



# Canterbury Community Association FINANCIAL ASSISTANCE REQUEST FORM

(PLEASE SEE REVERSE FOR FINANCIAL ASSISTANCE POLICY)

## APPLICANT INFORMATION

(TO BE COMPLETED BY APPLICANT)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE NO. \_\_\_\_\_ WORK PHONE NO. \_\_\_\_\_

## PROGRAM INFORMATION

(TO BE COMPLETED BY APPLICANT)

NAME OF PROGRAM \_\_\_\_\_

COST OF PROGRAM \_\_\_\_\_

## SUBSIDY INFORMATION

(TO BE COMPLETED BY ASSOCIATION)

SUBSIDY REQUESTED \_\_\_\_\_

AMOUNT (OF PROGRAM) TO BE PAID BY APPLICANT \_\_\_\_\_

CCA MEMBERSHIP FEE (TO BE PAID BY APPLICANT) \_\_\_\_\_

**TOTAL TO BE PAID BY APPLICANT:** \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

PROOF OF FINANCIAL NEED (PLEASE SPECIFY) \_\_\_\_\_

SIGNATURE OF PROGRAM DIRECTOR \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

# FINANCIAL ASSISTANCE REQUEST FORM

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## APPLICANT INFORMATION

Please provide name and current address of person requesting financial assistance. If a parent is requesting the assistance for a child, the name of the parent must appear as the applicant. The Program Director will contact the applicant once the financial assistance request has been approved and/or if further information is required.

## PROGRAM INFORMATION

Please provide the full name and cost of the program desired indicating whether it is a child or adult program, i.e., Adult Art Class or Child Tae Kwon Do.

## SUBSIDY INFORMATION

This section will be completed by the Association. After the applicant has filled out the applicant and program information as well as providing a signature, proof of financial need, and date requested, the Program Director will contact the applicant to discuss the subsidy information portion of the form.

## FINANCIAL ASSISTANCE – RULES OF PROCEDURE

1. ALL requests for financial assistance must receive the approval of the Program Director of the Canterbury Community Association.
2. Proof of financial need must be supplied in order for the application to be considered. This could include a letter from a social worker, a recent social assistance cheque stub, a recent income tax return, etc.
3. Year-long programs such as the After Four Program and Tap & Jazz will be considered as one program and qualified individuals will be granted the subsidy for the entire year.
4. The Financial Assistance Request Form must be completed in full by the applicant in order to be considered by the Program Director.
5. Approval for financial assistance must be requested prior to the first class. Payment (cash, cheque, or post-dated cheques) must be received prior to the start of classes.
6. For your protection, the personal information which you have provided on this form will be used in the administration of recreation programmes offered by Canterbury Community Association.