

# How to complete your Scholarship Application



Seattle  
Parks & Recreation

**The annual scholarship cycle is Summer through the end of school year based on Seattle Public School Calendar.**

Step 1:

## **Participant Information and All Household/Family Members including all dependents**

- List **ALL** household/family members name, birthdate, gender and ethnicity

Step 2:

## **Verification of Household/Family Income and Dependent Eligibility**

- Fill out total income and check the box for *monthly* or *yearly* income
- **Attach proof of income** for all adults (18 years and older) and **proof of dependents**
  - A signed (current year) 1040 Income tax return listing all household members and dependents is the preferred verification of income and minimizes delays in processing your application
  - If your dependent(s) are not listed on your 1040, attach a copy of their birth certificate

**NOTE:** You must file an annual 1040 Income Tax Return if your household/family annual income is \$13,500 or greater.

**Alternative Documentation** that may be considered for **income verification and dependents**, if a 1040 Federal Income Tax Return is NOT filed:

- **City of Seattle Utility Discount program qualification** – attach a copy of your utility- statement for 50% scholarship level. **NOTE:** A Birth Certificate for all listed dependents must accompany the application.
- **Social Security Benefits Documentation** will be accepted. (SSI or SSA-1099), IF Social Security is your only form of income. if other income is realized: pensions, annuities, business income, etc., a 1040 Income tax return must be submitted too.
- **Full- time Student verification.** Class Schedule, Financial Aid Paperwork and documents for any other income should be attached to reflect the income status of the adult listed on the application.
- **One (1) Months of paycheck stubs before taxes** for all listed Household/family members- 18yrs and older: **NOTE:** A Birth Certificate for all listed dependents must be attached to the application.
- **Public Assistance Programs:**
  - **Temporary Assistance for Needy Families (TANF)** Attach documents that list all household/family members or attach a Birth Certificate for all listed dependents
  - **Social Security Income for Disability (SSI)**
  - **Developmental Disability Administration (DDA)**

Step 3:

## **Applicant Information**

- Complete Main Contact – Head of Household Adult information

Step 3A:

Are you requesting **Pre-School Care or Licensed School-Age Childcare?**

- Complete Page 2 (reverse side) of the scholarship application  
**NOTE:** This side of the application is **NOT** for Activity or Enrichment Camps  
**PLEASE** only request programs your child(ren) plan to attend. There is an attendance requirement and other scholarship policies described on the reverse side.

Step 4:

**Submit completed application with attached income verification and dependents documentation to [Scholarship.parks@seattle.gov](mailto:Scholarship.parks@seattle.gov)**

- An incomplete application will delay processing your application.

## **Pre-School and School-age child-care scholarship policies, roles and responsibilities and accountability**

The City of Seattle Parks and Recreation (SPR) in cooperation with Associated Recreation Council (ARC) administers scholarship assistance to families who meet Seattle Parks and Recreation income guidelines.

- Scholarship awards are done on a first come, first serve basis as funds are available.
- Scholarship award **DOES NOT** automatically enroll you in the program you desire, nor does it give you priority. You must register for each program and follow their guidelines for registration. Register at [https://apm.activecommunities.com/seattle/ActiveNet Login](https://apm.activecommunities.com/seattle/ActiveNet_Login) or call (206) 684-5177
- A registration spot is **NOT GUARANTEED** and is based on available space.
- You are responsible to pay the non-refundable registration fee and the balance of the program costs required to reserve a space for your child(ren)'s registration.
- Your child(ren) is (are) **required to attend a minimum of 60% of program days in order to retain your scholarship funding**. If for any reason your child(ren) cannot meet the required minimum 60% attendance, please notify your community center immediately.
  - If your child drops below the required attendance they will be put on probation. A second occurrence of low attendance can result in removal of your scholarship allocation.
- If for any reason you wish to cancel all or any portion of your scholarship allocation, it is your responsibility to fill out the **“Drop Notice”** form at least two (2) weeks prior to the program start date. Failure to provide notice that you are not using a scholarship allocation can result in probation or removal of scholarship allocation. The form is attached for your review and use, if necessary. Additional **Drop Notice** forms can be obtained at your Seattle Parks and Recreation facility.
- Your scholarship award can change immediately if at any time there are changes in your household income or size. You must provide documentation to the scholarship office with any changes.