



## City of Florence Recreation Department Scholarship Policy

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### Purpose

To establish a guideline for the consistent award of financial assistance to City of Florence Recreation Department program participants who are determined unable to fully afford the benefits provided.

### Background

Scholarships are awarded to City of Florence residents only. Donations subsidize a small percentage of the scholarships awarded annually. Funding for the scholarship program will come from fundraisers through the Recreation Department. Scholarships are granted based on financial need. Applicants must complete a scholarship application that includes: family size, employment information of all adults in the household, status of federal free or reduced lunch program, total household income, the amount they are able to pay towards the program, and explanation of extenuating circumstances.

### Management Philosophy

The Recreation Department recognizes there are residents within our area who require financial assistance in order to participate in certain activities. It is important to continue to ensure that all individuals have access to the important social and physical benefits created through activities the Recreation Department provides. This assistance should be available while still being mindful of revenues needed to provide high quality programs at an affordable cost to all.

### Approval Criteria

All applications will be reviewed by Recreation Department staff according to the following:

- Applications would include a question regarding the anticipated benefit of participating in a particular activity.
- An individual scholarship would be limited to 50% of the class fee or up to a maximum of \$50.00 per activity. An individual scholarship award would be limited to \$200 per year and a total family to \$500 per year.
- In cases where the financial situation is most dire the Recreation Director, at his discretion, may award an applicant up to a 75% scholarship if the application is for a Parks program.

- The final decision as to scholarship awards to be determined and tracked by the Parks and Recreation Department.

#### Procedures

- Only completed applications with registration forms will be considered for scholarships.
- All applications will be reviewed and determined within 5 business days. Applicants will be notified by phone.
- Class space will not be held while the application is being reviewed.
- Participants must pay their contribution to be enrolled in a class. No payment plans available.