Guidelines

P.R.O. Kids Dieppe Memramcook

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IMPORTANT

In the following document, the term parent also refers to a guardian or any other person legally responsible for the child.

About P.R.O. Kids Dieppe-Memramcook

P.R.O. Kids is a community program that provides financial support to low-income families in Dieppe and Memramcook, enabling young people aged 2 to 18 to participate in recreational activities.

Thanks to this program, they can take part in activities that they would otherwise be unable to afford due to financial or material obstacles or a complex family situation.

How the program works

The program offers financial assistance for registration in recreational activities and/or the purchase of equipment to families who meet the eligibility criteria. To qualify, here are some important rules to follow:

- Only one grant is awarded per child per season.
- The child must not be registered in another paid activity at the time of application.
- The actual costs of the activity or equipment are covered. Even if a maximum amount is approved, the organization must provide an invoice corresponding to the actual costs.
- Unfortunately, P.R.O. Kids does not offer financial assistance for summer camps.
- Payment is always made directly to the organization, never to the parents.

Maximum amounts established

Here are the limits established for financial support from P.R.O. Kids. Taxes are included in the amounts.

- One amount per young person, one amount per activity per season: $400
- Maximum total amount per year for activities: $800
- Maximum total amount per year, per child, for equipment: $200

Partnerships and agreements with certain organizations

P.R.O. Kids has specific agreements with certain associations, which may adjust the maximum amount approved for activities.

Organizations	**Maximum approved amount****	**Season details**
Dieppe-Memramcook Hockey	595$	$300 for fall / $295 for winter
Dieppe Ringette Association	595$	$300 for fall / $295 for winter

**If the annual amount exceeds $800, a pro-rated amount will be applied.

Eligibility criteria

To be eligible for the program, families must meet the following conditions:

Residence

The family must reside in Dieppe or Memramcook. This is an essential condition. Their primary residence must be located in one of these two municipalities.

Employment status

The number of people in the family who are employed is also taken into account when evaluating the application.

Financial need

The family must demonstrate financial need. Although we use the federal government's Low Income Cut-Off (LICO) as a basis, P.R.O. Kids has adjusted these thresholds upward to better reflect the cost of living in our communities, in order to include more families who are truly in need.

Income and number of people in the family

The family's gross income (before taxes) and size are key pieces of information for evaluating their application. Here are the maximum income amounts allowed by P.R.O. Kids:

Nombre de personnes dans la famille	Revenu maximal admissible
2	$46,000$
3	$53,000
4	$60,000
5	$67,000
6	$74,000
7+	$81,000

When to submit an application

As parents, it is your responsibility to submit your application by the deadline. Meeting these deadlines allows our teams to process all applications more efficiently and collaborate better with our partners.

Seasons	Application period	Month when activity begins
Winter	October 1 to December 10	January, February, and March
Spring	February 1 to March 10	April and May
Summer	April 1 to May 10	June, July, and August
Fall	July 1 to August 10	September, October, November, and December

Pay attention to the seasons and registration periods. For example, for the winter soccer season, which begins in November, be sure to submit your application between October 1 and November 1.

We evaluate applications every three months. This approach allows us to remain true to our mission and vision, helping as many families as possible while ensuring strict compliance with eligibility criteria.

Gather your information

In order to properly evaluate your request, we must first confirm that you live in Dieppe or Memramcook. We will also need to know your family's income. And, to ensure fairness, you will need to provide proof of your current situation (such as proof of unemployment or sick leave, for example).

An important tip: Unfortunately, we cannot process incomplete applications. In addition, for faster and more secure processing, we no longer accept applications by email. Take the time to double-check that your application is complete before sending it!

Please note: Applications are processed within two to four weeks, and the assessment will be reviewed every three months.

Prepare your documentation

Quick tip: If you have read and prepared your documents before starting the online form, it should take you less than 10 minutes to complete. Of course, the number of children you have may mean that you need to spend a little more time filling out the form.

Please note that consent clauses regarding data transfer are included in this section and it is important to read and understand them carefully.

Are you a newcomer to Canada (0 to 12 months)?

If yes: For newcomers to Canada who have been living here for less than 12 months, assessing applications can sometimes be more complex due to the documents available. Here are the documents we need from you:

You must attach a copy or photo of your permanent resident card. If you do not have a PR card, it is essential that you provide us with other proof, such as a work permit, study permit, etc.

