

Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092
McNamaraK@sudbury.ma.us

Financial Assistance Policy

Sudbury Parks & Recreation Department strives to offer programs at the lowest price possible to run a safe, fun, and successful program. Even so, we understand some families may be facing a financial hardship. We have established a financial assistance policy allowing us to offer scholarships to those in need.

What is financial assistance?

Financial assistance is a scholarship for a reduced rate or fee for recreation programs and activities based on financial need. Scholarships are intended to help those who desire to attend Sudbury Park & Recreation programs but are unable due to the lack of sufficient funds. Scholarships may be awarded in the amount of 15%, 25%, or 50% off a program.

Scholarships apply to MOST programs or activities with the following exceptions:

- Facility & Field Rentals
- Membership fees
- Program fees under \$15.00
- Some programs when a vendor is used.

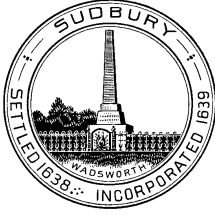
Where do scholarships come from?

Scholarships are provided by the Sudbury Parks & Recreation Department. Scholarships are available on a very limited basis, as there is currently no scholarship fund. The fee reduction comes off the cost the Recreation Department receives at the time of registration. Available amounts vary by program, financial need, and the amount of applications submitted. The Sudbury Parks & Recreation department reserves the right to limit the amount awarded to an individual or family, especially if the demand by the community is high. The Parks & Recreation Director will review all applications and determine awards.

Who can receive a scholarship?

Scholarships are available to Town of Sudbury residents only. Scholarship amounts are based on the number of immediate family members in the household, their combined income from all sources, and whether or not you receive free or reduced lunch; other circumstances will be considered on a case by case basis. You may receive up to 15% off a program or activity if you do not qualify for free or reduced lunch but have specific hardships. You may receive up to 25% off if you qualify for reduced lunch. You may receive up to 50% off if you qualify for free lunch. The Sudbury Parks & Recreation Department reserves the right to issue a scholarship outside the parameters set on a case by case basis.

All applicant's personal information is kept confidential. Class instructors and program leaders are not informed of participant's scholarship status.



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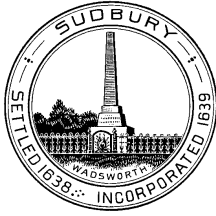
How do I apply?

1. Complete the application form in its entirety
2. Attach supporting documents – Director will not review or approve any application without proper documentation
3. Mail or drop off all information to the Fairbank Community Center, at least 10 days prior to registration. No applications will be accepted after the deadline.
4. Applicants will be notified within 3 business days.
5. If approved, the balance must be paid at the time of registration.

I understand submitting an application for financial assistance does not guarantee the receipt of a scholarship. I understand, if a scholarship is awarded it only applies to the specific programs requested on this form; and if awarded a scholarship it does not carry over to any other registration period. I further understand that if I am offered a scholarship based off this form that does not automatically guarantee me future scholarships; for future assistance I will need to reapply each time.

Parent/Guardian Signature

Date



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Financial Assistance Application

1. Primary Contact Information

Last:	First:	D.O.B.
Home Phone:	Cell Phone:	
Address:		
Email Address:		

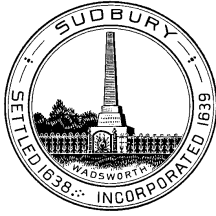
2. Family Information

(Please list everyone in the household)

Name (First, Last)	D.O.B (mm/dd/yyyy)	Occupation

3. Explanation of Hardship

(Please explain why you are applying for assistance)



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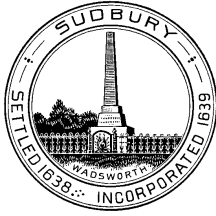
4. Financial Information

All applications need to be submitted with income documentation. This should include all sources of income for the past 60 days (ie: copies of pay checks, government benefits, child support, unemployment, social security).

Monthly Income	
Wages (after taxes)	
Child Support/Spousal Support	
Social Security	
DCF/Food Stamps	
Pension	
Unemployment	
Other	
Total Monthly Income	

Monthly Expenses	
Rent/Mortgage	
Utilities (gas, phone, electric, etc.)	
Car Payment	
Uncovered Medical/Dental	
Other Payments (credit cards, loans, etc.)	
Total Monthly Income	

Other Assistance	Yes	No
Does your family currently receive free lunch?		
Does your family currently receive reduced lunch?		
Does your family qualify for fuel assistance?		
Has your family received a scholarship from another organization in the past 6 months? If yes, what organization and how much?		



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5. Program Information

Child	Program	Session/Time	Program Cost	Official Use Only	
				Scholarship Amount	Amount Due

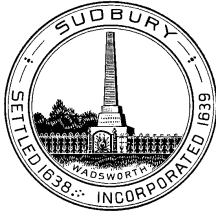
What activities (sports, clubs, other) have you or your child participated in during the past twelve months?

Have you previously received financial assistance from us before? If yes, what year? _____

Are you available to volunteer at an Atkinson Pool or Sudbury Park & Recreation event? _____

Note: A financial assistance application or its approval does not automatically register that person into the program of choice. Registration is the responsibility of the family requesting assistance, and is not complete until a registration form is completed and the balance is paid. All registrations will need to be done at the Fairbank Community Center for anyone who receives financial assistance; online registration is not available with a scholarship.

Scholarships are based off the programs requested on this application. Any changes to your original request will result in a re-evaluation.



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*I certify that the above information is true and correct. I will notify the Sudbury Park & Recreation Department of any changes. I understand that the department may verify the information on this application and that a deliberate misrepresentation of the information will result in the forfeiture of assistance and may prohibit future eligibility in this program. **I agree to pay the outstanding balance by the deadline determined by the Sudbury Park & Recreation Department and that I understand that failure to do so will result in removal from the program.***

Parent/Guardian Signature

Date

Official Use Only

Date Received: _____ Registration Date: _____
Date Reviewed: _____ Reviewed by: _____
Approved: _____ Denied: _____

Scholarship Amount: _____
Total Due by applicant: _____
Date Total Due by: _____