre-school programs such as nursery schools and daycares, are not eligible for funding within this program.
- 5) Children (aged 17 and under) residing within the City of Winnipeg are eligible.
- 6) Subsidy applications must be completed and signed by the applicant's sponsor (parent or guardian, only).
- 7) Your Community Centre requires verification of family income, generally a copy of your most recent "Canada Customs and Revenue Agency Notice of Assessment". Copies can be obtained from Revenue Canada at 1-800-959-8281. Also accepted are recent statements from CPP Disability, or Social/Refugee Assistance (indicating your Case #.)
- 8) Incomplete or photocopied applications will be returned, as they are ineligible for funding.
- 9) All requests must be accompanied by a complete cost breakdown of the Registration Fee, to be supplied by the Community Centre hosting the program.
- 10) Subsidy eligibility and the amount of subsidy required will be determined by the Community Centre hosting the program.
- 11) The following deadlines for submissions by Community Centres to GCWCC are:
Spring/Summer C.C. Programs August 31st
Fall/Winter C.C. Programs February 28th of the following year

*****IMPORTANT*****

This application, including the required Community Centre signatures and accompanying fee breakdown should be submitted for processing directly to:

**General Council of Winnipeg Community Centres
265 Osborne Street South
Winnipeg, MB
R3L 1Z7**

KidSport Manitoba - Winnipeg Region

Contact Information:

204-925-5922 or visit: http://www.kidsportcanada.ca/index.php?page=manitoba_how_to_apply

KidSport™ is national charity administered by Sport Manitoba that is designed to help children, up to 18 years of age, overcome financial barriers, so that all kids can participate in sport. KidSport identifies needs in the community, raises funds, and supports programs that create new opportunities for young people to participate in sport.

Levels of Support/Participation

KidSport raises funds through corporate donations, foundation grants, planned giving and special events. Funds are raised to help offset the cost of participant registration fees for community based sport programs that are recognized and/or affiliated with a Provincial Sport Organization. Funding is administered by Sport Manitoba's Regional Offices.

Financial Application Process

KidSport allows children and their families to apply for assistance of up to \$300.00 per child per calendar year to register in a season of organized sport. Funding is provided directly to the sport club or association on behalf of the family. Application forms are available from the Sport Manitoba - Winnipeg Region office or on the website. http://www.kidsportcanada.ca/index.php?page=manitoba_how_to_apply

KidSport uses Statistics Canada's Low Income Cut-Off guidelines as a tool to determine eligibility for assistance.

Application deadlines are the 15th of each month.

Equipment Application Process:

KidSport Manitoba collects new and used equipment and distributes it to children who cannot afford to purchase their own. Based on demonstrated need, equipment is also available to KidSport eligible applicants. There is no deadline for equipment applications.



2014 Application for Financial Assistance

- All blanks in Steps 1, 2, 3, and 4 are filled in and complete.
- Proof of family income is attached as requested by Funding Policies A and B on page 4 of this application. **Applications will not be processed without required supporting documents.**
- Please apply for sessions starting between deadlines at the earlier deadline.
- Deadlines are the 15th of each month.

Administered by
Sport
MANITOBA

Corporate Sponsor
THE Great-West Life
ASSURANCE COMPANY
STRONGER COMMUNITIES TOGETHER™

WHERE DO I MAIL OR FAX THE FORM?

If you live IN Winnipeg send to the Winnipeg office:

145 Pacific Ave, Winnipeg MB, R3B 2Z6 OR (Fax) 204-925-5638

Phone #: 204-925-5922

If you live OUTSIDE of Winnipeg send to the rural Manitoba office:

