



Financial Assistance/Scholarship Program Guidelines

Purpose of the Financial Assistance/Scholarship Program

Gurnee 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. Gurnee 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 must reside within the boundaries of Gurnee Park District or be registering for a program where the applicant is eligible to receive the resident rate due to the location of the program.
2. Financial assistance is available for all general recreation programs except trips and programs provided by an outside contractor. Contractual programs are listed as "Contracted by....." in the brochure and on the web.
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. (The following count as one season or one individual program: nine weeks of camp, CARE/Days Off and Growing Tree Preschool programs.) For those seeking assistance on programs or membership which last one-year in duration, an application must be submitted each year for that specific item at the time of expiration.
4. The maximum an individual may receive in scholarship awards is \$1,500 annually.
5. All financial assistance applications for camp programs require a \$50 deposit that will be used toward your contribution amount.
6. Placement in requested programs is based on class availability. Registration may be completed prior to scholarship approval with a \$50 deposit per person, per program to ensure a spot in the activity. Registration does not guarantee scholarship approval.
7. The participant's payment, which will be outlined in the award letter, is due before registration can be processed.
8. Delinquency on participant's portion of the payment may result in ineligibility for future program participation and/or financial assistance.
9. All registration policies and procedures apply to financial assistance/scholarship 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.
11. The scholarship committee evaluates each application submitted and makes the decision whether or not to grant the request.
12. If requested, the applicant must provide references.

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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 90% Subsidy		Qualifies for 75% Subsidy		Qualifies for 50% Subsidy		Qualifies for 25% Subsidy	
Household Size	Total Household Income	Household Size	Total Household Income	Household Size	Total Household Income	Household Size	Total Household Income
1	\$15,444	1	\$17,444	1	\$19,444	1	\$21,444
2	\$20,826	2	\$22,826	2	\$24,826	2	\$26,826
3	\$26,208	3	\$28,208	3	\$30,208	3	\$32,208
4	\$31,590	4	\$33,590	4	\$35,590	4	\$37,590
5	\$36,972	5	\$38,972	5	\$40,972	5	\$42,972

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 Hunt Club Park Community Center, 920 N. Hunt Club Rd., Gurnee, IL and directed to the Director of Recreation **at least three weeks prior to the start of the program (four weeks early if it is a camp, CARE or a Growing Tree 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 and further instructions.

Required Documentation

Applications cannot be considered without 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 program/activities you are approved for is important. Scholarship awards can be revoked if participation is not regular.

If you have a medical or other reason you cannot participate in 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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920 N. Hunt Club Road, Gurnee, IL 60031
 Phone 847-623-7788 Fax 847-623-8121
 GurneeParkDistrict.com

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 Gurnee Park District, 920 N. Hunt Club Rd., Gurnee, IL 60031, Attn: Director of Recreation.

Your Name _____ 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 Gurnee Park District activities. This information is helpful in determining your financial assistance.

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

Name	Age	Gross Monthly Income from Employment	Monthly Income from Welfare, Child Support, Alimony (Before Deductions)	Monthly Income from Pensions, Retirement, Social Security, etc.
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____
d. _____	_____	_____	_____	_____
e. _____	_____	_____	_____	_____
f. _____	_____	_____	_____	_____
g. _____	_____	_____	_____	_____
h. _____	_____	_____	_____	_____

(Continue on Reverse Side)

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

Your Employer _____

Your Position _____

Address _____

Telephone _____ Number of hours you work _____

Spouse/Partner's Employer _____

Position _____

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 a program, a Program Registration Form is required. (Your registration will not be processed until the scholarship is approved and your co-pay is submitted, unless a deposit is paid. Ask our Customer Service Team for more information.)
- B. If registering for a season pass or other membership, a Membership Application Form is required. (Your registration will not be processed until the scholarship is approved and your co-pay is submitted unless a deposit is paid. Ask our Customer Service Team for more information.)
- C. Proof of residency (copy of driver's license, state ID or current utility bill with name and address).
- D. Copy of recent federal Income tax return
- E. Copy of two most recent pay stubs for all household members.

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 will expedite application review process.**

HUD/Subsidized Housing (copy of lease or lease amendment)

Unemployment benefits (copy of UI benefit approval document)

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: _____

Excessive medical bills. Please explain: _____

I certify that the above information is true, correct and all income is reported. This information is being given to Gurnee 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 will result in forfeiture of future assistance privileges and possible program participation.

Signature of applicant

Date