Greenwich Parks and Recreation Department
Youth Recreation Scholarship Guidelines

Purpose:
Our scholarship program provides income eligible families exposure to positive experiences, and active lifestyles, as well as opportunities to gain and refine life skills, and to develop positive personal and social assets through our recreational programs.

Eligibility:
Applicant must be a resident of Greenwich and be the legal parent/guardian of the child/children for which they are applying.

How to Apply:
Scholarship applications are available in the Parks and Recreation Office (address below) or on our website: www.greenwichct.org. Completed applications with all proper documentation **MUST** be submitted a minimum of **3 weeks prior to the start of the program.** Scholarship and program applications must be filled out completely and legibly. If information is not legible or complete, the application will be returned. Scholarship applications must be accompanied by the program registration forms, **2 proofs of residency** (listed below*), **proof of income** (most recent Federal Tax Return), birth certificate and medical records (as requested) along with the appropriate application fees. Additional information/documentation may be required.

Application Fees:
Applicants will be required to pay a non-refundable **$25.00 fee per child, per section** to submit a Scholarship Application, all checks payable to "Town of Greenwich". This fee will be applied to the program fee.

Applications **MUST** be submitted to the Department of Parks and Recreation:

Department of Parks and Recreation
Town Hall-2nd Floor
101 Field Point Road
Greenwich, CT 06830
Attn: Scholarship Office

***Proof of Residency:** (Please note: if applicant is not the primary addressee on the Parks and Recreation household account, the scholarship application must also include 2 proofs of residency from the primary addressee in addition to the applicant).

What are acceptable proofs?
Current Residential Rental Lease
Current Utility Bill (Gas, Electric, Water, Oil)
Moving Company Contract
Current Phone, Internet and/or TV Service Bill (No Cell/wireless Phone Bills)
Current Credit Card Bill or Bank Statement (No Mortgage Statement)
Valid Driver's License or Connecticut State ID Card

Approval Process:
A representative of the Department of Parks and Recreation may contact the applicant to verify information. Eligibility will be determined on a case-by-case basis. Applicants will be notified by mail of their funding status. All information will be kept confidential. Only one scholarship will be awarded per child per season.

Once the application is processed, the applicant will receive a scholarship award letter in the mail which will inform them of their funding status. The applicant may be required to pay an additional portion of the program fee based on eligibility and available funds. All fees are due by the date indicated on the scholarship award letter; failure to pay on time may jeopardize the child's participation in the program as well as eligibility for future scholarships.

If for **any** reason the child is unable to participate in the program, it is the parent's/guardian's responsibility to notify the Department in writing to the above address (the Department of Parks and Recreation is not responsible for lost, damaged, undelivered, or misaddressed mail) or via email to pnrecs@greenwichct.org **prior** to the start of the program or it will be the responsibility of the parent/guardian to pay their portion of the fees.

To follow up on the status of an application, please call the Department at 203-622-6472.

Funding for scholarships is limited, and as such, those chosen as recipients should consider it a privilege. By accepting scholarship funds, the parent/guardian agrees to the commitment of the child's full participation in the program. Scholarship recipients with poor attendance or considered a "no show" will be eliminated from scholarship consideration for the duration of one year. Repeat offenders will be permanently eliminated from consideration.

There will be a $25.00 fee for any returned checks.

Youth Recreational Scholarship Application
For Greenwich Residents Only

Completed applications with all proper documentation must be submitted 3 weeks prior to the start of the program. Only one scholarship will be awarded per child, per season. There is a non-refundable application fee of $25.00 per child, per session or program, due at the time of registration. This fee will be applied towards the program fee.

It is understood that the information on this application will be held in strict confidence and that eligibility will be determined by personnel of the Department of Parks and Recreation.

Child's Name: _____ Age: _____ DOB: _____

Legal parent/guardian making request: _____ Relationship to Child: _____

Address: _____
*** 2 proofs of residency required** City State Zip

Home Phone #_____ Work #_____ Cell#_____

Email _____

Are you a client of Social Services? _____If yes, are you currently applying for a Summer Campership?_____

Program applying for _____Activity# _____Section# _____
***Please note, only one session of camp will be considered per child** Session/

Are you employed? _____ Employer: _____
***Proof of income must be attached: most recent Federal Tax Return**

# of children in the household:_____ Adults:_____

Have you received a Parks and Recreation Scholarship in the past? _____, if so when? _____

Please state reason for assistance: _____

The information provided is true and complete to the best of my knowledge and belief. I consent to the disclosure of such information for purposes of income and verification related to my application for financial assistance. I understand that any willful misstatement of material fact will be grounds for disqualification. **I agree to pay any outstanding balance I have on my household account after all scholarship money has been applied.**

_____
Signature of legal parent/guardian Date

HH#

FOR OFFICE USE ONLY

Start: _____

TOG $_____ OTHER $_____ PE:

☐ Approved ☐ Denied _____

Fund: $_____ Parent: $_____ Total: $_____

Received: _____Entered: _____ Awarded: _____