



POLICY FOR RECREATION GRANTS FOR PARTICIPATING FAMILIES

LAST UPDATE
AUGUST 2020

The logo for Waterloo, featuring a stylized 'w' in green and blue, followed by 'aterloo' in white. Below it, the tagline 'PARTENAIRE DE VIE' is written in a smaller, white, sans-serif font. The entire logo is set against a dark blue rectangular background.

Waterloo
PARTENAIRE DE VIE

1) GOAL OF THE POLICY

In order to promote and facilitate young people's participation in recreation activities, the Town of Waterloo provides opportunities for its citizens to register for cultural and sports activities at the most reasonable cost possible. This grant program reimburses families directly, instead of funding the organizations responsible for the recreation activities.

2) PRINCIPLES

All Waterloo youth under 18 (as of the first day of the activity) are eligible for a grant to defray their registration costs for activities offered by the Town of Waterloo or that take place within the Town of Waterloo's limits.

*Some restrictions are mentioned on page 3 of this document.

Activities taking place outside the Town of Waterloo qualify for the grant only if the course or activity is related to or contains notions of safety. Eligible activities are regular swimming lessons, CPR or first aid training, babysitting training and lifeguard courses.

Activities that qualify for the grant include sports, art, music, theatre, etc. Participation must be active and not passive (i.e. as a member of a theatre company or a hockey team, but not as a spectator of a play or a hockey game).

3) GRANT AMOUNTS

The grant equals **50% of registration costs**, with a maximum grant of \$250 per activity and **\$500 total per participant**, per year. There is a minimum amount of \$20 for activity grants. Activities under \$40 do not qualify for the grant. The amount reimbursed is calculated according to the activity cost before taxes.

For day camps, the grant amount is based on the cost per week.

The grant is paid by cheque and mailed following the regular monthly town council meeting.

DOCUMENTS REQUIRED TO COMPLETE THE GRANT APPLICATION

The child's parents or legal guardians must fill out the form "**Demande de subvention**" available at the Town of Waterloo's sports and recreation, culture and communications office, as well as on the town's website.

Along with the form, the claimant must provide receipts for the payment of the activity. The form and the receipts must be submitted in the same calendar year that the payment was made, except for registrations during the month of December, where the deadline will be January 31 of the following year. In order to qualify for the recreation grant, the receipts **must** contain the following information:

- Complete name and contact information (address and telephone number) for the provider of the activity (company, organization or teacher);
- Name of the activity or the course;
- Address where the activity took place (if different from the provider's address);
- Duration of the activity or course (start and end dates);
- Child's full name;
- Details of the cost;
- GST/PST numbers (if applicable).

In addition, **the child's parents or legal guardians must also provide proof of residence, for each application for a recreation grant.**

Proof of residence accepted:

Driver's license;

Municipal tax bill;

Current insurance contract;

Bill from a public service (Hydro, Energir, cable/Internet) dated no earlier than 3 months prior to the application.

Owners of a rental or commercial property in Waterloo but residing elsewhere also qualify for the recreation grant.

- ✓ **Completed form "Demande de subvention"**
- ✓ **Receipts for the payment of the activity**
- ✓ **Proof of residence of the parents**

DOCUMENTS REQUIRED (CONTINUED)

For the first grant application, a document to prove the parent or guardian's status is required to open the family's file.

Proof of parental/guardian status accepted:

- Birth certificate;
- Letter from a government agency about child and family benefits or other payments;
- Legal documents declaring guardianship;
- Hospital card;
- School report card;
- Any other document that can prove parental status.

4) RESTRICTIONS

The grant does not apply to:

- Ice sports related to the Brome-Yamaska Minor Hockey Association and the Waterloo Figure Skating Club;
- Membership/admission fees for an amusement park, ski hill, golf course, water park, etc.
- Administrative fees;
- Daycare fees;
- Extra fees for special outings (i.e. a trip for the day camp);
- Fees for the rental or purchase of equipment for the activity.

5) POLICY IN EFFECT

The town's recreation grant policy has been in place since January 1st, 2011. It was updated and presented at the regular council meeting on November 12th, 2019.

The revised policy will come into effect on January 1st, 2020.

