



## 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. Financial assistance will be awarded on a first-come, first-served basis based on need as well as availability of funds. 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. Financial Assistance is available to Gurnee Park District residents only, and students living in District 50, District 56 and District 121 (Some exclusions may apply).
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. Some exclusions may apply.
3. Financial assistance is limited to one program per person per season. Applications must be completed each fiscal year. 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.*
4. For those seeking assistance for memberships which last one-year in duration, an application must be submitted each year for that specific item at the time of expiration. Memberships are limited to one membership per person at a time.
5. Placement in requested programs is based on class availability. Registrations may be processed prior to scholarship approval with a 25% deposit per person, per program to ensure a spot in the activity. This 25% deposit will be used towards your final contribution amount. Registration and deposit does not guarantee scholarship approval.
6. Placement in requested camps is based on camp availability. Registrations may be processed prior to scholarship approval with a \$50 deposit per person, per camp to ensure a spot in the camp. This \$50 deposit will be used towards your final contribution amount. Registration and deposit does not guarantee scholarship approval.
7. The maximum an individual may receive in scholarship awards is \$1,500 annually. The fiscal year runs May 1, 2022 – April 30, 2023.
8. The participant's payment, which will be outlined in the award letter, is due before registration can be processed.
9. Delinquency on participant's portion of the payment will result in ineligibility for future program participation and/or financial assistance.
10. All registration policies and procedures apply to financial assistance/scholarship applicants.
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.

## **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, annual household income must be less than the values below. 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.

<i>Qualifies for 75% Subsidy</i>		<i>Qualifies for 50% Subsidy</i>		<i>Qualifies for 25% Subsidy</i>	
Household Size	Total Income	Household Size	Total Income	Household Size	Total Income
1	\$16,744	1	\$18,744	1	\$20,744
2	\$22,646	2	\$24,646	2	\$26,646
3	\$28,548	3	\$30,548	3	\$32,548
4	\$34,450	4	\$36,450	4	\$38,450
5	\$40,352	5	\$42,352	5	\$44,352

**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 at Hunt Club Park Community Center, 920 North Hunt Club Road, Gurnee, IL 60031 and directed to the Customer Experience Supervisor **at least three weeks prior to the start of the program or 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 an email with a letter will be sent to the email 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. Front desk staff may make copies, if needed. 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.

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**



## Financial Assistance/Scholarship Application Form 2022/2023 Fiscal Year

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application Form with the required documents. Completed applications should be turned in at Hunt Club Park Community Center, 920 North Hunt Club Road, Gurnee, IL 60031 and directed to the Customer Experience Supervisor.

Applicant's Name (Head of Household) \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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

Name	Age	Relationship to applicant	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. _____	_____	_____	_____	_____	_____

**2. 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.**

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

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

Your Position \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

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

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

Spouse/Partner's Position \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Number of hours spouse/partner works \_\_\_\_\_

**4. Required documents to submit with application. Application will 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.)
- B. If registering for a season pass or other membership, a Membership Application Form is required. (Your membership will not be processed until the scholarship is approved and your co-pay is submitted.)
- C. Proof of residency (copy of driver's license, state ID or current utility bill with name and address).
- D. Copy of most recent federal Income tax return. If you did not file taxes for 2020 or 2021, please submit an IRS Account Transcript Form from <https://www.irs.gov/individuals/get-transcript>
- 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