



Lewiston Recreation Department Scholarship Program Information and Application

The City of Lewiston Recreation Department strives to make programs available to all. Our goal is to never deny access to recreation programs regardless of economic status. Thanks to generous donations and support, we are able to provide fee assistance to those in need.

General Information

Financial assistance is provided on a sliding scale based on income and other financial circumstances. Financial assistance is not guaranteed and is approved based upon need, program space, and fund availability. All applicants' personal information is kept confidential. Class instructors and program leaders are not informed of applicant's assistance status.

Eligibility

The scholarship program is available for Lewiston residents who are under 18 years old. Financial assistance is not available for programs that cost less than \$15, specialty camps, organizations, adult teams, special events, trips, memberships, or rentals. No person, group, or association shall be excluded from participation in a City program because of race, color, creed, gender, sexual orientation, age, disability, intellectual ability, or national origin.

Financial Assistance Options

1. **Fee Reduction:** This option reduces the amount due for those unable to pay the full program fee. Approved applicants will receive a scholarship to cover a percentage of the registration fee. Fee reduction will not cover the entire cost of programs. Applicants will be notified of final payment amount and payment due date by email or phone.
2. **Payment Plan:** Alternative payment schedule to allow installment payments over a specified time period. Installments are calculated based on the program fee, number of payments, and specified time period.
3. **Fee Reduction and Payment Plan:** This is a combination of options 1 and 2 to help make a program affordable for the participant. An example of this is a family paying for Lewiston Recreation Summer Camp.

How to Apply For Financial Assistance

1. Complete the Program Registration Form(s).
2. Complete the Financial Assistance Application and make a copy of the required financial documents.
3. Submit your application packet a minimum of 21 business days before the start of the activity.
4. Forms can be submitted to Lewiston Recreation Department by mail or in person:

Mail: Lewiston Recreation Department
Recreation Director
65 Central Avenue
Lewiston, Maine 04240

Lewiston Recreation Department

65 Central Ave. **Phone:** 207-513-3005 **Fax:** 207-786-0793 **Office Hours:** 8:00am - 4:30pm (M-F)
www.lewistonrecreation.com www.facebook.com/lewistonrec

Processing of Financial Assistance Application

1. Applicants will be notified via email and/or phone of their financial assistance status. Please allow 2 weeks after the application is received for processing.
2. If approved, the applicant will be notified of final payment amount and given a payment deadline. A copy of the applicant's account balance will be emailed to their primary email address.
3. Approval is only valid for a calendar year. A new application is required annually.

Frequently Asked Questions

Do I need to fill out a separate application for each family participant?

No. Only one application is needed per family. Make sure to list all family members living in the household in the space provided. We cannot approve an application that is not complete, so be sure to fill out all required information and submit required documentation (Proof of residency, Copy of 1040-Tax returns and copies of 2 most recent pay stubs, or other qualifying documents).

My application was approved last year. Do I need to fill out another one?

Yes, your application is only good for one calendar year, January - December.

Who should I include as family members supported by my household income?

You must include all people living in your household, related or not, who share in the income of the household. You must include yourself and all children living with you.

Do I need to pay any money at the time of registration?

If you are applying for a scholarship, you do not need to pay at the time of registration. If you qualify for financial assistance, you will be responsible for the remaining fee. Lewiston Recreation Department staff can set up a payment plan if needed.

Am I required to notify you of any changes?

Yes. If your situation changes during the calendar year it is your responsibility to notify the Lewiston Recreation Department.

Will my information be kept confidential?

Yes, staff will not discuss confidential matters or personal information with anyone outside of the department or with unauthorized individuals. All confidential forms received will be kept in a secure location.

Does applying for financial assistance count as my program registrations?

No, you must still register for the program you wish to participate in. You can register on our website at www.lewistonrecreation.com.

If I do not qualify now, may I apply later?

Yes, you may apply any time during the calendar year. For example, if a parent or guardian becomes unemployed during the year, you may become eligible.

How will I be notified?

You will be notified by email within 2 weeks of when the application is received. Please ensure that your email is correct on the form. If you have not received any information after 2 weeks, please contact the Recreation Director.

Is financial assistance guaranteed?

No, it will be awarded based on availability of funds and the need substantiated by the information that is provided on the application by each individual.

Will financial assistance cover the entire cost of the program?

No. Financial assistance will not cover the entire cost of the program. You will be notified of your final payment amount and payment due date by email and/or by mail.

Who do I contact if I have other questions?

Please call the Lewiston Recreation Department at 207-513-3005. You can also find the complete Recreation Scholarship Policy on the City of Lewiston website under "Master Policies".

Scholarship Application

Main Contact Name: _____ Birthdate: ____/____/____

Address: _____ City/State/Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Employer: _____ Length of Current Employment: _____

Occupation: _____

Email Address: _____ *we will email all acceptance letters

Spouse and Dependents Living at Home: Please list all names of persons living in the household. Dependents (age and under) may include children, foster children, grandchildren and other children for whom the applicant is guardian and is tax dependent.

Full Name	Relation to Main Contact	Date of Birth	Employer or School

Total gross income (before taxes) earned by ALL adults in your household during the last year: _____

Program and Scholarship Request Information

Participant Name	Program Name	Cost of Program	How much financial assistance are you requesting?
		Total Amount Requested:	

Required Documentation Checklist (Completed by Applicant- MUST CHOOSE ONE):

- Most recent 1040 Tax Form (all pages must be submitted, including supporting schedules) and last two paystubs
- Food Stamp Award Letter, SSA/SSI Letter, Unemployment Benefit Letter, Proof of Section 8 Housing Voucher Program, or other qualifying document

Please share why you are applying for financial assistance. Use additional sheets if needed.

1. The Scholarship Application is separate from the program registration form. If you are not yet registered, please submit a registration form, or head to www.lewistonrecreation.com.
2. Please mark through all social security numbers on all copied documents.
3. Incomplete applications will not be processed. Failure to provide requested documents by given deadline may result in the declination of this application.
4. Recreation staff may request additional documentation before decision regarding award is made.

Applicant Signature and Consent

I certify that this information is true and complete to the best of my knowledge.

I grant permission to the Lewiston Recreation Department use enclosed and attached information to evaluate my eligibility for financial assistance.

I understand that omissions, misstatements, and falsifications may result in the declination of this application.

I agree to notify the Recreation Department if my financial status should change.

Signature of Applicant

Date

Office Use Only

Date Received: ____/____/____

Approved: ____ %

Declined

Date Reviewed: ____/____/____

Amount Awarded: _____

Program: _____

Recreation Director Signature: _____

Date: ____/____/____

Notes: _____

