

TOWN OF LITTLETON

DEPARTMENT OF PARKS, RECREATION & COMM. ED.

Scholarship Application
(To be completed by Parent or Guardian)

Program you are applying for: _____

(Department's Registration form **MUST** be attached in order to process request.)

Applicant Name: _____

Participant's Name: _____

Address _____ City _____

Zip ___-___-___-___-___ Phone: (day) _____ (evening) _____

E-mail _____@_____._____

List all **immediate family members** in your household below. Immediate family members include only parents and children. This does **NOT INCLUDE** grandparents, grandchildren, cousins, aunts, uncles, etc.....

Number in family residing at above address: _____

Name	Birth Date (month/year)	Name	Birth Date (month/year)

Financial Information

TOTAL FAMILY INCOME BEFORE DEDUCTIONS (includes wages of all working family members, welfare payments, pension, social security, scholarships and regular contributions not living in household).

You **MUST** include documentation for below claimed household income (Examples of proper documentation include: Annual Tax Return, W2 Form, DSS Form, SSI Form, Social Security or Unemployment Annual Statements.)

Please list Financial Assistance, if any, from any of the following:

Source of Income	Monthly Income	Source of Income	Monthly Income
Your Employment	\$	Workers Compensation	\$
Other Family Employment	\$	Social Security	\$
Unemployment	\$	Pension	\$
Family Independence Agency	\$	Other (explain source):	\$
Child Support/Friend of the Courts	\$	TOTAL MONTHLY INCOME	\$

Reduced Fee Discount Table

Scholarships are figured on a sliding scale as based upon the Standard Federal Income Guidelines. This has been modified from our original policy based on the increased number of families needing assistance. Thank you for understanding our new requirement and methods as we attempt to create a fair system for all persons to have equal access to our programs.

By signing below I give permission to authorize the Town of Littleton Parks, Recreation and Community Education Department to contact employers, social agencies, etc...to verify information on this application. I also understand that deliberate misrepresentation of information subjects the applicant to being disqualified for scholarship consideration.

I hereby certify that all of the above information is true and correct to the best of my knowledge and belief.

Applicant Signature _____ **Date** ___/___/___

Name Printed: _____ **Date:** ___/___/___

Littleton Parks, Recreation & Comm. Ed. Department Scholarship Information

What is a scholarship?

A scholarship is a reduced rate or fee assistance for Department Programs and activities based on a financial need. Program fees maybe discounted 25% or 50% or 75%. All applicant's personal financial information is kept confidential. Class instructors and program leaders are not informed of participant's scholarship status.

Scholarships apply to most programs or activities with the following exceptions:

- Facility/Field Rental Fees
- Late Fees
- Adult Athletic Team/Or Player Fees
- Program Fees Of \$10.00 Or Less

Are there any fees?

Applications MUST pay the Park the Park and Recreation Annual Fee of \$5.00 per person, or \$20 per household, in order to receive assistance.

How to apply for reduced fees?

1. Complete the Park, Recreation & Comm. Ed. Department Scholarship Application Form.
2. Attach supportive documentation to substantiate annual income. **Staff can not approve scholarship application without proper documentation.**

3. Fax, mail or drop off all information to:

Kate Hodges, Director
 Littleton PRCE Dept.
 PO Boc 934
 Littleton, MA 01460
 Fax: (978) 952-6053
www.littletonrec.com

4. Applicants will be notified within 5 business days regarding their reduced fee status.
5. Once approved, the reduced program fee must be paid within 3 days of award notice or call in order to participate in any class, activity or program. Classes or programs that are full or cancelled may not be available regardless of scholarship status.

The scholarship application will not hold a reservation for any class, activity or program with limited registration spots. The registration is not completed until after the scholarship is approved and the balance is paid in full. The scholarship application must be completed at least three business days before the deadline, in order to insure that the applicant may have a change to pay the balance in full, which must be done before the deadline.

Who can receive a scholarship?

Scholarships are available to Town of Littleton residents **ONLY!** Discounts are based on the number of immediate family members in the household and their combined income from all sources.

- Income is calculated on gross income (before deductions from taxes, insurance premiums, union dues, bond, employee's social security taxes and other employee deductions). Income includes net income from self-employment, social security, public assistance, alimony, child support payments, regular contributions from people not living in the same household, monetary compensation for services such as wages, salary, and commission for fees and other cash income.
- The Town of Littleton Parks, Recreation & Comm. Ed. Department may consider both the income of the family during the previous calendar year and the family's current income to determine which is the better indicator or need for a scholarship.
- Scholarships may not be available for certain programs or those programs where the Town must pay an independent contractor for services.
- Deadlines for scholarships may apply for certain programs. (Additional deadlines may apply other than those listed here.)
 - Camp Tahattawan April 30th
 - Camp Prouty May 1st
 - Kids Adventures June 1st
 -

Any further questions can be answered by calling Kate Hodges, PRCE Director at the Town of Littleton's Parks, Recreation & Community Education Department at (978) 486-3120.

Littleton Parks, Recreation & Comm. Ed. Department's Scholarship Sliding Scale

Scholarships are figured on a sliding scale as indicated in the table below.

Annual Income	Single Individual	Two Member Household	Three Member Household	Four Member Household	Five Member Household
\$0-\$10,900	75%	75%	75%	75%	75%
\$10,901-\$14,600	50%	75%	75%	75%	75%
\$14,601-\$15,540	50%	50%	75%	75%	75%
\$15,401-\$18,400	25%	50%	75%	75%	75%
\$18,401-\$20,800	0%	50%	50%	75%	75%
\$20,801-\$22,200	0%	25%	50%	75%	75%
\$22,201-\$26,000	0%	0%	50%	50%	75%
\$26,601-\$29,700	0%	0%	25%	50%	50%
\$29,701-\$31,500	0%	0%	0%	50%	50%
\$31,501-\$33,500	0%	0%	0%	25%	50%
\$33,501-\$37,000	0%	0%	0%	0%	50%
\$37,001-\$42,300	0%	0%	0%	0%	25%
\$42,301-\$47,600	0%	0%	0%	0%	0%

Internal Use Only:

Date received: ___/___/___ Received By: _____

Scholarship Meeting Needed: YES NO Date: ___/___/___

Approved % of Reduction for Scholarship _____% or \$_____.

Payment Received: _____/_____/_____

Meeting/Scholarship Notes: _____
