



SUSSEX RECREATION DEPARTMENT

Financial Assistance Scholarship Application

The Village of Sussex strongly believes that all youth of the community should have the opportunity to participate in Village sponsored recreation programs regardless of financial status. Program registration fees are set annually by the Parks and Recreation Board. Fees are established on a cost recovery basis. The Financial Assistance Policy as Adopted by the Parks and Recreation Board appears on the back of this form. Please provide proof of Village of Sussex residency with this application. All applications and residency verification are due **January 15th** of the requested year. Funds will be allocated based on need and available funds.

Please provide the following parent/guardian contact information in the appropriate box below.
***Proof of residency required with this application.**

Applicant's Name (Adult Parent/Guardian):	
Daytime Telephone:	
Evening Telephone:	
Email Address:	
Street Address:	
City/State/Zip:	

Please provide the following parent/guardian financial information below.

Applicant Employed?	Yes / No	Spouse Employed?	Yes / No
Employer:		Employer:	
Occupation:		Occupation:	
Annual Income:		Annual Income:	

Please provide the following household information in the appropriate box below.

Number of Adults in Household:	
Number of Children in Household:	
Total Annual Household Income: *List adjusted gross income from your most recent tax form (Line 37 on 1040, Line 4 on 1040EZ or Line 21 on 1040A)	

Names of Family Members	M/F	Birth Date	Grade	*Race

***Funding is provided partially through a grant and race information of scholarship recipients is requested.**

I certify that all of the information I have provided on this form is complete and correct to the best of my knowledge. If requested of me, I agree to provide additional documentation as necessary to verify my identity, residency and financial status. I have read and understand the policy information on the back of this form.

Applicant's Signature: _____ **Date** _____

Mail or drop off this form with residency verification to:
 Sussex Civic Center - Recreation Dept.
 N64W23760 Main Street
 Sussex, WI 53089
 Questions? Department contact: (262) 246-5220 or recinfo@villagesussex.org

For Office Use Only	
Date of Approval or Denial:	
Notification to Applicant:	



SUSSEX RECREATION DEPARTMENT FINANCIAL ASSISTANCE SCHOLARSHIP POLICY

I. Eligibility.

- A. Applicants must reside within the Village of Sussex.
- B. Applicant's household income must be below the current year's United States Department of Health and Human Services Poverty Guideline for the number of family members in the household. This information can be found on the HHS website at: <http://aspe.hhs.gov/poverty/>
- C. Eligibility will be determined on a case-by-case basis, dependent on available funds. The maximum funding is \$225 per individual, to be used in that calendar year.
- D. The funding will only cover instructional programs run directly through the Sussex Recreation Department.

II. Verification.

- A. A current driver's license, utility bill, apartment lease or tax bill may verify residency of the applicant.
- B. Appropriate documentation supporting income information may be required.

III. Application.

- A. Individuals may apply by completing a Financial Assistance Scholarship Application Form by January 15th. The application must be completed and signed by an adult member of the household. Applicants need to submit a new application form each year. Applications will not be accepted for program registrations that have previously been processed.
- B. The Director of Recreational Services or his/her designee shall review the Financial Assistance Scholarship Application Forms. In some cases, the Parks and Recreation Board and/or the Village Board may also review this information. All information provided shall otherwise be kept confidential.
- C. Applicants will be notified by mail or phone of their funding status.

IV. Guidelines for Approval/Denial

General Guidelines for the reduction or waiver of registration fees.

- A. Financial Assistance Scholarship Application Forms must contain complete and true information. Incomplete or falsified information shall result in denial or revocation of requests. Scholarships are legally recoverable if paid and awarded on the basis of false information supplied by the applicant and will nullify your request for future scholarships.
- B. Applicants must meet the requirements of eligibility described in *Section I, Eligibility*.
- C. Some programs may not be eligible for financial assistance when contracted services are employed.
- D. Financial assistance may be denied when granting such assistance shall have a significant detrimental effect on the operation of the program.
- E. Financial assistance shall not be granted for materials fees charged above and beyond the regular registration fee.
- F. All program participants granted financial assistance shall remain in good standing with program instructors and the Recreation Department. Unsportsmanlike conduct and/or conduct detrimental to the program shall be grounds for removal of all financial assistance present and future.
- G. This list shall not be considered all-inclusive, and the Department reserves the right to refuse financial assistance.
- H. Any decision made by the Director of Recreational Services may be appealed to the Parks and Recreation Board.