



## **Financial Assistance Policy**

### **PURPOSE OF FINANCIAL ASSISTANCE PROGRAM?**

Swanton Recreation recognizes that there are Swanton residents who are financially unable to participate in recreation programs offered by the Department, but still desire the opportunity to experience the benefits of leisure activities. The Department has established a Financial Assistance Program as a supplement of funds to make recreation programs available to Swanton Families.

### **WHO IS ELIGIBLE?**

Swanton residents who are experiencing financial difficulty or who are in a unique, hardship situation are eligible to apply for assistance. It is understood that from time to time families may encounter some unforeseen and unfortunate circumstances. During these times financial assistance may be needed to help a family meet some recreational needs. If you feel you are in need of assistance, but do not meet the income guidelines, you may attach a letter to your application stating your circumstances. These are special circumstances and will be handled on a case by case basis.

### **WHICH PROGRAMS ARE ELIGIBLE FOR SCHOLARSHIPS?**

All Swanton Recreation sponsored programs/camps are eligible. Assistance cannot be used toward facility/field rentals. Assistance can be given to outside source programs or camps if the entity who is offering the program/camp is offering financial assistance. Outside source programs/camps are ones that are offered by a business or individual who do not work for Swanton Recreation.

### **HOW DOES THE ASSISTANCE PROGRAM WORK?**

Approved individuals or families will be awarded in 30%, 50% or 70% increments, not to exceed \$200 per year, for Recreation sponsored programs. (Day Camps have a different

threshold of the amount a family can be awarded). The remaining balance shall be paid by the applicant. Once the necessary paperwork is completed for eligibility, it will stay on file for one calendar year. Applications will continue to be accepted until available scholarship funding is exhausted for the year. Financial Assistance will be awarded on a first come, first serve basis while funding is available.

## WHAT IS THE INCOME DOCUMENTATION NEEDED?

The income verification documentation that is needed is:

- Yearly Salary/Wages- Attach a copy of the first page of your federal and state income tax return for the most current filing year.
- Free/Reduced School Meals- if your family receives this from your child's school. Include a copy of the Free/Reduced Lunch Program Documentation from the MVSD School District

New information will be required each January regardless of which season original information was provided. Once the necessary paperwork is received for eligibility, it will stay on file until the end of the calendar year.

## INCOME GUIDELINE

The Income Guideline that is used is from the State Free & Reduced Meals site. It is updated annually in December for the next calendar year.

## HOW TO APPLY

Families must complete a Financial Assistance Application, one per family for the calendar year, January 1- December 31. Complete and up to date income verification must be provided with application. Applications are available on the Recreation website. For confidentiality purposes, please be sure to submit application and paperwork in a sealed envelope.

*Scholarship requests must be submitted to the Recreation Office at least two weeks (10 business days) before the start of a program.*

Steps to Apply for Financial Assistance

1. Fill out the [REQUEST FOR FINANCIAL ASSISTANCE FORM](#)
2. Send in with proof of income- see requirements on the form.
3. Create a Household Account on the Recreation website if needed.
- 4.. Finally email the Executive Director at the email provided that you have completed these steps, along with the name of the program that you wish to register for.