

## **Huntley Park District Financial Assistance/Scholarship Program Guidelines**

### **Purpose of the Financial Assistance/Scholarship Program**

Huntley Park District provides financial assistance/scholarships to residents who are interested in enrolling in a Park District program, but unable to do so due to financial hardships. Based on availability of funds, the Park District will attempt to provide financial assistance to those who qualify based on the eligibility requirements. Huntley Park District reserves the right to approve full or partial assistance or deny an applicant's request.

### **Qualifications and Limitations for Financial Assistance**

1. The applicant and recipient of the scholarship must reside within the boundaries of the Huntley Park District.
2. Financial assistance is available for all general recreation programs with the exception of trips and programs provided by an independent contractor. Contractual programs are listed as "Contracted by....." in the brochure and on the web or you can ask our registration staff.
3. Financial assistance is limited to one program per person per season. Applications must be completed seasonally. Approval for one program does not ensure continued approval for succeeding programs or seasons. (All weeks of summer day camp may count as one program for that season, Extended Time Care/Days Off Programs and Seedlings Preschool programs are also considered eligible for awards.)
4. The maximum an individual may receive in scholarship awards is \$1,000 annually.
5. All financial assistance applications for programs require a \$25 deposit for each program and will be used toward your contribution amount. The deposit holds your spot while your scholarship application is in review. Applications will not be accepted without this minimum payment.
6. Placement in requested programs is based on class availability. Registration including may be completed prior to scholarship approval with a \$25 deposit per person, per program to ensure a spot in the activity. Registration does not guarantee scholarship approval and if your scholarship application is not accepted you may cancel with no penalty and a full refund or choose to pay for the program at regular price.
7. The participant's payment, which will be outlined in the award letter, is due at least one week before the program start date and participation is not permitted until applicant's responsibility is fulfilled.
8. Delinquency on participant's portion of the payment (or monthly payments) may result in ineligibility for future program participation and/or financial assistance.
9. All other registration policies and procedures apply to applicants.
10. Financial assistance will be awarded on a first-come, first-served basis based on need as well as availability of funds. The Park District reserves the right to approve full or partial funding or deny an applicant's request. Funds are not unlimited and even those who qualify financially may be denied if funds are not available.

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### **Eligibility Guidelines**

The following household size and pre-tax income criteria will be used to determine initial eligibility for financial assistance. Other factors such as current participation in public aid, food stamp program, subsidized housing, excessive medical bills etc. may also be considered in determining eligibility. To qualify, household income must be less than the values below annually. The chart is updated annually and may change year to year based on the chart provided by US Department of Agriculture guidelines for school free lunch programs.

| Qualifies for up to 30% subsidy |                        | Qualifies for up to 20% subsidy |                        | Qualifies for up to 10% subsidy |                        |
|---------------------------------|------------------------|---------------------------------|------------------------|---------------------------------|------------------------|
| Household Size                  | Total Household Income | Household Size                  | Total Household Income | Household Size                  | Total Household Income |
| 1                               | \$18,954               | 1                               | \$20,954               | 1                               | \$22,954               |
| 2                               | \$25,636               | 2                               | \$27,636               | 2                               | \$29,636               |
| 3                               | \$32,318               | 3                               | \$34,318               | 3                               | \$36,318               |
| 4                               | \$39,000               | 4                               | \$41,000               | 4                               | \$43,000               |
| 5                               | \$45,682               | 5                               | \$47,682               | 5                               | \$49,682               |

### **The following is the definition of "income"**

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay for registration.

### **Application Procedures**

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application Form. Completed applications should be turned in personally at Rec Center, 12015 Mill St., Huntley, IL 60142 and addressed to the Recreation Director **at least three weeks prior to the start of the program (four weeks early if it is a Camp, ET or Preschool program)**. The applications will be individually reviewed, and the applicants will be notified of the decision within three weeks after receipt of the completed application at which point a letter will be mailed to the address on the application with the determination, applicant co-pay amount and any other further instructions.