Rm. 146, 340 – 9th St. Brandon MB, R7A 6C2 OR (Fax) 204-726-6583

Phone #: 204-726-6072

If you need assistance completing this form please contact your Regional Office

Central Region

Ph: 204-822-6735, Fax# 204-726-6583 or central@sportmanitoba.ca

Eastman Region

Ph: 204-268-2172, Fax# 204-726-6583 or Eastman@sportmanitoba.ca

Interlake Region

Ph: 204-642-6015, Fax# 204-726-6583 or interlake@sportmanitoba.ca

Norman Region

Ph: 204-778-3109, Fax# 204-726-6583 or norman@sportmanitoba.ca

Parkland Region

Ph: 204-622-2094, Fax# 204-726-6583 or parkland@sportmanitoba.ca

Westman Region

Ph: 204-726-6072, Fax# 204-726-6583 or westman@sportmanitoba.ca

Winnipeg Region

Ph: 204-925-5922, Fax# 204-925-5638 or kswinnipeg@sportmanitoba.ca

QUESTIONS?

Call KidSport Toll Free at 1-866-774-2220

Application to the KidSport™ Fund for Financial Assistance

STEP 1 CHILD INFORMATION

Child's Last Name: _____ First Name: _____

Address: _____

City: _____ Postal Code: _____

Male Female Age _____ Birth Date: Year _____ Month _____ Day _____

Number of Dependent Children in Family (Age 18 and Under): _____

Has this Child Ever Received KidSport™ Funding Assistance Before? Yes No If YES when? _____

Sport Child will be Participating in: _____ Number of Years in Sport: _____

Registration Fee: \$ _____ Minus Portion Family Will Pay: \$ _____ = Total Funding Request: \$ _____

I authorize KidSport and the Sport Organization to discuss the status of this application.

Parent/Sponsor/Guardian Signature _____ Date : _____

STEP 2 PARENT / SPONSOR / GUARDIAN INFORMATION

Note: The parent/guardian/sponsor will act as the contact person for the child & will receive all correspondence.

Last Name: _____ First Name: _____

Address (if different from Child's): _____ Postal Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

E-mail: _____ Fax: _____

Relationship to Child (i.e. Parent/Sponsor/Guardian/other): _____

Please check one: Single Parent Married Common-Law

Do any of the following apply to your family? Social Assistance Foster Parent

STEP 3 SPORT INFORMATION

***Please take this form to the Sport Organization/Club for completion.*

Sport Organization/Club: _____

Cheque to be Made Payable to: _____

Mailing Address: _____ Postal Code: _____

Contact: _____ Position: _____

Email: _____

Sport Organization Signature: _____ Telephone: _____

Sport Registration Fee: \$ _____ (not including fundraising bonds, canteen bonds, pictures etc.)

Program Dates: (Start) _____ (End) _____

STEP 4 FINANCIAL INFORMATION

I have provided the following supporting documents: *(please check all boxes that apply)*

Canada Customs and Revenue Agency NOTICE OF ASSESSMENT (NOA) *(See Funding Policy 'A')*
(If married or common-law, you must include both partners' Notice of Assessments or the application will be considered incomplete)

Proof of Social Assistance Status *(See Funding Policy 'B')*

Proof of Foster Parent Status *(See Funding Policy 'B')*

Other Income: _____

The Notice of Assessment(s) provided accurately reflects my current financial situation. Yes No
If NO, provide a letter explaining and provide proof of your current financial situation (i.e.: pay stubs).

SPORT MANITOBA OFFICE USE ONLY:

Total Household Income \$ _____

FUNDING POLICIES

- A) A copy of Canada Customs and Revenue Agency Notice of Assessment (NOA) must be provided. **Applications will not be processed without proof of income and additional financial information may be requested.** If you do not have your most recent Canada Customs and Revenue Agency Notice of Assessment, contact Revenue Canada at 1-800-959-8281.
- B) If you are a Foster Parent for the child applying, or on Social Assistance, please provide proof of Foster Parent Status or Social Assistance Status.
- C) Financial assistance to individual athletes is designed to help children ages 18 and under who would not play a sport without KidSport™. Preference is given to children being introduced to a sport.
- D) Financial assistance is disbursed up to a maximum of \$300 in a calendar year per athlete.
- E) Sport activities must be affiliated with organizations recognized by Sport Manitoba.
- F) Costs relating to camps, travel, championships, uniforms, etc. do not qualify.
- G) Funding cheques are sent directly to Sport Organizations/Club.
- H) To view the low income cutoff levels used by KidSport™ Manitoba, please visit:
http://www.kidsportcanada.ca/index.php?page=manitoba_how_to_apply

Applications must be complete and received in the Regional Office by the deadline to be considered. If you need assistance completing this form please contact your Regional Office.

ALL INFORMATION PROVIDED IN THIS APPLICATION WILL BE RETAINED BY KIDSPORT AND SHALL NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE EXPRESS WRITTEN CONSENT OF THE APPLICANT.



Application for Equipment for Individuals

APPLICATION CHECKLIST

- All blanks in Steps 1 and 2 are filled in and complete.
- Please make sure all equipment needed is listed on provided pages, **along with detailed sizing needs.**
- I am aware that I am responsible for any and all shipping costs associated with receiving the equipment.

Administered by
Sport
MANITOBA



Corporate Sponsor
THE Great-West Life
ASSURANCE COMPANY
STRONGER COMMUNITIES TOGETHER™

STEP 3	EQUIPMENT SELECTION	Region: _____	Last Name: _____
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If possible, please try on equipment (ex: a teammates, at a store) to ensure correct sizes.

HOCKEY / RINGETTE / IN-LINE HOCKEY (please circle correct sport)			
	<u>Youth</u>	<u>Junior</u>	<u>Senior</u>
<input type="checkbox"/> -Helmets	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.
<input type="checkbox"/> -Shoulder Pads	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.
<input type="checkbox"/> -Elbow Pads	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.
<input type="checkbox"/> -Glove	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.
<input type="checkbox"/> -Pants	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.	<input type="checkbox"/> -Sm. <input type="checkbox"/> -Med. <input type="checkbox"/> -Lg.
<input type="checkbox"/> -Shin Pads	Yth. _____ inches	Jr. _____ inches	Sr. _____ inches
<input type="checkbox"/> -Skates	Size _____ (usually one size lower than your running shoes)		
<input type="checkbox"/> -Stick	<input type="checkbox"/> -Left	<input type="checkbox"/> -Right	

* Goalie equipment may be available upon request.

SOCCER			
<input type="checkbox"/> -Shoes	_____ (same size as your running shoes)		
<input type="checkbox"/> -Shin Pad Size	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Shorts	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Jersey	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Ball	<input type="checkbox"/> -Size 3 (3-8 Yr. Olds)	<input type="checkbox"/> -Size 4 (9-12 Yr. Olds)	<input type="checkbox"/> -Size 5 (13 Yrs. & Up)

GOLF			
<input type="checkbox"/> -Shoes	_____ (same size as your running shoes)		
<input type="checkbox"/> -Clubs	<input type="checkbox"/> -Left	<input type="checkbox"/> -Right	

BASEBALL / SOFTBALL			
<input type="checkbox"/> -Bat	Junior _____ inches	Senior _____ inches	
<input type="checkbox"/> -Glove	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Helmet	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Cleats	_____ (same size as your running shoes)		
CATCHER'S EQUIPMENT			
<input type="checkbox"/> -Shin Pads	Junior _____ inches	Senior _____ inches	
<input type="checkbox"/> -Mask	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Glove	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	
<input type="checkbox"/> -Belly protector	Junior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	Senior <input type="checkbox"/> -Small <input type="checkbox"/> -Medium <input type="checkbox"/> -Large	

WHERE DO I MAIL OR FAX THE FORM?

