

Parks, Recreation & Waterfront
Recreation Division

City of Berkeley
Parks, Recreation & Waterfront Department
Recreation Division

Scholarship Program Guide
&
Application Packet

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SCHOLARSHIP PROGRAM OVERVIEW

The City of Berkeley Parks, Recreation & Waterfront (PRW) Department provides a wide variety of programs, activities, classes, events, and camps to thousands of Berkeley residents each year. The PRW Recreation Division Scholarship Program is designed to ensure that Berkeley residents have access to Recreation programs regardless of financial means or hardship. This guide describes scholarship program eligibility, the scholarship application process, and includes a list of eligible Recreation Division program categories.

SCHOLARSHIP TYPES

Low-Income Fee Waivers

The City of Berkeley offers partial (50%) or full (100%) Fee Waivers (scholarships) to a wide variety of Recreation Division programs to Berkeley Residents. Scholarship eligibility is based upon Housing and Urban Development (HUD) income thresholds, and applicants must submit documents to verify their gross household income, or submit a low-income affidavit form to qualify. See Table 1 on page 4.

Hardship Waivers

In a limited number of cases, a Hardship Waiver may be granted at the discretion of the Director of Parks, Recreation, and Waterfront or their designee to families who submit a written request for a Fee Waiver explaining their hardship. Hardship Waivers may waive a portion of the fees or the full fees for participants who would otherwise not be able to participate in Recreation Division programs due to extreme familial or other hardship.

APPLICATION PROCESS

Berkeley Residents may apply for a Recreation Division Scholarship at any time, however, you must submit your application two weeks before the registration date for programs you are interested in.

Submit a scholarship application or Hardship Waiver request to the City of Berkeley Recreation Administration Office in person or by email:

**City of Berkeley
Recreation Administration Office
1720 8th St.
Berkeley, CA 94710
(510) 981-5150
recreation@cityofberkeley.info**

Once received, the Recreation Administration Office will review and follow up with the applicant to confirm eligibility, ask for additional information, or deny eligibility. Please allow up to 2-weeks for scholarship application processing.

- Applicants that qualify may use the scholarship to enroll anyone in their household for applicable programs through the Recreation Administration Office.
- During the calendar year of eligibility, scholarship recipients may register for any programs that qualify for scholarship use (see below). Please note that some limitations apply to certain programs, and not all programs are eligible for scholarships.

ELIGIBILITY

Low-Income Fee Waiver Eligibility

1. Applicant must provide a completed scholarship application.
2. Applicant must provide proof of **Berkeley Residency (except for Marina Programs)**.
3. Applicant must be either a **parent or legal guardian** of any child/children participating in programs.
4. Applicant must verify their household income level.
 - a. **Low-Income and Very Low-Income levels** are determined by the U.S. Department of Housing and Urban Development (HUD) guidelines for California and the Bay Area, and are recalculated annually. See Table 1 on page 4 for the most current HUD income thresholds.
 - Provide household income verification documents (all adults in the household) -OR-
 - Complete the Low-Income Affidavit Forms for each adult in the household

Hardship Waiver Eligibility

- Applicant must provide a completed scholarship application.
- Applicant must provide proof of current Berkeley residency (except for Marina Programs).
- Applicant must submit a written request for a hardship waiver to the Parks, Recreation Waterfront Director (or their designee) explaining the extreme financial, familial, or other hardship.

VERIFICATION REQUIREMENTS

Applicants must provide the following documentation for review. All documentation is confidential, and will be used for the sole purpose of verifying eligibility for this program.

Proof of Berkeley Residency:

1. Utility Bill (PG&E, EBMUD, Cable/Dish TV, phone) listing a Berkeley address; -OR- Valid Driver license listing a Berkeley address
2. Letter of verification on Homeless Services Agency's letterhead

Parent/Legal Guardianship:

1. For Parents: A birth certificate showing relationship to participant(s) under age 18.
2. For Guardians: A court document stipulating guardianship, custody, or other form of appointment. This may include a court order letter regarding Foster Care.

Income Verification:

The Recreation Division Scholarship program utilizes the State of California Housing and Urban Development (HUD) income guidelines to verify Fee Waiver program eligibility. See below for current HUD income limits. Note: Applicants must include current (within the past 60 calendar days) gross income verification for **all** persons residing at their home address.

Applicants must submit one or more of the following documents for income verification purposes:

1. Recent Federal W-2 or Schedule C for all persons residing at home address;
2. The two (2) most recent consecutive paystubs for all persons residing at home address;
3. A current tax return (Form 1040) if submitted by a Paid Preparer;

4. Award letter from Social Security or Social Services with current benefit amount (including Foster Child Payments);
5. Copies of profit and loss statements;
6. Student loans or grants;
7. Affidavit of irregular or temporary income that cannot otherwise be verified.

Table 1 City of Berkeley Recreation Division April 2022 – April 2023 Fee Waiver Income Limits (Gross Area Median Household Income)(Family of 4): \$142,800								
Number of Persons in Household	1	2	3	4	5	6	7	8
Qualifies for 50%	70,000	80,000	90,000	99,950	108,000	115,950	123,950	131,900
Qualifies for 100% Fee Waiver	\$50,000	\$57,150	\$64,300	\$71,400	\$77,150	\$82,850	\$88,550	\$94,250

Table Updated 08/22/2022

RENEWAL PROCESS

Following initial approval for a Scholarship, applicants must renew their scholarship eligibility by submitting current proof of Berkeley residency and income following the verification guidelines shown above. City of Berkeley Recreation Administration staff will reach out to scholarship recipients annually to request renewal documentation.

ELIGIBLE PROGRAM CATEGORIES

The Recreation Division offers a variety of programs that are eligible for scholarships. Scholarship eligibility may vary for each of the program categories listed below.

Please note that scholarship availability in each program area may vary based on maximum capacities and enrollments. The Recreation Division reserves scholarship spaces in many program areas and provides priority registration opportunities to scholarship recipients. Enrollments are placed on a first-come first served basis, and are based on availability and program capacities.

CATEGORY A: General Fund Recreation Division Programs

General Fund programs have no limitations on the frequency of use, or the number of sessions attended by each scholarship recipient each calendar year. There are no scholarships for Drop-In programs. General Fund Programs include but are not limited to:

- *Afterschool Programs*
- *Community Center Summer Fun Camps*
- *Skate Park Camps*
- *Special Events*
- *Swim Lessons*

CATEGORY B: Camps Fund - Resident & Day Camp Programs

Camp Fund programs have some limitations to the frequency of use or the number of sessions attended by each scholarship recipient each calendar year. Scholarships are based on the operating fund's ability to sustain them. The following Resident and Day Camp Programs operating out of the Camps Fund are eligible for scholarship use with some limitations:

Tuolumne Camp

- Family Camp Programs
- Youth Camp Programs
- Counselor-In-Training Programs
- Teen Leadership Programs
- Senior Camp Programs

Echo Lake Camp

- Family Camp Programs
- Youth Camp Programs
- Counselor-In-Training Programs
- Teen Leadership Programs
- Senior Camp Programs

Berkeley Day Camp

- Core Program Enrollments
- Counselor-In-Training Programs

In-Town Specialty Camp Programs

- Echo Lake and Tuolumne Camp Year-Round Teen Leadership Programs

Youth Camp, Counselor-In-Training (CIT), and Senior Camp Programs:

Participants are allowed to apply their scholarship or hardship waiver to no more than one (1) remote residential (sleepaway) Youth Camp, Counselor-In-Training, or Senior Camp session each calendar year, regardless of which Camp location is chosen (Echo or Tuolumne Camp). Camp sessions may vary in length and program offerings each season and at each Camp location. Due to capacity limitations, scholarship space may be limited for these programs.

Family Camp Programs:

Participants are allowed to apply their scholarship or hardship waiver to no more than one (1) Family Camp session each calendar year, regardless of which Camp program is chosen (Echo or Tuolumne Camp). Family Camp sessions may vary in length and program offerings each season. Due to capacity limitations, scholarship space may be limited for these programs.

Day Camp:

Participant is allowed a scholarship for one session of Day Camp per season.

