



## Greenwich Parks and Recreation Department Youth Recreation Scholarship Guidelines

### **Purpose:**

The Greenwich Parks & Recreation Scholarship Fund provides Greenwich's youth access to recreational programs. 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.

### **Eligibility:**

Applicant must be a resident of Greenwich and be the legal parent/guardian of the child/children for which they are applying. Proof of residency is required, such as a current utility bill. 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. Once the application is processed, applicant will receive a letter which will inform them of their funding status, 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.

### **How to Apply:**

Scholarship applications are available in the Parks and Recreation Office (address below) or on our website; [www.greenwichct.org](http://www.greenwichct.org). Applications **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, proof of residency (current utility bill), proof of income (most recent Federal Tax Return), birth certificate and medical records (as requested) along with the appropriate application fees. Applications **MUST** be submitted to the Department of Parks and Recreation (address below) or mail to:

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

### **Approval Process:**

A representative of the department 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.

If for **any** reason the child is unable to participate in the program; it is the parent's/guardian's responsibility to notify us 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](mailto:pnrecs@greenwichct.org) **prior** to the start 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

\*Program registration  
\* Proof of residency and  
\*Proof of income forms must be  
attached.

Applications 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 staff members of the Recreation Division and the Department of Social Services.

**Please print legibly**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of person making request: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
(Must be legal parent/guardian)

Address: \_\_\_\_\_

\*proof of residency required; current utility bill 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# \_\_\_\_\_ Session/  
Section# \_\_\_\_\_

\*Please note, only one session of camp will be considered per child

Household monthly gross income: \$ \_\_\_\_\_ # of children in household: \_\_\_\_\_ Adults: \_\_\_\_\_

\*Proof of income must be attached: most recent Federal Tax Return

Are you employed? \_\_\_\_\_ Employer: \_\_\_\_\_

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 Parent/Guardian

Date

FOR OFFICE USE ONLY	
TOG \$ _____	OTHER \$ _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied, _____
Fund: \$ _____	Parent: \$ _____ Total: \$ _____
Received: _____	Entered: _____ Awarded: _____