ELIGIBILITY

1. Applicants must work or reside in the City of Caldwell’s service area.

2. The City of Caldwell believes that a strong sense of ownership and pride is developed if the financial assistance recipient has contributed to the cost of their program involvement; therefore, applicants will be asked to pay a portion of the fees.

HOW TO APPLY

1. Applications are available online and in the City of Caldwell’s Parks and Recreation office.

2.

3. Applicants must complete all standard program participant forms.

4. Application must be filled out completely.

5. Applicants must present the previous year’s tax return and proof of present monthly income for the prior two months (such as previous paycheck stubs).

6. Applicants are eligible for a discount of up to 80% of program fees, maximum benefit of $300 per person and $600.00 per family per calendar year.

SELECTION PROCESS

7. Financial assistance eligibility will be determined by the Recreation Supervisor or assigned staff, based on a thorough review of the application and personal interview with the applicant. Determination of benefits granted shall be completed within one week of application submission. Subsidies will be granted to the extent that the funds are available. The City of Caldwell reserves the right to refuse assistance to any applicant.
City of Caldwell Parks and Recreation

FINANCIAL ASSISTANCE INFORMATION FORM

PERSONAL

Today’s Date: ________________________

Parent/Guardian__________________________________________________________________

Address___________________________________City_____________ Zip_________________

Phone: Home_______________________________ Cell__________________________________

Number in Household_______ Participants Legal Name: ____________________________________ Age____

Name/Age of additional family members

____________________________________________________________________________________

Program/Class applying for:

FINANCIAL

Gross income per month (last two payroll stubs and previous year’s tax return required)____________________

Sources of income (Work, Child Support, Financial Aid, Social Security, Etc.)______________________________

Are you currently employed?___________ Employer’s Name______________________________________________

Length of time with employer_______________ Occupation____________________________________________

Employer Address:____________________________________________ Phone:________________________

Are you presently enrolled in school? (Must present proof of enrollment)

Full Time:____________________ Part Time:___________________ Financial Aid:____________________

GENERAL

How can the participant(s) benefit from this program/class?____________________________________________

Other programs or activities the child is involved in:___________________________________________________

Child’s interests, future goals, dreams:_______________________________________________________________

The information I have provided on this form is correct and I agree to provide additional documentation to verify financial need, if required.

Applicant’s Signature ____________________________ Date ______________

Office Use Only:

# in Household: _____ Qualifies for _____% Discount _____ Yearly Benefit Per Person/Family_____/_______

Monthly Income: $____________

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Total of Secret Pal Funds