CATEGORY C: Self-supporting or Fee Based Recreation Programs

These programs may vary annually. Limitations to the number of sessions, frequency of use, and scholarship amount awarded may apply. Scholarships are based on the operating fund's ability to sustain them. There are no scholarships for Drop-In programs. Additional specialty programs may be eligible for scholarships at the discretion of the Parks Recreation Waterfront Director or their designee, and may include:

- *Third-party contractor offered specialty classes and sports programs*
- *Recreation Division specialty instructional programs and courses*
- *Other programs as determined annually and at the discretion of the PRW Director*

CATEGORY D: Marina Fund Program

Marina Programs do not require Berkeley residency, however, individuals or groups requesting low-income fee support for these programs are required to show proof that gross household income meets Federal Low-Income Guidelines:

- *Marine Biology and Boating Classes: A 50% discount from the standard/core fee. Eligible program participants will receive one discount per class per year.*
- *Docent Training Programs: A 50% discount from the standard/core fee. Eligible program participants will receive one discount per class per year.*
- *Classroom Field Trips to the Nature Center or Adventure Playground: A 50% discount from the standard/core fee will be allowed for qualifying classrooms. To qualify, teachers must first send a letter with proof that a minimum of 50% of the class (s) qualify for the school's free lunch program.*

Letter or email must be directed to:

City of Berkeley Recreation Administration
c/o: Recreation & Youth Services Manager
1720 8th Street.
Berkeley, CA 94710
(510) 981-5150
recreation@cityofberkeley.info



Parks, Recreation & Waterfront
Recreation Division

**Parks, Recreation & Waterfront Department (PRW)
Recreation Division Scholarship Application
2022**

CONFIDENTIAL

Section #1: Household Information

Please share the following information about anyone living in your household:

Name of Applicant (Parent/Guardian): _____

Name of second adult in the Household: _____

Physical Address: _____ City/Zip _____

Email: _____

Daytime Phone: _____ Evening Phone: _____

Please list any children living in your household in the fields below:

Name _____ Age: _____ Date of Birth: / / _____

Name _____ Age: _____ Date of Birth: / / _____

Name _____ Age: _____ Date of Birth: / / _____

Name _____ Age: _____ Date of Birth: / / _____

How many adults (age 18 or older) in the household? _____

What is their source of income? _____

How many children (age 17 or younger) in the household? _____

Please place an "X" in the appropriate box for the fields below:

1. Berkeley Resident status (not required for Marina Programs)

I have attached a: Utility Bill Driver's License

2. Parent/Legal Guardian (for participants under 18)

I am the parent/legal guardian of the participant(s): Yes No

I have attached a copy of participant(s): Birth Certificate Other Court Document

3. Income Verification

I have attached proof of income of one or more of the following: (check all that apply)

- Most recent Federal W-2 or Schedule C
- Current tax return (Form 1040) if submitted by a paid preparer
- Award letter from Social Security or Social Services with current benefit amount (including Foster Child Payments);
- Copies of profit and loss statements
- Copies of student loans or grants
- Two consecutive or more *current* paystubs for one month of income
- Affidavit of irregular or temporary income that cannot otherwise be verified

Additional Comments: (Please use separate piece of paper to explain financial hardship)

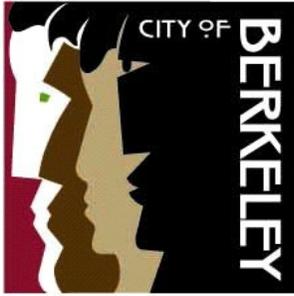
Certification

I certify that the above information is true and complete as of the date of this application. I understand that all fees and proof of eligibility are required and due at the time of registration. I understand that any misstatement in regards to my familial status and/or income is considered perjury and punishable under law.

Signature of Applicant

| |

Date



Parks, Recreation & Waterfront

LOW INCOME-AFFIDAVIT

I, _____, hereby certify the following:

I currently earn _____ dollars per month from all of my sources of income including all supplemental income from any public or private sources, ongoing payments from rents, royalties, recurring gifts, hobby income, insurance payments, disability or unemployment benefits, child/spousal support, retirement income, investment income, etc....

This affidavit is made under penalty of perjury. Any fraudulent or untrue statements made in this affidavit will result in denial of the scholarship application and/or possible legal action.

Print Name

Signature

| |

Date