

**Parks And Recreation Cooperative – Serving Maplewood and Richmond Heights
Financial Assistance Eligibility Guidelines and Application Procedures**

Because some residents are unable to participate in recreation programs or services due to economic hardship, the Cities of Maplewood and Richmond Heights provide a scholarship policy to reduce program and membership fees and charges. Scholarships are for recreation programs or memberships only and do not apply to supply fees, trips or facility rentals. The process includes the following guidelines:

1. Applicants for scholarships are not guaranteed program registration or memberships.
2. All requests remain confidential.
3. Applicant must include **previous year's IRS tax filings including W-2's** along with one of the following or application will not be processed:

For Adult Programs or Memberships

- a. A letter from the Department of Family Services, or a similar agency, declaring income (Welfare, Foster Care, etc.) with dates of eligibility.
- b. A copy of Medicaid card with dates of eligibility.
- c. A letter from the Social Security Administration stating disability income eligibility and dates of eligibility. Social Security benefits for retired or elderly persons will not guarantee award of scholarships.

For Youth/Children Programs or Memberships

- d. A letter indicating child has been approved for the reduced or free school lunch program with dates of eligibility.
- e. If person other than the child's parent is applying you must also show proof of legal guardianship for the child.
4. Persons will be determine to be of need if they are on a form of public assistance, or have a combined gross income below 125% of the Federal Poverty Guidelines (150% for households with and elderly or disabled person).
5. A limited amount of funding is available. **Maximum amount per person is \$100, or \$300 per household annually.** Applicants must pay one half of program or membership fee, i.e., for a \$100 fee, financial assistance may not exceed \$50.
6. Applications are accepted at the beginning of each program season, with deadlines of January 1, April 1 and September 1.
7. Applications are available two weeks prior to deadlines.
8. Applications are reviewed and funds distributed within two weeks of review.
9. Applicants may apply for one program each program season or one membership per year.
10. Applicants must show proof of residency **for each recipient** with a **current** occupancy permit.

Program/Membership requested _____ Date _____

Program/Membership cost \$ _____ Amount Requested \$ _____

Parent/Guardian Name _____ Day Phone _____

Child/Participant Name _____ Birthdate ____ / ____ / ____

For memberships, list all persons living in this household and their ages.

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Address _____ City/Zip _____

Telephone _____ School _____ District # _____ Grade _____

I am attaching the following form as required (see list above) _____

Annual household income \$ _____

Reason for scholarship application. (Please be specific, this information will remain confidential and will only be used to determine scholarship assistance if number of applications received exceed available funds.)

I attest, under penalty of perjury, that the document(s) attached are genuine and that all information provided is accurate and reflective of my current, existing financial situation, and all sources of income are accounted for herein.

Applicant Signature _____ Date ____ / ____ / ____

**Complete and return to: THE HEIGHTS: Richmond Heights Community Center
8001 Dale Avenue**