

**Scholarship Program Information and Procedures:**

*Program Summary:*

The Clinton Parks and Recreation Department is committed to consistently providing high quality facilities, programs, and services to residents and visitors. In its goal to ensure Clinton Residents have equitable access to these facilities, programs, and services, and recognizing that Clinton is a diverse community with families of all socio‐economic levels, the following policy has been developed to provide financial assistance to those that may otherwise be unable to afford paying the full amount of fees and charges.

In the event that a Clinton resident is unable to pay the full amount of a fee or charge for a recreation department facility membership, program registration, or service, the individual may apply for a scholarship. The individual will need to complete the scholarship application and may be asked to provide evidence of financial hardship such as tax filing forms, participation in other financial support programs or services, or evidence of income level.

Recognizing that each individual’s/family’s financial situation are unique, the scholarship program is not based on specific income levels and the corresponding level of financial support that is granted. Rather the scholarship program is based on an assessment of each request and an understanding that the individual/family will be asked to pay what they can reasonably afford based on their unique financial situation. In most cases of a request for a scholarship, this will require a discussion between the scholarship applicant and a recreation department representative. Due to the time needed to individually evaluate each scholarship request and meet with each applicant, the length of the evaluation and determination of the amount of scholarship that will be granted process may require up to 30 days. In all situations, the recreation department will attempt to process and evaluate requests as quickly as possible and ensure that scholarship amounts are determined prior to the start of a program.

**In all cases, the scholarship applicant will be required to pay some portion of the fee as no scholarships will cover 100% of the fee or charge. By requiring some portion of the fee or charge to be paid, the recreation department believes that this increases the level of investment on the part of the scholarship applicant while maintaining the value of the product, program, or service being offered. While each scholarship request will be evaluated individually, priority and preference will be given to scholarship requests for youth under the age of 18.**

All scholarship requests and any associated documents that accompany an application will be treated with strict confidentiality. It is the intent of the recreation department that all recipients of scholarships are indistinguishable from patrons or participants that have paid the full amount of any fees or charges. The recreation department will however track individual and collective scholarship amounts awarded and may periodically prepare and distribute reports showing the cumulative amount of scholarships that were awarded and the products, programs, and services with which they were associated. No reports will include the names of individual scholarship recipients.

Certain products, programs, and services will not be eligible for a scholarship request. Pro‐shop items, personal training or instruction, private lessons, and facility /room rentals are not included within the scholarship program.