



## Burlington Parks & Recreation Department

### Financial Assistance Policy

The Parks & Recreation Department will make every attempt to provide financial assistance for Burlington residents wishing to participate in Parks & Recreation Department activities. This policy will provide guidelines for awarding scholarships on a fair and equitable basis.

1. Scholarships will be awarded in the form of reduced registration fees for Parks & Recreation Department programs. Trips, special events, and some contracted programs are not included. Equipment and supplies may also not be included.
2. Financial assistance will be provided for Burlington residents only. The following will be required as proof of residency:
  - a. Driver's license or photo I.D. **OR**
  - b. Utility bill mailed to the home within the past 30 days or a purchase and sale or lease agreement showing a Burlington address.
3. Residents wishing to apply for financial assistance will be asked to complete a financial assistance application.
4. **Verified Financial Need**  
Applicants receiving aid from a federal, state, or local agency or receiving a referral from their school, the Burlington Youth and Family Services, or other social services agency, may be eligible to receive up to a 75% scholarship. Applicants will be asked to show proof of participation in an aid program.
5. **Personal or Family Hardship**  
Residents not currently receiving aid from a federal, state, or local agency may be eligible to receive up to a 50% scholarship. Applicants will be asked to explain briefly why they are requesting reduced fees for Parks & Recreation Department programs.
6. Applicants for financial assistance will be asked to complete a Burlington Parks & Recreation Department registration form listing the programs for which they are requesting assistance.
7. Scholarships will be limited to two programs per person each season.
8. Applicants for financial assistance will receive a written response from the Parks & Recreation Department within five business days of submitting an application.
9. Applicants for financial assistance should pay their share of the program registration fee when they receive notification that their application has been approved.
10. Financial assistance for programs held at Simonds Park will be paid from Simonds Trust funds approved for that purpose. A small processing fee will be charged.
11. The Parks & Recreation Department reserves the right to exercise discretion in all financial aid decisions.



# Financial Assistance Application

## Head(s) of Household/Guardian

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

**\*By signing, I acknowledge receipt of Burlington Parks & Recreation Department's Financial Assistance Policy\***

Applicants receiving aid from a federal, state, or local agency may be eligible to receive up to a 75% scholarship. Please check any aid you currently receive:

Temporary Assistance for Needy Families (TANF)

Women, Infants, and Children (WIC)

Free or Reduced School Lunch

Fuel Assistance

Other \_\_\_\_\_

Applicants will be asked to show proof of participation in an aid program.

If you do not currently receive financial assistance from a federal, state, or local agency, you may still be eligible to receive up to a 50% scholarship. Please explain briefly why you are requesting reduced fees for Recreation Department programs. \_\_\_\_\_

  

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Please complete a Burlington Parks & Recreation Department registration form listing the programs for which you are requesting financial assistance. **Scholarships will be limited to two programs per person each season.** Applicants will receive a written response within five business days.

### For Parks & Recreation Department Use

Total approved \$ \_\_\_\_\_

Explanation \_\_\_\_\_

  

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Signature of Parks & Recreation Department Official

Date \_\_\_\_\_