



# City of Flagstaff Parks and Recreation Scholarship Guidelines



Parks and Recreation offers a Scholarship Program for individuals to use to subsidize the cost of program fees to Flagstaff City residents who wouldn't otherwise be able to participate. Scholarships can be applied towards Recreation staff organized programs, daily admissions, annual passes, swim lessons, and ice skate rental.

## **Program Philosophy**

Participation in leisure, recreational, and fitness activities has proven to provide safe, healthy activities, reduce health risks and issues, and strengthen family and community relations. To instill the value of these benefits, the City of Flagstaff is willing to subsidize program fees up to 50% of the cost for eligible individuals who qualify by receiving services from the Arizona Department of Economic Security or income guidelines on total household income and number of eligible dependents. Applicants are required to pay the remaining cost of the program.

## **Eligibility Criteria**

- Applicants must be Flagstaff City residents (living within the City of Flagstaff city limits)
- Receive at least one of the services administered by the Arizona Department of Economic Security:
  - Nutrition Assistance Program (SNAP)
  - AHCCCS Health Insurance
  - Cash Assistance (CA)
- Income Guidelines (must provide proof of income for all household members and applicants must meet the income limits published by the Department of Health & Human Services).

## **Eligibility Requirements**

- Scholarship applications must be completed by participant, parent, or guardian over the age of 18.
- A copy of a current driver's license or picture ID must be submitted for identification purposes.
- A current utility bill or other identification that shows Flagstaff City residency must be submitted for residency verification.
- Only eligible members of the household will be allowed the 50% discount.
- Facility rentals, contracted instructor classes, out of area trips, 1, 3 and 6 month passes, overnight trips, and league registrations are not eligible for the Scholarship Program.
- The Scholarship Program is restricted to Flagstaff City residents only.

**PLUS, one of the following:**

- A copy of applicant's Supplemental Nutrition Assistance (SNAP) eligibility letter listing the monthly household amount and eligible persons from the Arizona Department of Economic Security **(a copy of the Food Stamp (Quest) card is not an acceptable form of verification)**.
- A copy of applicant's AHCCCS medical eligibility letter (listing all eligible household members) from the Arizona Department of Economic Security **(a copy of the Annual Health Plan Enrollment form and AHCCCS cards are not acceptable forms of verification)**.
- A copy of applicant's Cash Assistance (CA) eligibility letter (listing all eligible household members) from the Arizona Department of Economic Security.
- Proof of monthly gross financial information: (4 most recent paychecks for all persons in the household (receipts must show gross wages).
- Most recent tax return.

**Program Processing**

- Scholarships are provided on a first come, first served basis based on the availability of funds. Funding availability is determined by budget allocations each fiscal year.
- Recreation Administrative staff will review applications; all information is handled confidentially.
- Applications will be processed within 10 business days after all the necessary documentation is provided and verified.
- Approved applications are valid for one year.
- Applicants will receive notification through the mail after their application has been processed.