

City of Dublin Parks and Recreation

Financial Assistance Program

Overview

The City of Dublin Parks and Recreation Department offers a variety of programs for all ages. The City strives to make these programs accessible to all its residents. Therefore, a financial assistance program is available for those who would not otherwise be able to afford to participate in these programs.

Goal

The goal of the financial assistance program is to create recreational opportunities and to assist residents of the community in temporary hardship or special times of need. The City of Dublin is committed to providing the benefits of recreation to all of its residents.

Guidelines

1. Financial assistance is awarded for most programs, classes and camps. Some activities may not be eligible for financial assistance. If you have questions regarding eligibility, please contact the Dublin Community Recreation Center. The financial assistance program does not include Dublin Community Recreation Center or Dublin Community Pool memberships.
2. **Residency:** The financial assistance program is available to City of Dublin residents only. Dublin School District residents may only apply for financial assistance for programs, classes or camps that are held in Dublin School facilities. Financial assistance is not available for any non-resident. Proof of residency required; valid driver's license, utility bill, voter registration or housing lease.
3. **Establishing financial need:** Financial assistance considerations for children are based on verification of eligibility to participate in the federal free or reduced school lunch program. Please attach a copy of your lunch program letter that you received from the Dublin City Schools. This information is required in order to complete the financial assistance application. Financial assistances for adults will be based on financial documents that will be required for consideration.
4. **Submission Deadline:** All financial assistance requests must be submitted on the appropriate form a minimum of 2 weeks prior to the first registration date of the program, class or camp. If class schedules are not out two weeks prior to the first registration date, this requirement may be waived by staff. It is helpful to have applications submitted early to aid in the process of consideration and approvals.
5. **Award Amounts:** Each application will be considered individually. Filling out an application is not an automatic assurance of a financial assistance award. Applicants will receive notification or an update of their status within one week of their initial application.

For financial assistance that is approved, the following guidelines apply:

- a. Financial assistance is awarded based on residency and federal school lunch program status.
- b. **Residents** who are on the **full** federal school lunch program receive up to a **75%** subsidy.
- c. **Residents** who are on the **partial** federal school lunch program receive up to a **50%** subsidy.
- d. For programs or camps that take place in the schools: **School District Residents** who are on the **full** federal school lunch program receive up to a **50%** subsidy.
- e. For programs or camps that take place in schools: **School District Residents** who are on the **partial** federal school lunch program receive up to a **25%** subsidy.

6. **Registration:** Registration for the program, class or camp is still required. The financial assistance application does not replace or supersede the registration process. If spots are not available at the time of application, a program, class or camp cannot be awarded unless space becomes available.
7. **Maximums:** Financial assistance is limited to one class per person per season, not to exceed four approved financial assistance applications per year. Financial assistance may be limited due to program or camp capacity numbers. Staff may choose to waive this maximum for classes that involve a safety related or progressive learning skills (e.g. swim lessons).
8. **Remaining Balances:** Financial assistance recipients will still be responsible for a portion of the program, class or camp fee. In order to participate, approved applicants must pay in full their designated portion of the registration fee before the first day of the program.

Any additional costs that are not a part of the registration fee, such as supplies, costs associated with trips or additional equipment, are not covered by the financial assistance program and are the responsibility of the financial assistance recipient.

9. **Cancellations:** If a financial assistance recipient finds they are unable to attend the registered activity, it is the recipient's responsibility to notify the Program Supervisor to cancel at least 7 days prior to the start of the activity.

If a financial assistance recipient cancels an awarded program, class or camp, the financial assistance cannot be transferred to another program, class or camp during that season or any following season, and the recipient will not be eligible for another financial assistance consideration during that same season. Refund of the fee portion paid by the financial assistance recipient will be processed and refunded following our normal cancelation/refund policies.

If a financial assistance recipient fails to notify the Program Supervisor of the above-mentioned cancelation, the recipient will be ineligible for a financial assistance award for one full year.

10. All financial assistance applications must be hand-delivered to the Dublin Community Recreation Center front desk, 5600 Post Road, and submitted in an envelope addressed to the Director of Recreation Services.
11. The Director of Recreation Services reserved the right to modify or update the financial assistance program guidelines when necessary.

City of Dublin Parks and Recreation
FINANCIAL ASSISTANCE PROGRAM APPLICATION

(Please Print)

APPLICANT INFORMATION

Applicant's name:		
Birth date:		Age:
Parent/Guardian's name (If applicant is a minor):		
Street address:		Phone:
City/State/Zip:		E-mail address:
Family's yearly gross income before taxes (all sources/most recent complete year):		
Total # of family members in household:	Total # of children in household:	Total # of adults in household:

REQUESTED ACTIVITY/ASSISTANCE

Requested Activity #1	Requested Activity #2
Name of activity and program number:	Name of activity and program number:
Start date:	Start date:
Fee:	Fee:
Federal Lunch Program: <input type="checkbox"/> Full Lunch Program <input type="checkbox"/> Partial Lunch Program <i>Please attach a copy of your Federal Lunch Program letter that you received from the Dublin City Schools.</i>	Federal Lunch Program: <input type="checkbox"/> Full Lunch Program <input type="checkbox"/> Partial Lunch Program <i>Please attach a copy of your Federal Lunch Program letter that you received from the Dublin City Schools.</i>
Amount of fee assistance requested:	Amount of fee assistance requested:
Has participant been in this program before? YES or NO	Has participant been in this program before? YES or NO

For additional activities, attach a second form but only fill out this section.

If request is a result of a temporary financial hardship or situation, please summarize situation here (i.e. job loss, disability, medical) and attach a letter detailing your specific situation:

Applicant's or Parent's/Guardian's Signature:	Date:
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For Office Use Only

Date application received:	Approved: YES or NO
Name of activity(ies) approved:	
Amount to be paid by participant:	Amount to be granted by the City:
Participant notified by:	Date notified:
Comments/Notes & any special instructions relating to financial assistance (i.e. field trip fees, supplies, etc):	

Staff Reviews	Supervisor	Administrator	Director
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