Sport Manitoba - Central Region

225 Wardrop Street, Morden MB, R6M 1N4, 204-822-6735 (Fax) – 204-822-2915

Sport Manitoba - Eastman Region

Box 50, 20 – 1st Street, Beausejour MB, R0E 0C0, 204-268-2172 (Fax) – 204-268-6070

Sport Manitoba - Interlake Region

Box 1519, 62-2nd Avenue, Gimli MB, R0C 1B0, 204-642-6015 (Fax) – 204-642-6080

Sport Manitoba - Norman Region

PO Box 564, Thompson MB, R8N 1N4, 204-778-3109 (Fax) – 204-677-7925

Sport Manitoba - Parkland Region

27-2nd Avenue S.W., Dauphin MB, R7N 3E5, 204-622-2094 (Fax) – 204-638-6558

Sport Manitoba - Westman Region

Room 335, 340-9th Street, Brandon MB, R7A 6C2, 204-726-6072 (Fax) – 204-726-6583

Sport Manitoba - Winnipeg Region

145 Pacific Avenue, Winnipeg MB, R3B 2Z6, 204-925-5922 (Fax) – 204-925-5638

Questions?

Call the KidSport™ Toll Free Line at 1-866-774-2220.

Manitoba Camping Association - Sunshine Fund

Contact Information: 204-784-1130 or visit www.mbcamping.ca/sunshine-fund.cfm

The Sunshine Fund is a program offered through the Manitoba Camping Association. One in 4 children live below the poverty line as such would not be able to access the wonderful benefits that camp provides children.

The Sunshine Fund enables Manitoba children who do not have the financial means through parents, guardians or agencies, an opportunity to attend an accredited Manitoba summer camp.

Programs Application Deadlines

Applications are accepted as early as January and the cut-off for applications is July 15. The amount of children that can attend camp through the Sunshine Fund relies on the amount of funding available each year. Our goal is to send 1000 kids to camp each and every year.

Eligibility Criteria

Subsidy from the Sunshine Fund is based on total family household size and family household income. A chart outlining the allowable total family income levels is included in the Sunshine Fund application form. Proof of income is required to access funding.

What are the sports or programs that are eligible for funding?

Currently the Sunshine Fund only subsidizes accredited summer camps in Manitoba.

What's the maximum amount of funding offered?

The maximum subsidy is \$700 per child per year.



2014 Camp Subsidy Application Form

Section 1 Child Information

Child's Last Name: _____ First Name: _____

Address: _____ City: _____ Postal Code: _____

Male Female Age _____ Birthdate: Year _____ Month _____ Day _____

Accredited Camp Choice: 1st _____ 2nd _____ 3rd _____

Special needs if any: _____

Child's Last Name: _____ First Name: _____

Address: _____ City: _____ Postal Code: _____

Male Female Age _____ Birthdate: Year _____ Month _____ Day _____

Accredited Camp Choice: 1st _____ 2nd _____ 3rd _____

Special needs if any: _____

Section 2 Parent/Sponsor/Guardian Information

Note: The parent/guardian/sponsor will act as the contact person for the child and will receive all correspondence.

Last Name: _____ First Name: _____

Address (if different from Child's): _____ City: _____ Postal Code: _____

Phone #: (Home) _____ (Work) _____ (Cell) _____ Email: _____

Relationship to child (i.e. Parent/Sponsor/Guardian/other): _____

Please check one: Single Parent Married Common-Law

Do any of the following apply to your family? Social Assistance Foster Parent Refugee Claimant

Section 3 Financial Information

Applicants are required to provide written documentation verifying economic need. Accepted documentation includes:

- Notice of Assessment required for both parents if you are married or claim common-law when filing taxes
- Financial statements from CPP Disability
- Proof of Social Assistance Status
- Social/Refugee Assistance indicating case # calling 1.800.959.8281.

The Notice of Assessment provided accurately reflects my current financial situation. Yes No

If NO, provide a letter explaining and proof of your current financial information (i.e. paystubs)

Total household income: \$ _____ Number of Dependent Children in the Family (Age 18 and Under): _____

Please add up the camp and transportation fees for all children on application. **Note:** maximum subsidy is \$700 per child.
Camp Fees \$ _____ + Transportation Fee: \$ _____ = Total Camp Cost \$ 0.00

Section 4 Parent Contribution & Payment Method

To determine the parent contribution amount **select the appropriate line** based on your Total Household Income and Total Family Household Size. This will calculate your 2014 parent contribution amount.

