



River Trails Park District Financial Assistance Program

Application Procedure:

Applicants **MUST** be **residents** of the River Trails Park District to be eligible for Financial Assistance. Those seeking financial assistance must complete the Financial Assistance Application Form and return it **at least two weeks prior** to the start of the program. The application will be individually reviewed, and the applicant will be notified of the decision within two weeks after receipt of completed application.

1. Complete the Financial Assistance Application and attach a completed River Trails Park District registration form.
2. Re-registration for specific program(s) each season is required. Do **not** submit another Financial Assistance Application, only a completed River Trails Park District registration form.
3. You may be asked to submit credit card information for future payments
4. Attach proof of residency (At least TWO documentations of the following):
 - Apartment lease / mortgage payment
 - Valid Driver's License
 - Utility bill
 - Current bank statement
 - Personal Check with **YOUR** address
5. Attach proof of income (submit as many as possible to support your need):
 - Federal Income Tax return from prior year (including W-2's from each wage earner)
 - Three (3) of the most recent pay stubs from **each** wage earner.
 - Illinois Public Aid Documentation (if applicable)
 - Subsidized Housing Documentation (if applicable)
 - Copies of bills/expenses causing hardship (if applicable)
 - Social Security Recipient Documentation (if applicable)
 - Unemployment Compensation Documentation (if applicable)
 - *Proof of Alimony/Child Support Payments (if applicable)

Applications cannot be considered without submission of supporting documents. Missing documentation may delay review of the application until all documents are received. The district may request additional documents deemed necessary.

6. Return your completed application to:
River Trails Park District, Attn: Eileen Meyers, Customer Experience Manager, 1500 E. Euclid, Mount Prospect, IL 60056

Administration will review each application submitted and make the decision to grant or decline assistance. Applicants will be notified via call or email of the decision. Any partial payments for supply/contractual/program fees will need to be paid before registration can occur. Upon successful registration, a copy of the registration receipt will be emailed for applicant's records.

Updated September 2023

Eligibility/Policies:

1. Applicant may be an individual or a family and must reside within the boundaries of the River Trails Park District.
2. Eligibility is based on household size and pre-tax income. Other factors such as current participation in public aid, food stamp program, subsidized housing may also be considered in determining eligibility.
3. Proof of need for financial assistance must be demonstrated in order to qualify for financial assistance program. All information submitted is confidential and is not a matter of public record of the district.
4. All information on the application must be true and accurate. Financial assistance applications will be rendered void if submitted with false information. The district reserves the right to modify, revoke or verify Financial Assistance.
5. All awards are based on the need and availability of funds at the time of application. Applicants may receive up to \$400.00 per person or \$1,000.00 per household per year. Applicants may register for a maximum of **one (1) program per season per individual** providing that the program has already obtained the minimum number of participants. The Executive Director or appointee, may adjust on certain circumstances.

Exceptions for programs with multiple sessions or directly affiliated programs which may be considered as a single program include:

- Kid Squad (before and after care program)
 - Summer and Holiday Day Camps (including before and after camp programs)
 - Swim Lessons
6. The application needs to be completed **once** annually. Information on this form will only apply to that calendar year. If employment or income status changes during the year, the entire application process must be repeated. Granting of financial assistance does not insure continued approval for succeeding sessions/years.
 7. Registrations for programs or classes made prior to receiving the scholarship will not be refunded regardless of when the class starts. No refunds for prior purchases.
 8. Registration in requested programs is based on class availability.
 9. Financial Assistance does not have a dollar value. Participants who cancel cannot receive a refund for the financial assistance part of the registration fee.

Program Includes:

- General Recreation/Youth programs
- Senior Recreation programs
- Program participants up to 17 years of age and/or adults over the age of 55 and on a fixed income

Program Does NOT Include:

- Rob Roy Golf Course greens fee or lessons
- Costs related to equipment/shoes/uniforms
- Programs with a fee under \$10
- Building, room or Field Rental
- Birthday party packages
- Team entry fees
- Pool passes
- Day Trips
- Leagues



Financial Assistance Application Form

To be considered for financial assistance, this form must be filled out completely and submitted with the required documents. If submitted without the proper required documents, your application will be returned to you. Return completed application and required documents to River Trails Park District, Attn: Superintendent of Recreation. 1500 E. Euclid, Mount Prospect, IL 60056.

New Applicant Enrollment Renewal

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Home/Cell Phone: _____ Work Phone: _____

Email: _____

Marital Status (circle one): Single Married Divorced Separated Widowed

Date of Birth: ____/____/____ Gender _____ Pronouns _____

Number of Persons in Household: _____ Adults _____ Child(ren) Do You: Own _____ Rent _____

Household Members/Dependents:

First Name & Last Name (if different)	Relationship	Birth Date	Dependent Y/N	Age/Grade

Required documents to submit with application. Application will not be considered without proper documentation. Applicant is responsible for providing their own copies.

- Proof of identity (copy of driver’s license, state ID or public aid ID)
- Proof of residence with your name listed (current lease, mortgage or utility bill)
- Copy of current years 1040 federal income tax return
- Proof of relation or guardianship of each minor (birth certificate or insurance card)

Additional documents you may submit to help determine financial assistance eligibility

- School Lunch Program (copy of approval letter)
- Unemployment or Disability benefits
- Public Aid (copy of documents) case # _____
- Social Services case worker contact # _____

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

Signature of Applicant

Date

(For office use only)

Date Received: _____

Residency Verification: _____

Application Approved: _____ Financial Assistance Amount Approved: \$ _____

Application Denied: _____ Reason for Denial: _____

Date Notified: ____ / ____ / ____ Method of Notification: _____

Supervisor: _____ Date: _____

Superintendent: _____ Date: _____