



Parks, Recreation & Waterfront
Recreation Division

City of Berkeley

Parks, Recreation & Waterfront Department

Recreation Division

Scholarship Program Guide & Application Packet

The City of Berkeley Parks, Recreation & Waterfront (PRW) Department Scholarship Program is designed to ensure that Berkeley residents have access to Recreation programs regardless of financial means or hardship.

The Recreation Division provides a wide variety of programs, activities, classes, events, and camps to thousands of Berkeley residents each year. This guide includes the scholarship application and describes:

- Scholarship program eligibility,
- Required documentation,
- Eligible Recreation Division program categories,

Scholarships are awarded and renewed every calendar year. During the year of eligibility, scholarship recipients may register for any programs that qualify for scholarship use (see pages 5-6).

Please note: Not all programs are eligible for scholarships and limitations may apply to certain programs. Scholarship recipients can use the scholarship to enroll anyone in their household for applicable programs by contacting the Recreation Administration Office.

SCHOLARSHIP TYPES & ELIGIBILITY

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. The Recreation Division Scholarship program utilizes the State of California Housing and Urban Development (HUD) income guidelines to verify Fee Waiver program eligibility. See the chart below for current HUD income limits.

City of Berkeley Recreation Division								
April 2022 – April 2023 Fee Waiver Income Limits (Gross Income)								
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% Fee Waiver	\$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

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 financial or other hardships.

DOCUMENTATION REQUIREMENTS

All documentation is confidential and will be used for the sole purpose of verifying eligibility for this scholarship program.

Low-Income Fee Waivers

1. Applicant must provide proof of current Berkeley Residency (except for Marina Programs). Submit one of the following:
 - a. **Utility Bill** (PG&E, EBMUD, Cable/Dish TV, phone) listing a Berkeley address; -OR- Valid **driver license** listing a Berkeley address;
 - b. **Letter of verification** on Homeless Services Agency's letterhead.
2. Applicant must be either a parent or legal guardian of any child/children participating in programs.
 - a. Parents: provide a **birth certificate** showing a relationship to the participant(s) under age 18.
 - b. Guardians: provide **court documents** stipulating guardianship, custody, or other forms of appointment. This may include a court order letter regarding Foster Care.
3. Applicant must provide documentation of their household income level for all persons residing at the home address. See the HUD table above for income limits. Submit one or more of the following:
 - a. Recent **Federal W-2 or Schedule C** for all persons residing at home address;
 - b. The **two (2) most recent consecutive paystubs** for all persons residing at the home address;
 - c. **Current tax return** (Form 1040) if submitted by a Paid Preparer;
 - d. **Award letter** from Social Security or Social Services with current benefit amount (including Foster Child Payments);
 - e. Copies of **profit and loss statements**;
 - f. Proof of **student loans or grants**;
 - g. **Affidavit** of irregular or temporary income that cannot otherwise be verified.

Hardship Waivers

1. Applicant must provide proof of current Berkeley residency (except for Marina Programs). Submit one of the following:
 - a. **Utility Bill** (PG&E, EBMUD, Cable/Dish TV, phone) listing a Berkeley address; -OR- Valid **driver's license** listing a Berkeley address;
 - b. **Letter** of verification on Homeless Services Agency's letterhead.
2. Applicant must submit a written request for a hardship waiver to the Parks, Recreation, and Waterfront Director (or their designee) explaining the extreme financial, familial, or other hardship.

APPLICATION PROCESS

1. Complete the attached Scholarship Application or Hardship Waiver Request.
 - a. Your application must be received at least two weeks before registration for the program you are interested in opens to the public. Registration start dates are announced via email or on our website.
2. Gather the required documentation. See page 3.
3. Email the completed forms and required documentation to recreation@cityofberkeley.info. Or, drop it off in person at the Recreation Administration Office, 1720 8th St, Berkeley, CA 94710.
 - a. Please allow up to 2 weeks for scholarship application processing.
4. If your application is approved, you will be registered in your requested program based on the order of receipt of your application. Our programs are filled on a first-come, first-served basis.
 - a. Recreation Admin staff will register you in the program.
 - b. If you are approved for a 50% scholarship, Recreation Admin staff will contact you via phone for a 50% payment.
5. Once you are registered, you will receive a confirmation receipt and a waiver notification via email. Please sign and return the waiver in a timely manner.
6. If you are approved for a scholarship but do not secure a space in one of our programs due to capacity limits, you will be placed on the waitlist in the order that requests were received.
 - a. Waitlisted participants will be offered space if one becomes available prior to the start of the program.

RENEWALS

Scholarships are awarded and renewed for every new calendar year. 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.

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. Registration in a program is determined on a first-come-first-served basis and is subject to availability. The Recreation Division reserves scholarship spaces in many program areas and provides priority registration opportunities to scholarship recipients.

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, and Swim Lessons.

Camps Fund – Resident, Day Camp & In-town Specialty Camps

Camps Fund programs have some limitations on 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. Due to capacity limitations, scholarship space may be limited for these programs.

Family Camp Programs, Youth Camp, Counselor-In-Training (CIT) & Day Camp: Participants are allowed to apply their scholarship or hardship waiver to no more than one (1) session per season each calendar year of the following: Day Camp, remote residential (sleepaway) Family Camp, Youth Camp, Counselor-In-Training, regardless of which Camp location is chosen. Sessions may vary in length and program offerings each season and at each Camp location.

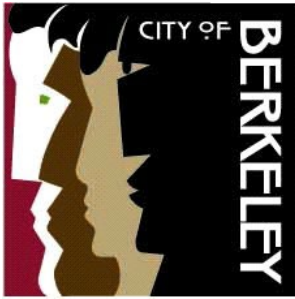
Self-supporting or Fee-Based Recreation Programs

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.

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. Email a letter to recreation@cityofberkeley.info.



Parks, Recreation & Waterfront
Recreation Division

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

Section #1: Household Information

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

Name of Applicant (Parent/Guardian): _____

Name of the 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 a separate piece of paper to explain financial hardship)

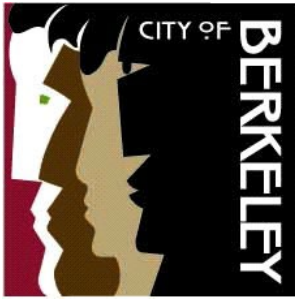
Certification

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 regard to my familial status and/or income is considered perjury and punishable under the law.

Signature of Applicant

Date

Updated 10/18/2022



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