

# Scholarship Application Form



Guardian Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please list all adults and children living at address listed above that you wish to use in determining your household size. Any changes to this part of the application after submission requires a new application and review.

Please list the annual gross income as reported on the most current U.S. tax return for each person listed on the application. If you are using the Department of Social Services to verify your income, please leave blank and check the box below.

Name	Age	Date of Birth	Relationship to Applicant	Income
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____

Please check which method of income verification you are using for this application:  
 Tax Return(s)     Release my information from the Department of Social Services

## Statement of Understanding & Agreement

I have read and understand the rules and restrictions for the Parks & Recreation scholarship program. By signing and submitting this application, I hereby agree to the rules and restrictions outlined in the scholarship program. I understand that I must fully disclose all income and hereby grant permission to the Department of Social Services to release income and employment information to the Department of Parks & Recreation. I understand there are legal penalties for submitting false information. I understand that I may be subject to a review for eligibility once a year, twice a year, or quarterly. Charlottesville Parks & Recreation reserves the right to request more information, investigate the information and/or deny the scholarship based upon the information submitted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>Social Services Staff Use Only:</i>		Annual Income: _____	DSS Staff Initials: _____
<i>Parks &amp; Recreation Office Use Only:</i>		Reviewed By: _____	Application Review Date: _____
Income Info Submitted:	Yes No	Annual Income: _____	Discount Awarded: _____
RecTrac Household Updated:	Yes No	Date entered into RecTrac: _____	



## City of Charlottesville Parks & Recreation Department Scholarship Program & Application

REVISED February 4, 2021

The Parks & Recreation scholarship exists to help provide access to fee-based programs and services for customers in need of financial assistance. The Parks & Recreation scholarship is valid for most (but not all) fee-based programs and services and is subject to availability within the specific programs or service.

## ELIGIBILITY

The scholarship program is available to **City of Charlottesville Residents Only**. Eligibility for a scholarship is based upon gross annual income and household size (see Eligibility Table below). Proper documentation must be submitted in order to be considered for eligibility (see income documentation). If the applicant does not have the required documentation then they must have income verified by the City of Charlottesville, Department of Social Services using their standard income verification processes and methods. Children who are under the custody of the City of Charlottesville, Department of Social Services are also eligible.

## BENEFITS

### Recreational Classes, Programs and Camps

The Parks & Recreation scholarship provides a discounted fee for recreational classes, programs and camps on a sliding scale based on gross annual income and household size (see Eligibility Table below).

### Recreation Centers and Pools

The Parks & Recreation scholarship provides a discounted fee for passes only to Carver Recreation Center, Key Recreation Center, Smith Aquatic & Fitness Center, Onesty Family Aquatic Center and Washington Park Pool on a sliding scale based on gross annual income and household size (see Eligibility Table below).

Annual Benefits Cap: Eligible households are allowed a maximum retail value of \$1,000 in recreation classes and/or passes during a calendar year. After the maximum has been met, the discount will be void until the following calendar year (subject to re-verification).

## Eligibility Table

Household Size	90% Discount (up to 100% of FPL)	75% Discount (101%-138% of FPL)	50% Discount (139% - 150% of FPL)	25% Discount (151%-200% of FPL)
1	Below \$12,760	\$12,761-\$17,609	\$17,610-\$19,140	\$19,141-\$25,520
2	Below \$17,240	\$17,241-\$23,792	\$23,793-\$25,860	\$25,861-\$34,480
3	Below \$21,720	\$21,721-\$29,974	\$29,975-\$32,580	\$32,581-\$43,440
4	Below \$26,200	\$26,201-\$36,165	\$36,166-\$39,300	\$39,301-\$52,400
5	Below \$30,680	\$30,681-\$43,339	\$43,340-\$46,020	\$46,021-\$61,360
6	Below \$35,160	\$35,161-\$48,521	\$48,522-\$52,740	\$52,741-\$70,320
7	Below \$39,640	\$39,641-\$54,704	\$54,705-\$59,460	\$59,461-\$79,280
8	Below \$44,120	\$44,121-\$60,886	\$60,887-\$66,180	\$66,181-\$88,240

*Eligibility table represents discount levels based on gross annual income as compared to % of the Federal Poverty Level (FPL). Source: 2019 U.S. Department of Health and Human Services as published in the Federal Register, January 25, 2021.*

## RESTRICTIONS

The Parks & Recreation scholarship is **not** valid for the following programs or services:

- Daily Pool/Rec Center Admissions
- Golf Multi-Round Passes or Annual Memberships
- Greens Fees at Meadowcreek Golf Course
- Adult League Sports
- Special Events
- Picnic Shelter Rentals
- Red Cross Certifications Classes
- Facility Rentals
- Garden Plot Rentals
- Birthday Parties
- Special Events Permits
- Field/Court Rentals
- Food & Beverage
- Private Lessons
- Personal Training

## APPLICATION PROCEDURE & INCOME DOCUMENTATION

In order to be considered for a Parks & Recreation scholarship a signed application with the following documentation must be submitted.

- Proof of residency (valid driver's license, utility bill, tax statement/bill or other proof of residency) **and**
- A signed copy of all adult applicants current U.S. Individual Federal Income Tax return (see below) **or**
- A signed waiver on the application to obtain financial information from the Department of Social Services

### Tax Return Information

For applicants submitting their current U.S. Individual Tax Return (Form 1040A or 1040EZ), you must submit tax returns for all working adults listed on the application. The total number of people listed on the application will be used to determine the household size on the discount table (Table 1) and the income documentation must match.

### Special Instructions

- If the filing status on the tax return is checked "Married Filing Separately," the applicant must submit their spouses tax return.
- If the applicant can be claimed as a dependent on their tax return, the applicant must provide the tax return(s) of the person(s) claiming them as a dependent.
- Monies received from scholarships, student loans and/or investments count as income and will be used in determining your gross annual income.

Parks & Recreation does not require social security numbers, so please black out that information prior to submitting. All income documentation will be destroyed following approval.

In-person applications (with documentation) may be submitted in person at any Parks & Recreation facility. Online applications may be submitted at [www.charlottesville.org/parksandrec](http://www.charlottesville.org/parksandrec). Mailed applications (with documentation) must be sent to:

Charlottesville Parks & Recreation, PO Box 911, Charlottesville, VA 22902

## APPLICATION REVIEW AND AWARD

Upon receipt of a scholarship application, Parks & Recreation staff will review the application (5-10 business days) and will make a financial assistance determination based upon the information submitted. The application will not be processed until all necessary documents are provided. All applicants will be notified once a decision has been made and the applicant's account will be activated immediately.

## RE-VERIFICATION

Once the scholarship has been awarded, the applicant is required to re-verify their income and household size every twelve (12) months in order to maintain their scholarship discount. The applicant may re-submit their financial information at any time if their income level changes and would like to be considered for a larger discount. If there are any changes in household size during the duration of the scholarship, new income documentation will be required.

## PAYMENT & REFUNDS

Payment is due when registering for any Parks & Recreation program or service, without exception. Charlottesville Parks & Recreation accepts Cash, Check, Visa, MasterCard or Discover. Refunds for cancellations are issued in the form of check, credit card or household account credits. Charlottesville Parks & Recreation does not refund cash.