



## **SCHOLARSHIP PROGRAM GUIDELINES**

**Scholarship Program:** The Lemont Park Foundation Scholarship Program is designed to provide financial assistance to residents of the Lemont Park District in need, to enable them to participate in the Lemont Park District programs and/or facilities.

**Procedures and Guidelines:** Based on the availability of funds, the Lemont Park Foundation will attempt to provide financial assistance to those residents who meet the eligibility requirements. The Lemont Park Foundation reserves the right to subjectively approve full or partial assistance or deny an applicant's request. The following guidelines have been developed to help make our programs safe and enjoyable for all participants.

1. Financial Assistance is available to those residents who reside within the Lemont Park District boundaries.
2. The Financial Assistance application must be completely filled out and returned with the registration form in order to be considered. The application will be reviewed and processed by the members of the Lemont Park Foundation.
3. Upon submission of a scholarship request, families will be notified within 10 business days of the scholarship status.

### **Important Information**

- All submitted information is confidential and is not a matter of public record.
- All information on the Scholarship Program application must be true and accurate. Financial assistance awarded on the basis of false information supplied by the applicant will be revoked.
- Financial assistance is limited to one program per person per season. Applications must be completed seasonally. Granting of approval does not ensure continued approval for succeeding programs or seasons.
- Families who receive financial assistance must re-apply with each seasonal brochure (fall, winter/spring and summer).
- All registration policies and procedures apply to scholarship applicants.
- If requested, applicants must provide references.
- The portion of the participant's payment is due before registration can be finalized. Late payment or delinquency of the participant's portion may result in ineligibility for future program participation and/or financial assistance.

- Employees of the Lemont Park District are not eligible for the Scholarship Program.
- Scholarship money that has been awarded is never refunded in any case.
- The Lemont Park Foundation Scholarship Program is subject to change.

**Required Documentation:**

All applicants will be required to provide proof of income, residency and family information. Scholarship applications cannot be considered without a copy of the documents listed below. The Lemont Park Foundation may require additional documents if deemed necessary.

**Proof of Income (as applicable):**

- Most Recent Income Tax Return
- Copy of Child Support Payment
- Social Security/Disability Income
- Public Aid
- Illinois Cash/Link Assistance
- 2 Current Paycheck Stubs
- Unemployment Compensation
- All other sources of income

**Proof of Residency:**

- Driver's License or State ID plus one of the following:
  - 2 Current Utility Bills
  - Property Tax Bill
  - Copy of lease (if renting) or mortgage statement (if own home)

**Proof of Parent/Guardianship:**

- Child's birth certificate
- Income Tax Return Listing Child as Dependent



## Scholarship Application

In order to be considered for the Lemont Park Foundation Scholarship, this form, plus the Lemont Park District Registration Form must be completely filled out and submitted with the required documents. Completed forms, required documents and registration form must be returned to the Lemont Park District's Main Office, Centennial Building, 16028 W. 127<sup>th</sup> Street, Lemont, Illinois 60439, attn: Carrie Dellamano.

Following the verification of the information provided on this form, applicants will be notified within 10 business days of the status of your request. The scholarship program is only available to residents who live within the Lemont Park District boundaries. The Lemont Park Foundation considers all requests and takes into consideration current circumstances. If you have any questions or need additional information, please contact Carrie Dellamano, 630-257-6787 X-3012

### **General Information** (please note that all information is held in strict confidence)

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

How long have you lived at this address?

Is there another person or agency, other than a spouse, financially contributing to your housing, utilities or support?

Marital Status:  Single  Married  Widowed  Divorced

Participant's Name: \_\_\_\_\_  
Participant's Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Total Number of Dependents listed on your Federal Tax Return:

Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_

Spouse's Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spouse's Employer's Address \_\_\_\_\_

Veteran Status: \_\_\_\_\_ Years Served: \_\_\_\_\_

Program Requested: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

What amount are you able to contribute toward your programming fee(s) \$\_\_\_\_\_

How did you learn about the scholarship program? Did someone refer you? If so, who?

Why are you asking for a scholarship? Please write a sentence or two about the circumstances which explain why your family would need and/or benefit from the Lemont Park Foundation scholarship. Use additional paper if necessary.

I fully understand that the financial and extenuating circumstances outlined above will be kept confidential by the Lemont Park Foundation. I also understand that it is my responsibility and obligation to notify the Park Foundation of any changes in financial status. The above information is true and accurate to the best of my knowledge. Any incorrect information will automatically disqualify me from this program and will require me to reimburse the Park Foundation for any past payments.

### **Release Information**

I have voluntarily applied for a scholarship through the Lemont Park Foundation. If approved into the Scholarship Program, I will receive financial assistance to offset fees associated with registering for Park District programs. Approval into the scholarship program will require the Park District to verify the current size of my family as well as current and past financial status.

I give the Lemont Park Foundation the authority to verify any information they may require with any local, state or federal agency and/or any organization that I am currently working with or have worked with in the past.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Lemont Park Foundation

## Scholarship Program Checklist

Before submitting your Scholarship Program application(s) to the Park Foundation, please read and check off all items of the documents required for your application to be processed.

- Program Registration Form
- Completed Application
- A copy of the most recent Federal Income Tax Return and W-2's from each adult wage earner, which must show year-to-date income (any household member 18 years or older).
- Social Security recipient Documentation
- Public Aid recipient Documentation
- Proof of Alimony/Child Support Payments – If you are a single parent and claim you do not receive child support, you must submit legal documentation stating you do not receive child support.
- Unemployment Compensation
- Photocopy of a driver's license for all heads of household listed on the application