This will allow us to confirm your status in Canada and also provide you with information about other financial assistance programs for activities. We thank you for your understanding while we process your file.

If not: We ask all parents who are not newcomers (0 to 12 months) to provide a copy of their Canada Child Benefit confirmation from the previous year. So, if it is 2025, you must provide the 2024 confirmation.

Proof of residence

Proof of residence is mandatory for everyone. All applicants must provide the following documents to confirm their residence in Dieppe or Memramcook.

Please submit at least two of the following proofs of residence:

- Electricity bill
- Cell phone bill
- Internet bill
- Water and sewer bill
- Municipal tax bill

Family status and number of working parents

The list of documents to be submitted will be determined by your family status and the number of parents who are employed. In order to conduct a comprehensive assessment of your application, it is essential to provide information about both parents in the family household.

In the case of a single-parent family, the child or children must reside with the single parent on a daily basis.

The following page contains a table explaining the documents to be provided.

<table>
<tr><td colspan="3">In order to accurately assess an application, it is necessary to understand the family's current family and professional situation. Please provide all relevant documents in this regard.</td></tr>
<tr><td rowspan="2">Parent 1

Does parent 1 work?</td><td>YES</td><td>Please provide the last three pay stubs for this parent.</td></tr>
<tr><td>NO</td><td>Family situation
It is important to understand the current family and non-professional situation of each parent. Select the option that best describes the situation and attach the required documents:

● Single parent with daily custody of children: Any official document proving full custody of the children. For example: a custody order, a letter from the children's school, or proof of Canada Child Benefit from the CRA identifying you as a single parent.
● Maternity, parental, or sick leave:
- For sick leave: A note or certificate from a healthcare professional, or proof of disability or long-term insurance, as well as employment insurance or income benefits.
- For maternity or parental leave: Employment Insurance (EI) benefit statements or any other relevant proof if the parent is a newcomer (0 to 12 months).
● Studying: Proof of enrollment in your study program.
● Job loss: Employment Insurance (EI) benefit statements or the Record of Employment (ROE) from the last employer.
● Job search: The parent must write an explanatory letter (maximum one page) specifying the reasons for the current situation and the steps taken to find a job.
● Social assistance benefits: Proof of payment or government confirmation of social assistance benefits.
● Other: Explain the situation in a letter and provide any relevant documents.</td></tr>
<tr><td>Parent 2

Does parent 2 work?</td><td colspan="2">This is the same process as for parent number 1. It should be noted that a separated family is not necessarily a single-parent family with full custody of the children. The second parent may not live in the same house. It is therefore essential to provide the same documents as for parent number 1.</td></tr>
</table>

Children's section

You must provide the number of children, their names, dates of birth, gender, and other relevant information.

It is essential to specify two activity choices for each child, indicating the name of the sport and the name of the organization where you wish to register. Please note that when registering for an activity, it is sometimes possible that there are no more places available. The City of Dieppe and the Village of Memramcook have complete lists of organizations offering paid recreational activities:

- City of Dieppe: https://www.dieppe.ca/fr/explorer-et-samuser/organismes-accredites.aspx
- Village of Memramcook: https://memramcook.com/fr/citoyens/organismes-communautaires

It is also necessary to specify whether the activity is recreational or competitive. If the registration cost is already known, it is also recommended to include it.

Equipment Request Process

IMPORTANT: The approval of your financial aid application does not automatically guarantee payment for equipment. You must follow the steps below:

- Initial Request: Once your registration is accepted, you must contact P.R.O. Jeunesse by email at the start of the season: demande@projeunessekids.com
- Required Documents: You must send us the child's official proof of registration for the activity and provide a list of the required equipment in order of priority.
- Budget Limit: The maximum authorized amount is $200 (including taxes) per child, per year.
- Waiting for Validation: You must not purchase or invoice anything until you have received our official confirmation by email. No refunds will be issued directly to parents.
- In-Store Purchase: Your confirmation email will specify the partner store you must visit.
    - The store will be notified of your visit and your authorized budget.
    - You must present your validation email at the checkout so the invoice can be sent directly to us.

Fill out the application form

It is important to understand that parents are responsible for providing all supporting documents necessary to assess their family's eligibility. Any incomplete application will be rejected, and it will be their responsibility to submit a new application.

To get started, visit our website: www.projeunessekids.com. All forms must be completed online on this platform. The applicant must ensure that the form is fully completed and that all necessary documents are attached.

