

PURPOSE

To provide assistance to families in difficult financial situations to allow them to participate in Winchester Parks and Recreation programs.

GUIDE

- For City of Winchester residents only.
- Financial aid applications must be submitted in advance to allow processing and approval by Program Coordinators. Please allow two weeks for this process.
- All information provided is kept confidential and is necessary to help determine the amount of aid given.
- Spaces for programs are limited and accepted first come-first serve.
- One request per participant per period:
1) January-April, 2) May-August, and 3) September-December. Childcare requests will be considered for the length of period.
- Once your financial aid application has been approved, participant must follow normal registration procedures.
- Participants requesting child care assistance will be given a letter with detail information on the approval of their application. The letter must be signed by the parent/guardian and Winchester Parks and Recreation Program Coordinator. *Failure to adhere to the payment plan will result in the financial aid being voided; future financial aid requests denied; and participant will not be permitted to participate in other WPRD programs until outstanding balances are paid in full.*
- Financial aid can be requested for programs only. Financial aid cannot be applied to child care registration fees, activity fees (i.e. field trips), memberships or rentals.
- Financial aid funds are limited and will be awarded when funds are available. All financial aid funds are administered by the Winchester Parks Foundation.

APPLICATION PROCESS

The following must be turned into Winchester Parks and Recreation Department to be considered for assistance. *Failure to provide/falsify any of the below will result in your application being returned and voided.*

- Completed Scholarship Application
- Proof of Residency (ex: driver's license, utility bill)
- Proof of Income (for all income in the household, one of the following):
 - Previous year W2
 - Paycheck stubs - Last two consecutive pays
 - Unemployment
- Include the following for all household members if applicable:
 - Child Support
 - Disability
 - SNAP/TANF (Food Stamps)
- Foster Parents and Group Homes
 - State License
 - Copy of Child's birth certificate

Financial Aid Request

Parent/Guardian: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

of children living in the home: _____ # of adults in the household: _____

ACTIVITIES:

List in the chart below.

PERIOD:

Circle one.

January-April May-August September-December

Choice	Child's Name	Birth Date	Class/Activity Name	Activity #	Fee
1					
2					
3					
4					

INCOME INFORMATION:

Total yearly family income (include child support if applicable):

\$0 - \$12,000

\$12,001 - \$18,000

\$18,001 - \$24,000

\$24,001 - \$30,000

\$30,001 - \$36,000

\$36,001 +

RELEASE AND SIGNATURE:

By completing this application and signing below, I give permission to the City of Winchester Parks & Recreation Department to use the enclosed and attached information to evaluate my eligibility for financial assistance. I declare that the statements on this application are true to the best of my knowledge. I understand that the above information is confidential.

Applicant's Signature

Date

**DEPARTMENT
USE
ONLY**

Approval: Y N

Amount: \$

Date:

Staff Signature: