



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 Human Services 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 application



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 Due \$ _____

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 _____ Cell # _____

Address _____ 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 the Darien Human Services Department.

Applicant Signature

Date