

**Grant-In-Aid Program
Scholarship
Explanation of Benefits**

Dear Grant-In-Aid Applicant:

As in the past, eligibility for assistance is based upon family size, income levels and extenuating circumstances. After reviewing your application based upon the above three factors, the following policies will be implemented:

1. Each family will be assigned a percentage of assistance: 25%, 50%, 75% or 100% depending on the information you provide us.
2. Each family's percentage of contribution must be paid prior to the application of aid and prior to the use of programs and/or facilities. You will be contacted by phone and/or in writing to inform you of your percentage of coverage and your percentage of contribution. As long as your financial circumstances do not change, this percentage of coverage will remain the same throughout the year.
3. Each family will be allowed to register for one program per season per family member conditionally.
4. Please fill out a corresponding registration card or facility pass card for consideration. Late registrations may not be accepted dependent on availability and instructors. Please be sure to make your request during open registration, prior to the start of class.

Seasons are designated as follows:

	<u>Registration Begins</u>	<u>Program Meets</u>
Winter	November/December	January . March
Spring	February	April . May
Summer	April	June . August
Fall	August	September . December

Camp programs will be advertised in either the Winter or Spring brochure and will count towards the summer season.

Please make sure you have turned in all required documentation (please see attached requirements) and allow 15 business days for processing. The park district encourages you to return your information at your earliest convenience. If you have any questions, please contact Carmela Fioretto at 847-885-7500.

Hoffman Estates Park District Grant-In-Aid Application Guidelines

Grant-In-Aid Policies:

1. Grant-In-Aid applications need only be completed **once** annually. **Information on this form will be kept on file until December 31st and any changes to financial status must be reported promptly by the applicant to the Park District.**
2. All Grant-In-Aid recipients must reside within Park District Boundaries.
3. All information submitted is confidential and is not a matter of public record.
4. All information on the Grant-In-Aid application must be true and accurate.
5. Limited funds are available for grants. All Grant-In-Aid awards are based on the need and availability of Grant-In-Aid funds at the time of applying. Each family will be allowed to register for one program per season per family member.
6. Upon submission of grant request, families will be notified in 15 business days or less of their grant status. Registration and/or facility pass cards should be submitted with the initial grant request and then solely for future seasonal requests.

Application Procedures:

1. Complete, in full, the Grant-In-Aid Assistance Applications Form. Families applying must submit a **copy** of their **latest federal income tax return, W-2s from each adult wage earner and a copy of the most recent pay stub from each wage earner.**
2. Return your completed application to the Hoffman Estates Park District, 1685 W. Higgins Attention: Office Manager
3. Each application will be reviewed and the information verified for the family's eligibility. Based upon family size, income level and extenuating circumstances, families may be denied or approved and an established percentage of coverage will be determined that will remain the same for the year providing the financial circumstances do not change.
4. If approved, you will be eligible for assistance until December 31st of that year.

Your Grant-In-Aid allows you to register for one of the following per season:

- Recreation Classes
- Camps
- Seascape Punch Passes
- In-House Youth Leagues
- Preschool

Your Grant-In-Aid **cannot** be used for

- Facility Memberships without extenuating circumstances
- Travel Program additional costs
- Adult Leagues

How to Register:

- All registration procedures and policies as detailed in each of the districts program brochures apply to Grant-In-Aid recipients.
- Initially:
 - Complete the Grant-In-Aid forms along with the registration and/or facility pass card.
 - Include no payment with your initial request. You will be contacted with the results of your request and given your percentage of contribution at that time.
 - Upon receipt of your payment, if any is required, you can be registered for the program requested depending on availability.
 - Your initial request can take up to **15 business days to process.**
- **For future registration:**
 - Fill out Grant-In-Aid cover page only.
 - Fill out the registration and/or facility pass card.
 - Include your percentage of contribution. If you are unsure of your percentage, please contact the Hoffman Estates Park District at 847-885-7500 Monday through Friday from 8:30 a.m. to 4:30 p.m. and speak with Carmela Fioretto. Please note, your percentage of contribution is due at the time you request additional registration.
 - Additional requests will take up to **24 hours to process.**

**HOFFMAN ESTATES PARK DISTRICT
GRANT-IN-AID**

NEW APPLICANT

**SUBSEQUENT
APPLICATION**

Family Last Name _____

Husband's First Name _____

Wife's First Name _____

First and Last Name(s) of Children:

1. _____ Birthdate/Age: _____

2. _____ Birthdate/Age: _____

3. _____ Birthdate/Age: _____

4. _____ Birthdate/Age: _____

5. _____ Birthdate/Age: _____

6. _____ Birthdate/Age: _____

Present Address

New since last registration? Yes No If Yes: Past Address:

Home Phone _____

Work Phone: Wife (Mother) _____

Husband (Father) _____

Marital Status: Single Married Divorced Separated Widowed

FINANCIAL RESOURCES

In order to be considered for review of Grant-In-Aid, it is required that you submit 3 of the most recent pay stubs from each wage earner in your household. Each pay stub must show the year-to-date income or it will be returned and your application will not be reviewed at that time.

Please complete the following:

First and Last Name: _____

Employer's Name: _____

Employer's Address _____

Employer's Phone # _____

Gross Yearly Income for year _____ \$ _____

First and Last Name: _____

Employer's Name: _____

Employer's Address _____

Employer's Phone # _____

Gross Yearly Income for year _____ \$ _____

First and Last Name: _____

Employer's Name: _____

Employer's Address _____

Employer's Phone # _____

Gross Yearly Income for year _____ \$ _____

Please review the following and list any information that would pertain to your household:

- Do you receive Public Assistance: \$ _____/Month
- Do you receive Alimony: \$ _____/Month
- Do you receive Child Support: \$ _____/Month
- Do you receive Unemployment Compensation: \$ _____/Month
- Do you receive Social Security Benefits: \$ _____/Month
- Do you receive Death Benefits: \$ _____/Month

- Home
Own Rent Monthly Payment \$ _____
- Car(s)
Own Rent Monthly Payment \$ _____

I fully understand that the financial and extenuating circumstances outlined above will be kept confidential by the Hoffman Estates Park District. Furthermore, I understand that it is my responsibility and obligation to notify the Park District of any changes in financial status. Each wagger earner must sign below.

Applicant's Signature/Date

Applicant's Signature/Date

**HOFFMAN ESTATES PARK DISTRICT
GRANT-IN-AID CHECKLIST**

Before submitting your Grant-In-Aide application to the park district, please read and check off the boxes of the documents required for your application to be processed.

- Completed Application
- A Copy of the most recent Federal Income Tax Return and W-2s from **each** adult wage earner. If you have not yet filed, you are required to submit it as soon as you have a copy in hand.
- A copy of three (3) of the most recent pay stubs from **each** wage earner which **must** show your year-to-date income (any household member 18 years or older).
- Social Security Recipient Documentation
- Public Aid Recipient Documentation
- Proof of Alimony/Child Support Payments ó If you are a single parent and claim you do not receive child support, you must submit legal documentation stating that you do not receive it.
- Unemployment Compensation Documentation
- A photocopy of a driver's license for all heads of household listed on the application.

** Keep in mind that you need only to fill out the first page of the application along with a registration or facility card if you have already filled out a complete application and given all the required documentation. Additionally, your percentage of coverage should remain the same for the year if your financial situation has not changed.