



Financial Assistance/Scholarship Program Guidelines

Purpose of the Scholarship/Financial Assistance Program

This program is designed to provide financial assistance/scholarships to residents of Lincolnwood in order to support participation in Lincolnwood Parks and Recreation Department programs.

Procedures and Guidelines

The Village of Lincolnwood Parks and Recreation Department will attempt to provide financial assistance to those residents who meet eligibility requirements based on availability of funds. The Parks and Recreation Department reserves the right to approve full or partial assistance or deny an applicant's request. The following guidelines have been developed to ensure successful implementation of this program.

1. Financial assistance is available to individuals those who reside within the Village of Lincolnwood's School District 74.
2. The Financial Assistance application must be completely filled out and returned with the registration form in order to be considered. The application will be reviewed and processed by Parks and Recreation staff.
3. Upon submission of a scholarship request, families will be notified within 10 business days or less of their scholarship status.
4. Financial Assistance is based on need and availability of funds and will be awarded on a first come-first serve basis during the current fiscal year (May through December).

Important Information

- All submitted information is confidential and not a matter of public record.
- All information on the application must be true and accurate. Financial assistance awarded on the basis of false information supplied by the applicant will be revoked.
- Request must be submitted on the application form provided by the Lincolnwood Parks and Recreation Department and must be completed in full, with all applicable documentation

provided and signed by the requesting party. If requests are submitted incomplete, they will be returned to the requesting party for completion before being considered.

- Families who receive financial assistance must re-apply with each seasonal brochure (fall, winter/spring and summer) and meet the established deadline listed in the general information section of the brochure for submitting the application. Granting of assistance/scholarship does not ensure continued approval for succeeding sessions. It applies only to programs listed on the registration form submitted with the application.
- All general programs are available for assistance **EXCEPT** pool passes and contractual or cooperative programs with other public or private agencies.
- **Participants will be required to pay one-third of the total program costs.**
- **After paying the required one-third total cost of the registration fees, each family will be allowed a total of up to \$400 a fiscal year in assistance, regardless of family size.** This does not guarantee that a family receives \$400 in assistance, only confirms that a maximum exists.
- All scholarships will be awarded on the basis of need on a first- come, first served basis, and the ability of the Parks and Recreation Department to absorb the cost. The Parks and Recreation Department reserves the right to approve partial funding or deny an applicant’s request.
- All resident registration policies and procedures apply to scholarship applicants.
- Any payment delinquencies will impact future requests and may impact future eligibility for the program.
- Scholarship money that has been awarded is non-refundable.

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 participation in public aid, food stamp program, subsidized housing, excessive medical bills, and school free lunch program may also be considered in determining eligibility. To qualify, household income must be less than the values below annually. This chart is updated annually and may change year to year based on the information provided by US Department of Agriculture guidelines for school free lunch programs.

Household Size	Annual Income
1 Person	\$14,580
2 Persons	\$19,720
3 Persons	\$24,860
4 Persons	\$30,000
5 Persons	\$35,140

6 Persons	\$40,280
7 Persons	\$45,420
8 Persons	\$50,560
For each additional person add \$5,140	

Application Procedures

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application Form. Completed applications should be submitted to the Parks and Recreation Department **a minimum of two weeks prior to the start of the program or by Friday, May 5th, 2023 for the 2023 Summer Camp Season** . The Parks and Recreation Department is located at 4170 Morse Ave., Lincolnwood, IL. 60712. Applications should be directed to the Director of Parks and Recreation. The applications will be individually reviewed and the applicants will be notified of the status within 10 days of receipt.

Required Documentation

Applications **cannot** be considered without submitting the documents listed on the application. Missing documentation will delay review of the application until all documents are received.

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 the legal parent/guardian) to inform the Parks and Recreation Department of this conflict in participation. Failure to do so may result in the revocation of your award.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

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 Income from Employment	Monthly Income from Welfare, Child Support, Alimony (Before Deductions)	Monthly Income from Pensions, Retirement, Social Security, etc

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

Applicant's Employer:

Applicant's Position:

Address:

Telephone:

Spouse/Partners' Employer : _____

Position : _____

Address : _____

Telephone : _____

4. Required documents to submit with application. Applicant 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. Ask our Registration Staff for more information.)
 - B. If registering for a pool pass, a Pool Pass Registration Form is required. (Your registration will not be processed until the scholarship is approved and your co-pay is submitted. Ask our Registration Staff for more information.)
 - C. Proof of Residency (Copy of Driver's License, State ID or current utility bill 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 as proof at a doctor's office)
- School Lunch Program (Copy of school approval letter)
- 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
- Other benefits or source of income:

- Excessive Medical Bills. Please Explain.

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- **I certify that the above information is true, correct and all income is reported. This information given to the Village of Lincolnwood Parks and Recreation Department as application for financial assistance/scholarship only and will remain confidential. Parks and Recreation Department staff 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

Updated 02/09/2023