



**City of Langley**  
**Leisure Access Grant Program**  
 Recreation, Culture and Community Services

KEEP FOR YOUR  
RECORDS

The City of Langley's Leisure Access Program is administered by the Recreation, Culture and Community Services Department to provide City of Langley residents with the opportunity to participate in leisure activities at a reduced cost.

**DO I QUALIFY?**

You may qualify for the Leisure Access Program if you meet all of the following requirements:

- You are a resident of the City of Langley
- **One of the following:**
  - You are currently receiving government income assistance from the Ministry of Social Development
  - Your family's total income is equal to or below the amounts below (this includes all adults living at the same address, including extended family, regardless of age)

<b>FAMILY SIZE</b>	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>	<b>5 People</b>	<b>6 People</b>
<b>GROSS FAMILY INCOME</b>	\$19,844	\$24,703	\$30,369	\$36,874	\$41,821	\$47,168

**WHO DOES NOT QUALIFY?**

You do not qualify for the Leisure Access Grant Program if:

- You are a temporary resident (visitor), including being on a study or work permit

**WHAT CAN I APPLY FOR?.....**If eligible, each family member permanently living in the household will receive a discount (25%-75%) to cover the cost of **either** a City of Langley program(contractured programs excluded), or a City of Langley facility pass **or** an aquatic pass to the indoor pools located in the area (this option is available to adults and seniors only).

All fees not covered must be paid in full at the time of registration. Supplies, field trips, contract programs and facility rentals are not covered under the Leisure Access Program.

**HOW OFTEN CAN I APPLY?.....**You can apply for a Leisure Access Grant once per season (January – March; April– June; July –August; September - December). Some exceptions may apply.

A new application, including all required documents \*\*, are required to be submitted each season.

\*\*If you are a recipient of Persons with Disabilities (PWD) benefits through the Ministry of Social Development you are only required to provide proof of income once per calendar year, however, proof of residency must be shown each time a program or pass is requested.

**HOW DO I APPLY?.....**If you confirmed your eligibility, please complete the application form and include the following documents:

- Proof of residency – you must provide a recent utility bill or rent receipt that confirms your address
- Proof of income – you must provide one of the following documents **FOR EACH ADULT IN THE HOUSEHOLD**
  - a copy of your most recent benefit statement;
  - Canada Revenue Agency Notice of Assessment for the prior year;

**BANK STATEMENTS WILL NOT BE ACCEPTED AS PROOF OF INCOME**

**Please note that applications that are submitted without the required documentation cannot be processed until all documents are received.**

**HOW LONG DOES IT TAKE?.....**Once your completed application form and required documents are received, it will be processed within **two to three weeks**. You will then be contacted by our staff to make registration and payment arrangements.



**City of Langley  
Leisure Access Grant  
Application Form  
Recreation, Culture and Community Services**

DATE RECEIVED
_____

Applicant Name: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

**You must list all adults and children under 18 years of age living in the same household  
in order to determine your eligibility.**

First Name	Last Name	Date of Birth Day/Month/Year	<small>This area must be completed.</small> <b>Program/Pass Request</b>

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**The City of Langley Leisure Access Program reserves the right to refuse access to this program to anyone who provides false information. In the event that any false information is discovered after an application has been approved, any passes held will be nullified and clients will be withdrawn from any courses registered in at a reduced rate.**

How did you hear about the Leisure Access Program? \_\_\_\_\_

**PLEASE ALLOW TWO TO THREE WEEKS FOR YOUR APPLICATION TO BE PROCESSED**

IMPORTANT NOTICE: Personal information requested regarding the Leisure Access Grant is collected under the authority of Section 26 of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by the City of Langley with regard to the administration of the grant program. Questions about the collection, use, and disclosure of this information should be directed to the Head for Freedom of Information and Protection of Privacy, City of Langley, 20399 Douglas Crescent, Langley, BC, V3A 4B3, 604-514-4591.

**FOR OFFICE USE ONLY**

Approved \_\_\_\_\_ Declined \_\_\_\_\_

Percentage of discount: (please circle)    **25%**    **50%**    **75%**    **100%**

Comments: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

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Date customer contacted: \_\_\_\_\_ Contacted by: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **FOR STAFF USE ONLY – PLEASE ATTACH TO COMPLETED APPLICATION**

PLEASE ENSURE YOU HAVE RECEIVED THE REQUIRED DOCUMENTATION – APPLICATIONS CANNOT BE PROCESSED UNTIL ALL DOCUMENTS ARE RECEIVED.

### **PROOF OF RESIDENCY– PLEASE CHECK OFF WHICH DOCUMENT IS ATTACHED**

ACCEPTED DOCUMENTS:

- Recent utility bill
- Rental receipt/agreement
- Current income statement with address
- Statement from government agency and/or housing provider confirming address

**NOT ACCEPTED – Driver’s License or BC ID**

If an accepted document is not attached, please provide an explanation: \_\_\_\_\_

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### **PROOF OF INCOME – PLEASE CHECK OFF WHICH DOCUMENT IS ATTACHED**

ACCEPTED DOCUMENTS: **MUST BE RECEIVED FOR EACH ADULT (OVER 19 YEARS) RESIDING IN THE SAME HOUSEHOLD**

- Prior year Canada Revenue Agency Notice of Assessment
- Recent benefit statement from government assistance program

**NOT ACCEPTED – Bank Statement**

If an accepted document is not attached, please provide an explanation: \_\_\_\_\_

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### **APPLICATION COMPLETION – PLEASE CHECK OFF**

- Date received is completed
- Program/Pass request is completed
- All questions are answered

**Staff Name:** \_\_\_\_\_