

APPLICATION

CITY OF GUELPH SUBSIDY PROGRAM



PAGE

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OF 5

1. Applicant (please print)

Last Name

First Name

Date of Birth

day/month/year

Are you requesting the Affordable Bus Pass?

Yes

☐

No

☐

Are you requesting the Animal Licence Subsidy?

Yes

☐

No

☐

Are you requesting FAIR (Fee Assistance in Recreation)?

Yes

☐

No

☐

The FAIR program is available to eligible participants **18 years of age and older.**

Address

Apartment or
Unit Number

City

Guelph

Postal
Code

Main Phone
Number

Email

2. Family Members and Dependents

Please list all other family members (spouse/partner, roommates, and dependents) who reside at the same address as the applicant. If you live with your parent(s) and/or are financially supported by them, please include on the application and submit documentation. To list more family members, provide the information on a separate sheet of paper.

Last Name

First Name

Date of Birth

day/month/year

Is this person requesting the Affordable Bus Pass?

Yes

☐

No

☐

Is this person requesting the Animal Licence Subsidy?

Yes

☐

No

☐

Is this person requesting FAIR (Fee Assistance in Recreation)?

Yes

☐

No

☐

The FAIR program is available to eligible participants **18 years of age and older.**

Last Name

First Name

Date of Birth

day/month/year

Is this person requesting the Affordable Bus Pass?

Yes

☐

No

☐

Is this person requesting the Animal Licence Subsidy?

Yes

☐

No

☐

Is this person requesting FAIR (Fee Assistance in Recreation)?

Yes

☐

No

☐

The FAIR program is available to eligible participants **18 years of age and older.**

2. Family Members and Dependents(continued)

Last Name **First Name**

Date of Birth
day/month/year

Is this person requesting to Affordable Bus Pass? Yes ☐ No ☐

Is this person requesting the Animal Licence Subsidy? Yes ☐ No ☐

Is this person requesting FAIR (Fee Assistance in Recreation)? Yes ☐ No ☐
The FAIR program is available to eligible participants **18 years of age and older.**

Last Name **First Name**

Date of Birth
day/month/year

Is this person requesting the Affordable Bus Pass? Yes ☐ No ☐

Is this person requesting the Animal Licence Subsidy? Yes ☐ No ☐

Is this person requesting FAIR (Fee Assistance in Recreation)? Yes ☐ No ☐
The FAIR program is available to eligible participants **18 years of age and older.**

3. Family Income








Check your family size in the Statistics Canada Low Income Cut-Offs Before Tax Table. Your family size includes you, your spouse/partner, roommates and dependents living in your home.

To be eligible for the City of Guelph Subsidy Program, you must fit into one of the scenarios in the table. Your family income (before taxes) must be **less than or equal to** the Low-Income Cut-Off **for your family size.**

*Note that University of Guelph students are **excluded** from the program and have access to the **UPass**. Other post-secondary students are to apply for the **post-secondary pass** with Guelph transit.

Table is updated annually in approximately June.

Statistics Canada Low Income Cut-Offs Before Tax Table

Family Size	Low Income Cut-Off (Before tax) - 2022
<input type="checkbox"/> 1 	\$25,303
<input type="checkbox"/> 2 	\$31,498
<input type="checkbox"/> 3 	\$38,723
<input type="checkbox"/> 4 	\$47,016
<input type="checkbox"/> 5 	\$53,323
<input type="checkbox"/> 6 	\$60,142
<input type="checkbox"/> 7+ 	\$66,958

4. Required Documentation

Applicants must submit the required documentation along with their completed application form to verify each adult's (18 years and older) income and must be the most current available.

Current photocopies of one of the following forms of government documentation are acceptable for **single adults** applying for the program:

- One of the following documents from the Canada Revenue Agency:
 - Personal Income Tax Notice of Assessment(2022) with address portion and Line 26000 OR;
 - Canada Revenue Agency Canada Child Benefit Notice (CCB) including address portion, OR;
 - Canada Revenue Agency Ontario Trillium Benefit Notice(OTB) including address portion, OR;
 - Canada Revenue Agency GST/HST Credit notice including address portion, OR;
 - Canada Revenue Agency "Form C" which can be obtained from the Canada Revenue Agency

Note: Personal income tax returns cannot be accepted.
- OR - One of the following documents from Ontario Works:
 - Statement of Deposit including address portion and monthly benefit, OR;
 - Confirmation of eligibility letter provided by Ontario Works caseworker with monthly amount.
- OR - One of the following documents from the Ontario Disability Support Program:
 - Statement of Deposit including address portion and monthly benefit, OR;
 - Confirmation of eligibility letter with monthly amount indicated provided by Ontario Disability Support Program caseworker.
- If sudden change in income, you can apply with a letter from a social worker or agency that can verify your financial situation

