



FEE ASSISTANCE FOR GROUP ADMISSIONS APPLICATION

R 1679 (R2022-03)

A. ORGANIZATION

Agency		Incorporation Number	
Mailing Address		City CALGARY	Postal Code
Name of Program Manager/Executive Director		Email of Program Manager/Executive Director	

B. YOUR PARTICIPANTS

Total Number of Clients Agency Serves	
Total Number of Clients below LICO's	

C. PURPOSE

Brief Description of Agency's Recreation/Leisure Mandate and Overview of Participants' Economic Situation(s)

D. AUTHORIZATION

The following staff members are authorized to request Group Vouchers:

Staff Member	Program	Phone Number	Email Address

E. AGREEMENT

The information that has been provided on behalf of the Agency is correct and complete. Our agency is a registered not-for-profit organization in good standing with the Societies Branch of Alberta. A copy of our Certificate of Incorporation is enclosed with this application. Activities our group will be involved in with the Fee Assistance Program are consistent with the mandate of our organization. We do not have alternate funding for admissions. Our agency will provide staff to accompany and assist group participants. **Our agency will take responsibility to ensure that we only provide Fee Assistance Group Admissions to clients that are residents of Calgary and have an income below Statistics Canada Low Income Cut-Offs (LICO).** We agree to ensure that our Agency follows the eligibility and usage guidelines of **Fee Assistance - Group Admissions**.

Program Manager/Executive Director's Signature

Date (YYYY/MM/DD)



COMPLETING THE FEE ASSISTANCE FOR GROUP ADMISSIONS APPLICATION

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We are a large organization – do we only have to fill out one application form?

Yes. No matter how large or small your agency is, you only need to fill in one application form per year. Please ensure all staff who may access the vouchers are listed.

Do we fill this form out each year?

Yes. These forms are filled out annually, based on the calendar year. The form is available on the Fee Assistance website and can be filled out at the beginning of the New Year. No matter when you renew within the year, the expiry for your agency will remain December 31st.

Where do I send in the application?

Scan or press the submit button and email it to liveandplay@calgary.ca

OR Mail it to:

Fee Assistance
#68, PO Box 2100, Stn M
Calgary, AB T2P 2M5

Please note: we no longer have a fax.

How long does it take to process the application?

It takes approximately 2-3 weeks upon receipt of the application to process it. You will be notified if your organization does not qualify. If you have not heard anything from us within three weeks, please call 311.

What will our organization receive if we are approved?

Once you are approved, your organization will receive a package that includes a **Welcome to Fee Assistance for Group Admissions** handout that answers frequently asked questions about how the Group Fee Assistance program works. It includes instructions on how to begin requesting group admission vouchers.

How long will it take to get Group Admission Vouchers?

Our **Welcome to Fee Assistance for Group Admissions** provides you with a quick email address to use to make your requests. We can have vouchers/passes to you within 2 weeks or less.

QUESTIONS? PLEASE CALL 311

The personal information on this form is being collected and protected under the authority of the Freedom of Information, Protection of Privacy Act of the Province of Alberta, Section 33(c). The purpose of the information will include-- assessing eligibility for Fee Assistance Program, administration and evaluation of Fee Assistance Program and for statistical purposes.

If you have any questions regarding the collection of this information, you may contact the Fee Assistance Program at 311.