Total Family Household Size	Total Income Level A	Total Income Level B	Total Income Level C
2	\$14,502 or less <input type="radio"/>	\$14,503 to \$29,004 <input type="radio"/>	\$29,005 to \$31,906 <input type="radio"/>
3	\$17,829 or less <input type="radio"/>	\$17,830 to \$35,657 <input type="radio"/>	\$35,658 to \$39,224 <input type="radio"/>
4	\$21,646 or less <input type="radio"/>	\$21,647 to \$43,292 <input type="radio"/>	\$43,293 to \$47,622 <input type="radio"/>
5	\$24,551 or less <input type="radio"/>	\$24,552 to \$49,102 <input type="radio"/>	\$49,103 to \$54,013 <input type="radio"/>
6	\$27,689 or less <input type="radio"/>	\$27,690 to \$55,378 <input type="radio"/>	\$55,379 to \$60,917 <input type="radio"/>
7+	\$30,828 or less <input type="radio"/>	\$30,829 to \$61,656 <input type="radio"/>	\$61,657 to \$67,823 <input type="radio"/>
Minimum Parent Contribution	15% of Camp Cost	25% of Camp Cost	35% of Camp Cost

Total Camp Cost \$ 0.00 x Minimum Parent Contribution Percentage = \$ 0.00 Parent Contribution Amount

Method of Payment: Cheque/Money Order (Payable to: Sunshine Fund) Cash Visa/MasterCard

Name as it appears on credit card: _____

Card #: 0000-0000-0000-0000

Expiry Date

Signature authorizing Visa/MasterCard payment: _____

Total Camp Cost Parent contribution amount: \$ 0.00

Application Checklist (Please ensure all of the attached items are included as we cannot approve subsidy without a completed application)

- Camp application form for the first camp preference of each child
- The Sunshine Fund Application form completed and signed
- Parent contribution towards this camp experience
- Income verification and a copy of Manitoba Health Card
- A letter or drawing indicating why your child wants to go to camp (parent or child can write the letter)

Completed applications can be mailed, faxed, emailed or dropped off in person. Contact information is as follows:

302-960 Portage Avenue

Winnipeg, MB R3G 0R4

Phone: (204) 784-1130

Fax: (204) 784-4177

Email: sunshinefund@mbcamping.ca

For a list of eligible camps please visit our website at www.mbcamping.ca

If you need help completing the form or have any questions, please contact our office at 204.784.1130.

Free Press Interviews: The Winnipeg Free Press publishes articles on families who access the Sunshine Fund to help promote the Sunshine Fund and help us to raise money to send kids to camp. Please indicate if you and your family would like to be interviewed.

Yes - If Yes, has your family been interviewed previously? _____ No thank you I would like more information

Parent/Guardian Signature: _____ Date: _____

Information collected for all applicants is stored and used by the Manitoba Camping Association's employees and/or volunteers to facilitate the Sunshine Fund and to administer the policies that govern the Association in accordance with the Privacy Act. The Manitoba Camping Association does not share the information we collect outside of our Association. Letters/drawings submitted will remain the property of the MCA/SF and may be used for promotional purposes as a means to solicit donor funding. Copies of this policy may be obtained by contacting the MCA Office. Signature above indicates understanding and agreement with the respect to the aforementioned use of personal information.

[Reset Form](#) [Email Form](#) [Print Form](#)

Recreational Opportunities for Children – Manitoba Children and Youth Opportunities

Recreational Opportunities for Children (ROC) is a program that was developed in partnership with Manitoba Family Services and Labour and Manitoba Children and Youth Opportunities. The ROC program links children to a wide variety of recreation opportunities that are based on the interests of the child, needs of the family and availability of programming in the family's home community and are sustainable for the family in the long term. In Winnipeg, the YMCA-YWCA is the community-based partner and is supporting the recreation assessment and connection to related activities within the community.

