



## Carroll County Bureau of Recreation Annual Program Scholarship

The Bureau of Recreation believes that residents of Carroll County, regardless of income, should be able to participate in its recreation programs and activities. To facilitate participation, the bureau offers financial assistance, in the form of scholarships, to as many county residents as possible.

A limited number of scholarships for program fees are available each year. Financial assistance is awarded on a first come, first served basis in accordance to funding availability and program eligibility. Material fees and required equipment are not eligible for financial assistance. The scholarship applies only to the program registration cost and those programs offered by the Bureau of Recreation.

Programs sponsored and run by other organizations, such as the County's volunteer recreation councils, are not eligible for funding through this program. Contact should be made directly with the sponsoring recreation council to inquire about any available financial assistance.

### Procedures

1. Complete a scholarship application to include total yearly household income (gross salary, child support, alimony, and other government assistance). Scholarships are limited to one program per person per year, while funds are available.
2. Complete a registration form and provide a 25% deposit to secure a space in the program while the scholarship application form is being reviewed. If a deposit is not given, the program may be filled while the application process is being completed.
3. A limit on the amount being awarded for any program is set at \$75.
4. The household income guidelines (based on a family of at least 2 people) for calculating the reduced rate are listed below:

<u>Income</u>	<u>Reduction Percent</u>
Under \$15,000	75%
\$15,000-\$21,000	50%
\$21,001-\$27,000	25%

Applications should be submitted along with a program registration form and a 25% deposit for the program registration fee and/or a letter from an outside agency (on official letterhead) that guarantees partial funding of at least 25% of the registration fee. If the application and registration form are received without any deposit, the participant will not be registered until the deposit is received and risk the program reaching the maximum number of participants.

Incomplete applications will not be considered and automatically denied. The Bureau Chief of Recreation will review completed applications and notify the applicant within 10 business days. If the scholarship is denied, the participant will receive a refund on their deposit.

All information will be kept confidential.

Application and required documentation can be delivered or mailed to:  
Carroll County Department of Recreation & Parks  
Attention Bureau Chief of Recreation  
300 S. Center Street  
Westminster, MD 21157

# Carroll County Bureau of Recreation

## Annual Program Scholarship Application

July 1, 2022-June 30, 2023

Financial assistance is awarded in the form of a program scholarship, to county residents only. Scholarships are limited to one person per year, while funds are available, and space availability of the program. By completing this application and providing supporting documents, you are requesting financial assistance for your child(ren) to participate in a program offered by the Bureau of Recreation. Completion of this form and submittal of proper documentation is required before your scholarship application can be reviewed and/or approved. All information will remain strictly confidential. Failure to provide ALL information required will result in your application being denied.

Household Name (last name): \_\_\_\_\_ Date of Application: \_\_\_\_\_

Members: Total Adults \_\_\_\_\_ Total Children (under 18) \_\_\_\_\_ Total Household Size \_\_\_\_\_

NAME	DATE OF BIRTH	AGE

**Required Financial Information:**

Check one: ☐ Single Parent Household ☐ Two-Parent Household

Total Yearly Household Income \_\_\_\_\_ (Attach your most recent tax return, from 1040, and copies of two (2) recent consecutive pay stubs for the household)

Check all that are applicable and submit verification of each:

☐ Public Assistance      ☐ Public Housing      ☐ Food Stamps  
☐ Energy Assistance      ☐ Medical Assistance      ☐ Other (explain on reverse)  
☐ SSS or SSI as primary income

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 Submit a separate registration form and 25% deposit payment for the program for which you wish to register. Placement in the program is not confirmed until your deposit has been received. The fee may be adjusted on a sliding scale based on the Bureau's Financial Assistance Policy.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

**FOR BUREAU OF RECREATION USE ONLY:**

Adjusted Program Fee \_\_\_\_\_ Deposit Received \_\_\_\_\_ Balance Due \_\_\_\_\_  
 Approved/Disapproved (circle one) \_\_\_\_\_ Date \_\_\_\_\_ Reason \_\_\_\_\_