TOWN OF DARIEN
PARKS AND RECREATION DEPARTMENT
TOWN HALL, 2 RENSHAW ROAD
DARIEN, CONNECTICUT 06820-5397
TELEPHONE 656-7325
FAX 656-7380

SUSAN M. SWIATEK
DIRECTOR OF
PARKS AND RECREATION

JAMES H. COGHLAN
ASSISTANT DIRECTOR OF
PARKS AND RECREATION

Program Scholarship Policy

Purpose

To establish a guideline for the consistent award of financial assistance to Darien residents who are determined unable to fully afford the benefits provided through participation in Parks and Recreation classes & programs.

Philosophy

The Darien Park and Recreation Commission recognizes that there are residents of Darien who require financial assistance in order to participate in certain activities through Parks and Recreation. It is important to continue to ensure that the most vulnerable individuals do not lose access to the important social and physical benefits realized through leisure activities. Scholarships will not be funded through the department operating budget.

Background

Scholarships are awarded to Darien residents only. Scholarships are granted based on financial need and program registration limits. Applicants will complete the standard activity registration form and the one-page scholarship application form.

Procedures

- Scholarship application form must be returned to the Parks & Recreation office at least 2 weeks prior to program start date
- Scholarship application will be reviewed by Social Service and Parks & Recreation staff to determine scholarship need and, if approved, level of award
- Applicant will be notified of scholarship award within 1 week of program start date
- Class space will be held while the application is being reviewed
- Percentage of scholarship funds (based on program contract with provider) will be provided by contracted program provider
- A maximum of 3% of registrations for each program will be eligible for scholarship provided registration minimums have been reached
- Applicant can apply for a maximum of 1 scholarship per season (spring, summer, fall, winter)
- After scholarship is awarded, balance of program fee (if any) must be made prior to program start date
- Activities that are ineligible for scholarship will be determined by the Parks & Recreation Department
- Youth program scholarship applications take priority over adult (18 and over) scholarship applications

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Scholarship Application

PLEASE RETURN THIS FORM TO: Jim Coghlan, Assistant Director
Darien Parks & Recreation Department
2 Renshaw Road
Darien, CT 06820
Fax: 203-656-7393

Office Use Only

Approve _____

Amount $_____

Please Note: A separate scholarship form is required for each child and each program.

Name of Child_____ Date of Birth_____ Age_____

Name of Parent/Guardian_____ Day time Telephone #_____

Email_____

Program Name_____ Session (please circle) Spring Summer Fall Winter

Program Start Date_____ Cost of Program $_____

Type of scholarship requested (please check) Full_____ Partial_____

Amount you are able to pay (if any) $_____

Have you ever applied for a scholarship before? Yes_____ No_____

Number of children in your family under the age of 18 _____

Do you rent or own your home (please check) **Rent**_____ Rental $_____ per month

Does this include utilities? Yes____ No____

Own____ Mortgage $_____ per month

Total Family Yearly Gross Income: $_____
(This includes but is not limited to: All employment or unemployment income; interest income; child support/alimony; Social Security/SSI benefits)

Reason(s) for requesting scholarship/special circumstances? Please use back of sheet if you need more space.

Responsibilities and Release information:

1. I hereby request assistance from the Town.
2. I certify that all the statements made on this application are true and correct.
3. I understand that I may be asked to verify the information on this application.
4. I give Darien Park and Recreation permission to release information about my need for assistance to Darien Social Services.

_____ _____
Applicant Signature ***Date***