Current photocopies of one of the following forms of government documentation are acceptable for **families** applying for the program:

- One of the following documents from the Canada Revenue Agency:
 - Personal Income Tax Notice of Assessment (2022) with address portion and Line 26000 ; for each adult family member,
- AND - One of the following documents from the Canada Revenue Agency:
 - Canada Revenue Agency Canada Child Benefit Notice (CCB), listing dependent youth OR;
 - Canada Revenue Agency Ontario Trillium Benefit Notice (OTB) listing dependent youth OR;
 - Canada Revenue Agency GST/HST Credit notice listing dependent youth.
- OR - Ontario Works confirmation of eligibility letter listing all dependents provided by your Ontario Works caseworker with monthly amount .
- OR - Ontario Disability Support Program confirmation of eligibility letter with monthly amount indicated listing all dependents provided by your Ontario Disability Support Program caseworker.
- If sudden change in income, you can apply with a letter from a social worker or agency that can verify your financial situation

If your documentation does not match address on application, additional documentation will be required to support your application.

The following forms of documentation are acceptable as proof of residency within the City of Guelph:

- Lease or rental agreement, OR;
- Utility or phone bill, OR;
- Driver's Licence or Ontario Photo Card.

Recent immigrants to Canada that do not have the required documentation to support their application can submit a formal Statutory Declaration of Income from Guelph - Wellington Immigrant Services.

5. Designated Support Worker

Are you requesting to have a Personal Support Worker or caseworker from a local Human and Social Services support agency designated to act on your behalf with respect to purchasing or obtaining your Affordable Bus Pass? The authorized third party must present either valid government-issued photo identification, or agency-issued photo identification.

Yes ☐

Name of Agency

No ☐

Name of Support Worker

6. Signatures

All adults and any family members and dependents with income **must sign this application.**

All the statements in this application are true to the best of my knowledge and belief and no information required to be given has been concealed or omitted. The Criminal Code of Canada subsection 380(1) states that everyone who by deceit, falsehood or other fraudulent means defrauds the public of any property, money or valuable security is guilty of an offence.

- I understand that any falsified statements on this application can result in the immediate termination of participation in the City of Guelph Subsidy Program,
- I understand that approval of this application depends upon verification that the applicant meets all the criteria included in this application; and
- If approved, I consent to having my personal information provided to other City of Guelph departments for administration purposes.
- If approved, I consent to the use of my personal information including email address to provide updates about any program changes.

**Signature of
Applicant**

Date

day/month/year

**Signatures of
Family Members
and Dependents
with income**

Date

Date

Date



Please contact 519-837-5618 or TTY: 519-826-9771 to:

1. Get assistance completing the application;
2. Ask any questions about the programs;
3. Arrange an alternative method for submitting your application;
4. Request this document in an alternate format as per the Accessibility for Ontarians with Disabilities Act.

7. Collection and Use of Personal Information

Personal information is being collected and will be used to qualify you for the City of Guelph Subsidy Program. This information will be shared with staff who require it for their work as part of providing City of Guelph subsidy programs and to collaborating agencies including but not limited to: Ontario Works and Community Living, as appropriate, a complete list of collaborating agencies is provided under Schedule A to the Affordable Bus Pass Program Policy.

Personal information is collected under the authority of the Municipal Act, and in accordance with the provisions of the Municipal Freedom of Information and Privacy Protection Act (MFIPPA). For questions regarding the City of Guelph Subsidy Program or to obtain a complete list of collaborating agencies (Schedule "A" to Affordable Bus Pass Policy) please contact Community Investment by phone at (519) 837-5618 or by email at community@guelph.ca.

For questions regarding the collection, use, and disclosure of personal information please contact the City of Guelph's Information and Access Coordinator by phone at (519)822-1260 ext. 2349 or by email at privacy@guelph.ca.

8. Sending In Your Application

The completed application and all required documentation can be returned by mail or in person. Your complete application will be reviewed within **ten (10) business days** after it is received.



Deliver in person to:

Service Guelph, City Hall
1 Carden Street
Evergreen Seniors Community Centre
683 Woolwich Street
West End Community Centre
21 Imperial Road South
Guelph Transit
170 Watson Road South

Victoria Road Recreation Centre
151 Victoria Road North



Mail to:

Subsidy Program Community
Investment City of Guelph
1 Carden Street Guelph ON, N1H 3A1

Fax to:

519-763-9240

9. Application Checklist

Please use this checklist to ensure that you are returning a completed application.

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Have all family members and dependents been listed on page one (1)?

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Have you indicated who is requesting each subsidy on pages one and two (1&2)?

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Has a copy of all required documents for **each family member** with an income been attached? See page two (2) for details.

☐

Have all adults and family members and dependents with an income signed and dated the application on page four (4)?