For clients who have already used P.R.O. Kids services, the online family number is essential for completing the form. If lost, the recovery tool available on the website can be used.

To finalize the application, it is essential to give your consent to the collection and processing of the data submitted. If this clause is not accepted, your application cannot be processed. Once this clause is accepted, the evaluation will begin.

Application status

An application can have two outcomes: acceptance or rejection of the family.

Family Accepted
Once a family's eligibility has been confirmed based on the documentation provided, the application will be formalized through written communication with the relevant organizations. The family will then be able to register their child for the chosen recreational activity, and the organizations will be notified.

Family Rejected
An application may be rejected for two main reasons:
Incomplete application: Essential supporting documents are missing.
Income outside the criteria: The family's income exceeds the thresholds established by our organization.

Please note that a current refusal does not prevent you from applying in the future. If your financial situation changes, P.R.O. Kids Dieppe will be there to support you and encourage you to submit a new application.

The P.R.O. Kids Navigator Program

P.R.O. Kids believes that every young person should have the opportunity to participate in enriching activities. With this in mind, we created the Navigator Program.

This program was specifically designed to help you discover and access other similar resources and initiatives, such as KidSport or Canadian Tire Jumpstart, if you are eligible.

When evaluating your application with P.R.O. Kids, we may identify a better fit with one of these partner programs. In such a situation, our priority is to provide you with personalized support. We will guide you step by step so that you can complete the forms and submit the required documents on your own, ensuring a smooth transition to the most appropriate resource for your family.

To make this support possible, consent for the potential transfer of your documents is requested in the application forms. This consent is crucial, as it allows us to better assist your family, especially if it faces challenges during the process.

Questions or need help?

We hope these guidelines have been helpful in understanding the application process. If, after reviewing this document, you still have questions or need help completing your form, please don't hesitate to contact us.

Our team is here to help! For any questions, please contact us by email at demande@projeunessekids.com or by phone at (506) 875-2030.

Privacy Protection

It is essential to pay special attention to the personal data you submit. We strongly recommend that you mask identification numbers, such as social security numbers or any other numbers that could be used to identify an individual. The protection of personal information is a priority.

With this in mind, all requests must be submitted exclusively via the form available on our website. It is essential that the request be complete in order to be processed. The exchange of documents by email will not be permitted, except in very specific and exceptional situations, such as a request for a specific additional document.

All documents sent to us will be destroyed within 6 to 12 months of the request. We will only retain the names and email addresses of parents for internal archiving purposes and in accordance with legal requirements.

Personal Data Confidentiality Clause

This clause details how personal data collected will be processed, used, stored, and potentially transferred.

Data collection and use

We collect the personal data necessary to provide our family support services. This data includes, but is not limited to: names, addresses, telephone numbers, various contact details, dates of birth, information on family circumstances, financial data, and official documents. This information is used exclusively for the purpose of assessing applications for financial assistance.

Data confidentiality

We are committed to taking all reasonable measures to ensure the confidentiality of the personal data collected. Access to this data is strictly limited to authorized personnel who need to know it in order to perform their duties. All staff are subject to strict confidentiality obligations and are trained in good data protection practices.

Transfer of data to family support programs
In order to provide the best possible support, some of your personal data may be transferred to third-party programs or partner organizations specializing in family support. These transfers will only take place with your explicit and informed consent, and only when deemed necessary for increased assistance. Consent is included in the online application form and may be accepted or refused. We will ensure that these third parties comply with data privacy and security standards equivalent to our own.

Data security
We implement appropriate technical and organizational security measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access.

Limitation of liability in the event of data loss
Although considerable efforts are made to protect data, we cannot guarantee absolute security in view of the risks inherent in the transmission of information over the Internet and electronic storage. Consequently, and to the extent permitted by applicable law, we disclaim all liability for any loss, alteration, destruction, unauthorized access, or disclosure of personal data resulting from events beyond our reasonable control, such as sophisticated cyberattacks, unforeseen hardware or software failures, natural disasters, or malicious acts by third parties. Our liability is limited to our strict legal and contractual obligations regarding data protection.

Individual rights
In accordance with current data protection legislation, you have the right to access, rectify, erase, and transfer your data, as well as the right to object to and restrict processing. To exercise these rights, please contact us at dg@projeunessekids.com.

False Information

Failure to meet eligibility criteria, providing false information, or making any false declaration constitutes fraud. In this case, the family will be required to pay the full cost and faces a temporary or permanent ban from the program.