

2024-2025 VACAVILLE YOUTH RECREATION SCHOLARSHIP PACKET



City of Vacaville Parks and Recreation Department, Administration
1000 Ulatis Drive
Vacaville CA 95687
707-469-4000 or 707-449-5451
Vacaville.Recreation@cityofvacaville.com

For registration information, call (707) 469-4020 or email
RecWeb@cityofvacaville.com

The City of Vacaville offers residents an opportunity to apply for a **Youth Recreation Scholarship**, funded by Measure M, to assist qualifying families with **children ages 17 and under** to pay for participation in youth recreation programs offered by the Parks and Recreation Department. Qualifying applicants will be awarded program credit (based on the activities and activities cost submitted) on their Parks and Recreation Registration (CivicRec) account on a first-come, first-serve basis as funding allows.

APPLICATION PROCESS

STEP 1: Applicants must READ the enclosed policy and guidelines and submit a completed application form with all required documents to:

City of Vacaville, Department of Parks and Recreation

Ulatis Community Center

1000 Ulatis Drive, Vacaville, CA 95687
Open Monday - Friday, 8:00am - 5:00pm

STEP 2: An email notification will be sent to you with the application decision. You will then be required to register your children (ages 17 and under) in person for Parks and Recreation programs at the Ulatis Community Center.

STEP 3: To request additional scholarship funding email Vacaville.Recreation@cityofvacaville.com
Additional funds will be available as funding allows.

******* NOTE: Incomplete applications will not be processed. All applications are subject to review for accuracy. Any discrepancies are likely to result in a processing delay. *******

SCHOLARSHIP AWARD INFORMATION

Scholarship awards, in general, will not exceed \$1,000 per child, excluding TGIF and Preschool fees (see third bullet point below). Additional costs (material fees, equipment, etc.) above the initial registration fee are not applicable to be covered by scholarship award funds.

- Scholarship award and Reduced Fee Discount cannot be combined.
- Scholarship award and Visions In Education Vouchers cannot be combined.
- **Preschool and TGIF Before and After School Program Participants**
In cases where a family would like to apply their scholarship funds towards TGIF or Preschool programming, the family must commit to the entire school year and sign a payment plan agreement, agreeing to pay \$100 per child/per month (TGIF) or \$50 per child/per month (Preschool). Scholarship funds will cover the remainder of program fees. No additional discounts apply. No sibling discounts may be used. This funding is not applicable for the initial registration and maintenance fee.

CHECKLIST

Use the checklist below to help ensure you submit a complete application.

- Proof of residency (PG&E, water, garbage, or Valid California Driver's License or California ID, Military ID)
- Provide proof of income (any **one** of the qualifying items listed under PROOF OF INCOME)
 - **Please black out sensitive information such as social security, bank account, and routing numbers, etc.**
- Signed application with complete listing of parent/guardians with signatures on both the application and the authorization to release information of each party. Please list the child's name, session codes of the activities that you would like to register that child for along with the activity cost.
- Signed Authorization to Release Information

****** NOTE: Incomplete applications will not be processed. All applications are subject to review for accuracy. Any discrepancies are likely to result in a processing delay. ******

PROOF OF RESIDENCY (Submit one of the following)

- PG&E; or
- Water; or
- Recology/Garbage; or
- California Driver's License, California ID, Military ID

PROOF OF INCOME (Submit one of the following)

- Previous year Income Tax Return* (children in household must be listed) **PLUS** current pay stubs covering one month or thirty (30) days; or
- Previous year Tax Return* (children in household must be listed) **PLUS** a California Employment Development Department (EDD) issued unemployment compensation form (Form 1099G); or
- Previous year Income Tax Return* (children in household must be listed) **PLUS** child support covering two months or sixty (60) days; or
- Foster Child Support (children in household must be listed); or
- State Disability Benefit Statement; or
- Social Security Benefit Statement; or
- Supplemental Security Income Statement; or
- Notice of Action letter from the County of Solano for Public assistance, for example, Temporary Assistance for Needy Families (TANF) or CAL-Works; or Assistance through Vacaville Housing Authority (**household members/numbers must be listed**)

*If self-filing, applicants must provide proof their tax return was accepted by the IRS. This is commonly provided via IRS (Form 9325), a receipt, or letter from the IRS stating a tax return was accepted by the IRS.

PROVIDE PROOF THAT YOUR FAMILY'S ANNUAL INCOME DOES NOT EXCEED
THE THRESHOLDS LISTED BELOW.

MAXIMUM ALLOWABLE INCOME CRITERIA TOTAL HOUSEHOLD SIZE (Youths and Adults)

2	3	4	5	6	7	8
\$80,500	\$90,550	\$100,650	\$108,700	\$116,750	\$124,850	\$132,850

2024-2025 YOUTH SCHOLARSHIP APPLICATION FORM

PLEASE RETAIN A COPY OF THE SCHOLARSHIP PROGRAM POLICY & GUIDELINES (LAST PAGE) FOR YOUR REFERENCE.

NOTE: *Incomplete applications will not be processed. All applications are subject to review for accuracy. Any discrepancies found may result in a processing delay.*

PRINT PARENT/GUARDIAN INFORMATION:

1) Name: _____ Relationship: _____

Home Address: _____

Email Address: _____ Cell #: _____

2) Name: _____ Relationship: _____

Home Address: _____

Email Address: _____ Cell #: _____

CHILD(REN) INFORMATION:

1) Name: _____ Session # _____ Cost: _____

2) Name: _____ Session # _____ Cost: _____

3) Name: _____ Session # _____ Cost: _____

4) Name: _____ Session # _____ Cost: _____

5) Name: _____ Session # _____ Cost: _____

6) Name: _____ Session # _____ Cost: _____

7) Name: _____ Session # _____ Cost: _____

8) Name: _____ Session # _____ Cost: _____

Bring additional session codes and costs with you when you register your child(ren) in person.

