



ATTACHMENT 1

**City of Culver City
Parks, Recreation & Community Services
(PRCS) Department
SCHOLARSHIP PROGRAM GUIDELINES**

Purpose/Background

This policy details the guidelines, eligibility and procedures required for the submission, review and approval/denial of the Scholarship Program Application.

Policy Overview

- ✓ In recognition of the difficult financial circumstances of some citizens and the barrier these circumstances may impose to accessing fee-based classes/programs, the City shall provide a Scholarship Program.
- ✓ The specifics of this program are designed and modified to balance the interests of providing access for all within the City's financial capacity.
- ✓ Scholarship applicants must be residents of Culver City and prove age eligibility and provide two types of proof of residency: (1) a valid photo identification; and, (2) a recent utility bill.
- ✓ Scholarships will be made available on a "first come, first served" bases and will only be offered as funding allows.
- ✓ The Scholarship Program shall be based upon an existing system for eligibility, utilizing Los Angeles County programs (CalWorks, Medi-Cal, General Relief and WIC) to establish eligibility thresholds. The purpose of this shall be to ensure integrity of the Scholarship Program which shall be established in a manner that balances administrative simplicity and efficiency and individual confidentiality and dignity, with the City's need to verify residency and income eligibility.

Requirements:

- ✓ The Scholarship Program applicant/recipient must live in Culver City.
- ✓ Scholarship recipients are only eligible for one scholarship per activity guide cycle.
- ✓ A new scholarship application must be completed for each scholarship requested each activity guide cycle.

Scholarship Criteria:

- ✓ Scholarship assistance is to be used only to off-set the cost of the registration fee and not for supplies, extra fees, admission fees or excursions/field trip fees.
- ✓ Eligible Culver City residents of all ages may submit a Scholarship Program application.
- ✓ Scholarships awards are limited to those programs offered by the PRCS Department or by contract instructors through the PRCS Department which cost \$20 or more.

Other Notes:

- ✓ Scholarship assistance will be granted based on established financial need criteria and available funds.

Other Notes (continued):

- ✓ One class or activity per household, per activity guide cycle will be approved.
- ✓ A maximum of \$200 per single person household or \$400 per household of two family members or more, per fiscal year will be approved.
- ✓ Scholarships will be given for the full session of a class. No partial classes will be approved.
- ✓ Applicants must ensure copies of all supporting documents are provided as an attachment to the scholarship applications.
- ✓ Incomplete scholarship applications will not be accepted.
- ✓ Scholarship application packets will not be returned.
- ✓ Completed applications will not be made available by the City for any other use then to verify eligibility for a scholarship.
- ✓ Scholarship recipients must immediately notify the PRCS Department in the event the recipient no longer meets the income criteria.
- ✓ All scholarship applications and supporting documents will remain confidential.

Process for Application:

After a completed scholarship application is submitted to the PRCS Department, staff will commence the following review process:

1. A completed scholarship application packet must be submitted for consideration at least two weeks prior to the beginning of the class or activity. The completed packet must include scholarship application, two proofs of residency, one proof of income, completed and signed class registration form, health history form (if applicable).
2. Submittal-alone of a scholarship application is not confirmation of program or class enrollment nor a confirmation of scholarship approval.
3. The PRCS Department will notify applicants regarding the approval status of the scholarship request within five (5) business days of receipt of the completed scholarship application.
4. The PRCS Department will make the final determination of scholarship eligibility based solely on the information contained in the scholarship application, supporting documentation, Scholarship Program criteria and availability of scholarship funds.
5. If requested class or activity is cancelled due to lack of enrollment, scholarship funds can be transferred to another class for the same recipient for the same season. The scholarship may not be transferred to a new season.
6. The PRCS Department does not discriminate based on race, color, national origin, gender, age, medical condition, marital status, or religious belief.
7. Applicants who falsify information or do not regularly attend the class or program may be ineligible for future Scholarship Program consideration. If extenuating circumstances prevent regular attendance, please immediately notify the PRCS Department at (310) 253-6650.



**Parks, Recreation and Community Services (PRCS) Department
Scholarship Program Application**

**Fill Out Form Completely – New Application Required for Each Scholarship Request
Only One Applicant Per Household Per Activity Cycle will be Considered for a Scholarship Award
If Awarded, A Co-Payment of 50% of Class/Program Fees is Required**

Note: Scholarships funds may not be used for materials or supplies. Where applicable, these costs must be paid in-full by the participant.

Year: 20_____

Season:

☐ Fall

☐ Winter/Spring

☐ Summer

Name of Individual Requesting a Scholarship. If the Scholarship Request is for a Minor, name of the Parent/Guardian:

Last Name _____ First Name _____

Address _____ City/State/Zip _____ Culver City, CA

Day/Work Phone _____ Evening Phone _____

Cell Number _____ Email _____

If Applicable, Name (s) of Minor for Whom a Program Scholarship is being Requested:

Last Name _____ First Name _____ Date of Birth ____/____/____

Required Documents:

- Completed Scholarship Application AND completed registration form for class or program.
- Proof of Residency: (1) Government issued photo ID; and, (2) submission of utility bill for service within the past 30 days with the name and address matching that of the photo ID.
- Please check the type of income documentation attached to verify the household income. Only one type is required. Only current documentation accepted. Failure to provide documentation will result in denial of the Scholarship Application.

☐ General Relief Letter

☐ Medi-Cal Letter

☐ CalWORKs Letter

☐ WIC Voucher

☐ Free and Reduced School Lunch Program Participant

I certify that the above and attached are true and correct.

Signed: _____ **Date:** _____

OFFICE USE ONLY:

Approval or Denial By: _____ Date Processed ____/____/____

Household Income Total: _____ Notified By/On: _____

Reason for Denial: _____