Eligibility Criteria

Eligible families are those receiving employment income assistance from the Province and have been referred to the program through a targeted referral process.

Maximum Amount that the Program Supports

Successful applicants (families) have access to financial support up to \$250 per child each year for activities such as sports, dance or art lessons. Funds can be used for registration fees, equipment, and supports to enable participation such as transportation and child care.

YMCA-YWCA of Winnipeg - Member Access Program

Contact Information: www.ywinnipeg.ca

The YMCA-YWCA of Winnipeg is one of Winnipeg's longest-serving charities offering a wide range of affordable programs and activities that give people the opportunity to be healthy and realize their potential. The Member Access Program is a service provided by the YMCA-YWCA of Winnipeg to ensure our facilities and programs are accessible to everyone in the community regardless of current financial circumstances.

Application Deadline

A person or family can apply for financial assistance at any of the four YMCA-YWCA Centres in Winnipeg at any time; there is no deadline.

Eligibility Criteria

The membership fee is determined by individual/family financial need and capabilities; proof of income and expenses is required to support the amounts being claimed. The YMCA-YWCA of Winnipeg respects an individual's privacy: all information will be kept confidential. Acceptable documents for proof of income and expenses can be found on the Member Access Application Form or on the YMCA-YWCA website, www.ywinnipeg.ca

Eligible Sports and Programs

Members subsidized by the YMCA-YWCA of Winnipeg have full membership privileges. As a member of the YMCA-YWCA, individuals/families will have access to all YMCA-YWCA facilities in Winnipeg and the many programs and services it has to offer. Regular membership use is encouraged.

Maximum Funding Amount

Each request is unique and confidential and determined by individual/family need and capability. Subsidized funding does not reach 100%.

Levels of Support/Participation

The YMCA-YWCA of Winnipeg Member Access program is funded by revenue collected from membership fees at regular rates, the United Way of Winnipeg, Canadian Tire Jumpstart, and other contributions generated by YMCA-YWCA of Winnipeg activities.

Day Camp, Camp Douglas and Camp Stephens Camper Subsidy

At the YMCA-YWCA of Winnipeg we want to make sure all children and youth have an opportunity to benefit from a magical camp experience. In addition to the Sunshine Fund, we also offer subsidy programs and extended payment plans to assist if financial circumstances would otherwise prevent a child from affording an opportunity to go to camp. Please visit our website at www.ywinnipeg.ca for details.



Building healthy communities

Member Access Program Application Guidelines

The following guidelines are offered to ensure you are prepared for a successful appointment.

- Please fill out all information listed.
- Documents verifying income and expenses are required at time of appointment.
- Documents showing the amount paid and to whom or why it was paid is acceptable.
- **Insufficient documentation may result in your appointment being rescheduled.**
- Attach additional information if necessary.
- Existing Member accounts must be in good standing for renewal consideration.
- Please arrive on time! If you need to re-schedule, please call Membership Sales & Services.



Name: _____

Membership: New or Renewal

Renewal: Previous amount: _____

 Previous Term: _____

New Approved Amount: _____

Staff Signature: _____

Comments:

ACCESS BUDGET FORM (please print clearly)	
<i>Income and expenses should reflect monthly amounts</i>	
Income 1	
Income 2	
Child Tax Credit	
Universal Child Benefit	
GST (paid quarterly, divide by 3)	
Income Assistance	
Pension	
Child Support	
Other	
Other	
Total Monthly Income	
Rent	
Mortgage	
Property Taxes	
Basic Home Insurance	
Hydro (Equal Payment Plan or average)	
Gas (Equal Payment Plan or average)	
Water (paid quarterly, divide by 3)	
Phone (basic)	
Internet (basic)	
Cable (basic)	
Groceries (average –no receipts required)	
Transportation (Bus)	
Transportation Insurance	
Transportation Gas	
Loan Payment (type)	
Credit Card	
Credit Card	
Child Care	
School Fees	
Other	
Other	
Total Monthly Expenses	
Net	