For Office Use Only:

Date Received: _____ Received By: _____ Date: _____

Decision: _____ Staff Signature: _____ Date: _____

2024-2025 YOUTH SCHOLARSHIP PROGRAM POLICY & GUIDELINES

Qualifying VACAVILLE applicants will be awarded on a first-come, first-serve basis as funding allows.

- Applicants are responsible for maintaining up to date contact information with the department and on their CivicRec account.
- Any past due amounts on your Parks and Recreation accounts must be paid before a Scholarship award is applied. Duplicate accounts will be merged.
- Scholarship awards are effective on the date of approval. **The award is not retroactive and cannot be used for registrations that occurred prior to the official award of scholarship.**
- Scholarship awards may only be used for programs and activities offered through the City of Parks and Recreation Department, for youth ages 17/under. *Anyone discovered using scholarship funds towards adult programs will be required to reimburse the City.*
- Additional costs such as material fees, program supplies, uniform, or other costs associated with participation are not covered.
- Due to processing restrictions, scholarship funds used on a payment plan cannot be returned.
- Scholarship recipients who do not attend 75% of the scheduled activity may be ineligible for future awards. Attendance is mandatory to maintain scholarship eligibility. Scholarship recipients may be withdrawn from the program, lose remaining scholarship credits, and may become ineligible for future scholarships due to “no show,” excessive absences, and/or excessive late withdrawals as determined by the City’s Credit/Refund Policy.
- Scholarship transfer requests are limited to three (3) occurrences. Original issue date of funds will apply.
- In the event of a department activity cancellation, your child may be transferred to another activity. Refunds will not be processed for scholarship recipients.
- Scholarship awards may not be used toward, facility rentals, special events, drop-in activities (w/o prepaid pass), on-line driving, Birthday Parties and Splash Bash Parties or special event activities, such as, but not limited to the CreekWalk Concert Series.
- Scholarship awards may not be combined with Reduced Fee Discount.
- Scholarship awards may not be combined with Visions in Education funding.
- Scholarship awards are not refundable or transferable or redeemable for cash or check.
- If your award is exhausted, you may be eligible to receive an additional award as funding allows.



I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED AND AGREE TO COMPLY TO THE BEST OF MY ABILITY.

Name (Print): _____ Signature: _____ Date: _____

Name (Print): _____ Signature: _____ Date: _____



City of Vacaville
Parks and Recreation Department

Authorization to Release Information

(to be completed by adult household members)

The undersigned authorizes the City of Vacaville to verify all employment and income information (including information of a confidential or privilege nature) with any source, for the purposes of processing the Vacaville Youth Recreation Scholarship Application.

By ATTACHING this RELEASE FORM, OR COPY OF THE SAME, to any verification form requiring the undersigned's signature, you are authorized by the undersigned to release the information requested by the City of Vacaville.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested.

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE



City of Vacaville, Parks and Recreation Department

1000 Ulatis Drive, Vacaville, CA 95687

Contact us at (707) 469-4000 or visit RecWeb@cityofvacaville.com

**24/25 Youth Recreation Scholarship
TGIF Payment Plan Agreement**

Date: _____

Name: _____

Address: _____

This letter confirms the City of Vacaville’s agreement with the above-named customer, in which they acknowledge this payment agreement with the City. By signing this agreement, you agree to pay **\$100** each month for TGIF services and have the payment charged to the credit/debit card that is to remain on file. Payments will begin July 25, 2024, and will occur each month on the **25th** with the last payment date being April 25, 2025.

I, _____ give the City of Vacaville permission to automatically charge the payment amount specified above on the dates above, using my card on file. If the card on file is declined, I understand that I must come in person to pay the balance; otherwise, my child(ren) will be removed from the TGIF program.

Payment Method. A card with an expiration date of May 18, 2025, or later, must be on file to execute this agreement.

Authorized Signature

Date

Print Name _____

Staff _____



City of Vacaville, Parks and Recreation Department

1000 Ulatis Drive, Vacaville, CA 95687

Contact us at (707) 469-4000 or visit RecWeb@cityofvacaville.com

**24/25 Youth Recreation Scholarship
PreSchool Payment Plan Agreement**

Date: _____

Name: _____

Address: _____

This letter confirms the City of Vacaville’s agreement with the above-named customer, in which they acknowledge this payment agreement with the City. By signing this agreement, you agree to pay **\$50** each month for PreSchool services and have the payment charged to the credit/debit card that is to remain on file. Payments will begin September 1, 2024, and will occur each month on the **1st** with the last payment date being May 1, 2025.

I, _____ give the City of Vacaville permission to automatically charge the payment amount specified above on the dates above, using my card on file. If the card on file is declined, I understand that I must come in person to pay the balance; otherwise, my child(ren) will be removed from the PreSchool program.

Payment Method. A card with an expiration date of May 18, 2025, or later, must be on file to execute this agreement.

Authorized Signature

Date

Print Name _____

Staff _____

2024-2025 YOUTH SCHOLARSHIP PROGRAM POLICY & GUIDELINES

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