



John H. Emery Swimming Assistance Program Guidelines

Purpose of the John H. Emery Swimming Assistance Program

Gurnee Park District provides financial assistance to residents who are interested in enrolling in a Park District Traditional Swim Lesson or Swim School, but unable to do so due to financial hardships. Based on availability of funds, the Park District will attempt to provide financial assistance to those who qualify based on the eligibility requirements. Financial assistance will be awarded on a first-come, first-served basis, based on need as well as availability of funds. Gurnee Park District reserves the right to deny an applicant's request.

Qualifications and Limitations for John H. Emery Swimming Assistance Program

1. Financial Assistance is available to Gurnee Park District residents only. Those living in unincorporated Gurnee are not eligible for this assistance program.
2. Financial assistance is only available for Traditional Swim Lessons or Swim School and those applying must meet the age requirement of these programs
3. A limited number of participants will be selected each calendar year.
4. Applications can be submitted at any time, and will be valid until the end of the calendar year. Approved applicants must submit a new application at the beginning of the new calendar year to confirm eligibility for the new year.
5. Once approved for financial assistance for swimming, the registrant must register during the proper registration period by bringing a copy of the acceptance letter in person to any park district facility. Approval in the program will grant each child a free class per session for the entire calendar year.
6. Placement in the requested program is based on class availability. Registration must take place after you receive your acceptance letter.
7. Regular attendance in the program is required at a minimum of 75% of the scheduled classes. Failure to participate in 75% of the scheduled class dates may result in the revocation of your award.
8. Awards will be for the full amount of the class. No additional payments will be necessary.
9. Financial assistance will be awarded on a first-come, first-served basis, based on need as well as availability of funds. Gurnee Park District reserves the right to deny an applicant's request.
10. All registration policies and procedures apply to financial assistance/scholarship applicants.
11. The scholarship committee evaluates each application submitted and makes the decision whether or not to grant the request.
12. If requested, applicant must provide references.

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Eligibility Guidelines

The following household size and pre-tax income criteria will be used to determine initial eligibility for the John H. Emery Swimming Assistance Program. Other factors such as current participation in public aid, food stamp program, subsidized housing, excessive medical bills etc. may also be considered in determining eligibility. To qualify, the household income must be less than the values below annually. The chart is updated annually and may change year to year.

Household Size	Total Annual Household Income
1	\$20,241
2	\$27,469
3	\$34,697
4	\$42,153
5	\$49,153

The following is the definition of income: Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

Application Procedures

Those who are seeking financial assistance can complete the John H. Emery Swimming Assistance Program Application Form at any time. The application will be valid until the end of the calendar year. Those enrolled in the program from the previous year will receive priority into the scholarship program as long as attendance has been regular, and they still qualify financially. A limited number of applicants will be accepted into the program each year. The applications will be individually reviewed, and the applicants will be notified of decision within three weeks after receipt of the completed application. A letter with the award results will be sent to the address on the application.

Required Documentation

Applications cannot be considered without submitting all the documents listed on the application. Missing documentation will delay review of the application until all documents are received. The Park District may require additional documents if deemed necessary.

Responsibilities of the Award Recipients

A limited amount of award money is available, as such, attendance in the program you are approved for is important. Scholarship awards can be revoked if participation is not regular.

If you have a medical or other reason you cannot participate in the activity, it shall be the responsibility of the recipient (or their legal parent/guardian) to inform the Park District of this conflict in participation. Failure to do so may result in the revocation of your award.

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920 N. Hunt Club Rd., Gurnee, IL 60031
Phone (847) 623-7788 Fax (847) 623-8121
www.gurneeparkdistrict.com

John H. Emery Swimming Assistance Program Application Form

To be considered for the program, this form must be filled out completely and submitted with the required documents. Return completed application, required documents and registration form to Gurnee Park District's Hunt Club Park Community Center located at 920 N. Hunt Club Rd., Gurnee, IL 60031, Attn: Superintendent of Recreation.

Your Name _____ Relationship to Program Participant(s) _____

Name of Program Participant(s) _____

Home Address, City, Zip _____

Home Phone _____ Cell Phone _____

1. Please describe the reason(s) you need financial assistance to participate in Gurnee Park District activities. This information is helpful in determining your financial assistance.

2. Please list each household member and any monthly income for that person whether employed or not, including all legal dependants:

Name	Age	Gross Monthly Income from Employment	Monthly Income from Welfare, Child Support, Alimony (Before Deductions)	Monthly Income from Pensions, Retirement, Social Security, etc.
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____
d. _____	_____	_____	_____	_____
e. _____	_____	_____	_____	_____
f. _____	_____	_____	_____	_____
g. _____	_____	_____	_____	_____
h. _____	_____	_____	_____	_____

(Continue on Reverse Side)

3. Please list the current employment information of all working individuals in your house:

Your Employer _____

Your Position _____

Address _____

Telephone _____ Hours that you work _____

Spouse/Partner's Employer _____

Position _____

Address _____

Telephone _____ Hours spouse/partner works _____

4. Required documents to submit with application. Applicant responsible for providing their own copies. (Application may be denied without proper documentation.)

- A. Program Registration Form (Your registration will not be processed until the scholarship is approved and your co-pay is submitted unless a deposit is paid. Ask our Registration Staff for more information.)
- B. Proof of Residency (Copy of Driver's License, State ID or current utility bill with name and address)
- C. Copy of recent Federal Income Tax Return
- D. Copy of two most recent pay stubs for all household members

5. Additional Documents you may submit to help determine financial assistance. Please check assistance you are currently receiving and attach only those documents.

- Public Aid/Cash (Copy of document including amount received) Case # _____
- SNAP/Food Stamps (Copy of approval document) Case # _____
- Medical Assistance HFS, WIC, etc (Copy of medical eligibility given as proof at a doctor's office)
- School Lunch Program (Copy of school approval letter)
- HUD/Subsidized Housing (Copy of Lease or Lease Amendment)
- Unemployment Benefits (Copy of UI benefit approval document)
- Child Support, Alimony (Copy of court documents listing the amount to be received)
- Copy of Rental Lease or Mortgage Statement (see above for HUD/Subsidized Housing Lease)
- Other benefits or sources of income: _____
- Excessive Medical Bills. Please explain: _____

I certify that the above information is true, correct and all income is reported. This information is being given to Gurnee Park District as application for financial assistance/scholarship only and will remain confidential. Park District officials may verify the information on the application and deliberate misrepresentation of the information will result in forfeiture of future assistance privileges and possible program participation.

Signature of applicant

Date