### **Required Documentation**

Applications cannot be considered until submission of all the documents listed on the application. Missing documentation will delay review of the application until all documents are received. The Park District may require additional documents if deemed necessary.

### **Responsibilities of the Award Recipients**

A limited amount of award money is available, as such, attendance in the activities you are approved for is important. Scholarship awards may be revoked if participation is not regular. If you have a medical or other reason you cannot participate in an activity, it shall be the responsibility of the recipient (or their legal parent/guardian) to inform the park district of this conflict in participation. Failure to do so may result in the revocation of your award.

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## Financial Assistance/Scholarship Application Form

To be considered for financial assistance, this form must be filled out completely and submitted with the required documents. Return completed application, required documents and a registration form to Huntley Park District, 12015 Mill St., Huntley, IL 60142, Attn: Recreation Director.

Name of Applicant (Parent/Guardian) \_\_\_\_\_

Relationship to Program Participant(s) \_\_\_\_\_

Name of Program Participant(s): \_\_\_\_\_

Home Address, City, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

1. Please describe the reason(s) you need financial assistance to participate in Huntley Park District activities.

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2. Please list each household member and any monthly income for that person, whether employed or not, including all legal dependents:

| Name     | Age   | Gross Monthly<br>Income from<br>Employment | Monthly Income<br>from Welfare,<br>Child Support, or<br>Alimony | Monthly Income<br>from Pensions,<br>Retirement,<br>Social Security |
|----------|-------|--|---|--|
| 1. _____ | _____ | _____                                      | _____   | _____  |
| 2. _____ | _____ | _____                                      | _____   | _____  |
| 3. _____ | _____ | _____                                      | _____   | _____  |
| 4. _____ | _____ | _____                                      | _____   | _____  |
| 5. _____ | _____ | _____                                      | _____   | _____  |
| 6. _____ | _____ | _____                                      | _____   | _____  |
| 7. _____ | _____ | _____                                      | _____   | _____  |
| 8. _____ | _____ | _____                                      | _____   | _____  |

(Continue on Reverse Side)

**3. Please list the current employment information of all individuals in your household:**

Your Employer \_\_\_\_\_

Your Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Number of hours you work weekly \_\_\_\_\_

**Spouse/Partner's Employer** \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Hours spouse/partner works \_\_\_\_\_

**4. Required documents to submit with application. Applicant is responsible for providing their own copies. (Application may be denied without proper documentation.)**

- A. If registering for an activity, an Activity Registration Form is required.
- B. Proof of residency (copy of driver's license, state ID or current utility bill with name and address).
- C. Copy of most recent federal Income tax return
- D. Copy of two most recent pay stubs for all household members.
- E. If unemployed, proof of unemployment (separation letter, recent unemployment statement)

**5. Additional documents you may submit to help determine financial assistance. Please check assistance you are currently receiving and attach only those documents.**

- ☐ Public Aid/Cash (Copy of document including amount received) Case# \_\_\_\_\_
- ☐ SNAP/food stamps (copy of approval document) Case # \_\_\_\_\_
- ☐ Medical assistance HFS, WIC, etc. (copy of medical eligibility given as proof at a doctor's office)
- ☐ School Lunch Program (copy of school approval letter) - **This letter may expedite application review process.**
- ☐ HUD/Subsidized Housing (copy of lease or lease amendment)
- ☐ Child support, alimony (copy of court documents listing the amount to be received)
- ☐ Copy of rental lease or mortgage statement (see above for HUD/Subsidized Housing Lease)
- ☐ Other benefits or sources of income: \_\_\_\_\_

**I certify that the above information is true, correct and all income is reported. This information is being given to Huntley Park District as application for financial assistance/scholarship only and will remain confidential. Park District officials may verify the information on the application and deliberate misrepresentation of the information may result in forfeiture of future assistance privileges and possible program participation.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date