



## Yorkville Parks & Recreation Department

651 Prairie Pointe Drive, Yorkville, IL 60506  
Phone: (630) 553-4350 Fax: (630) 553-4360  
Email: recreation@yorkville.il.us

# Program Grant / Special Recreation Services Application

**Fill out form completely**

**Participant(s) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian's Place of Employment:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Annual Household Income:** \_\_\_\_\_ **# of people supported by this income:** \_\_\_\_\_

### Proof of Document Copy (please check all that apply)

Public Aid (  ) DCFS (  ) Income Tax Record (  ) Social Security (  )

2 months (current) income payment stub (  ) Green Card #: \_\_\_\_\_

Unemployment (  )

**Please explain any extenuating circumstances to consider:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Programs for which you are requesting a program grant. Limit of 4 programs or \$500 per calendar year, whichever comes first, per family. Preschool programs are limited to 10% per month. Vacation and weekend trips are not eligible for a grant. Must be a resident of the United City of Yorkville.

If a Grant is not awarded, I would like to make partial payments: **Yes** (  ) **No** (  )

<b>Program Name</b> (Special Recreation: please list organization running program)	<b>Program Number</b>	<b>Fee</b>	<b>Grant Amount Requested</b> (Max. \$500. Limit 50% or Special Recreation non-resident fee)

The information I have provided is true and correct. I further understand that there are limited available funds, and not every Grant or Services request will be granted. If I cancel the class I received funds for, I understand all funds received from the City are to be returned to the City within 30 days. I understand that I may be identified as a recipient of Grant funds for fund-raising purposes only.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Park Board Adopted 2/23/12



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## Guidelines for Requesting a Program Grant for Financial Aid Support

The Grant request process is intended to include participants / families who need financial assistance in order to take part in the United City of Yorkville Park and Recreation Department recreation and leisure programs only.

All the funds for Grants are obtained through allocated budget funds, donations received from local community groups, individuals or businesses. Each year the amount available may fluctuate based on the amounts received. Grants are only available for residents of the City of Yorkville. (There may be some arrangements with other community partners or special programs funded through grants, which includes participants outside the United City of Yorkville, call in advance to inquire about the arrangement of the programs you are interested in).

The **UNITED CITY OF YORKVILLE PARK AND RECREATION DEPARTMENT** awards Grants to participants/families that have completed the **GRANT APPLICATION PRIOR** to the start date of the program. All Grants are awarded based on the date received. All Grants are approved by the Director of Parks & Recreation.

### General Grants

A Grant request is made per calendar year for a maximum of 4 programs, up to a total of \$500, and for a maximum of 50% of the program fee (excluding travel trips, contractual camps, and contractual programs). Preschool School is limited to 10% of the monthly fee. Other arrangements for payment schedules or partial payment programs can be arranged if needed. All payments must be made at the conclusion of the program season, in order to be eligible for the next registration session. General program Grants are not available for vacation or overnight weekend trips.

The check will be provided once proof of registration in the program is submitted. If the participant cancels the class, all funds are to be returned to the City within 30 days of cancellation.

For all Grant requests, staff may require additional information to support the Grant application before an award is made. All program conduct guidelines must be adhered to while participating with the programs.

### Please fill out grant application and return to:

Yorkville Parks and Recreation Administration Office

Park Board Adopted 2/23/12



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## Special Recreation Services Policy - Requesting a reimbursement for non-resident portion of services

The policy is intended to include participants/families members with a disability who are residents of the United City of Yorkville; and desire specialized assistance or services because of the disability; and it is determined that Yorkville Park and Recreation can not provide a similar type of program or the appropriate accommodations; and requesting reimbursement for all/portion of the non-resident portion of the special recreation services.

All the funds for reimbursements are allocated each year based on the fiscal budget and the amount available may fluctuate based on the amounts received. Reimbursements are only available for residents of the United City of Yorkville. (There may be some arrangements with other community partners or special programs funded through grants, which includes participants outside the United City of Yorkville, call in advance to inquire about the arrangement of the programs you are interested in).

The United City of Yorkville Park and Recreation Department awards reimbursements to participants/families who have a disability; and when the Yorkville Park and Recreation Department does not offer a similar type of program; or it is determined that they can not provide the appropriate accommodations. All requests for reimbursement must be obtained PRIOR to signing up for the desired services or programs.

### General Guidelines

A request is made per calendar year for a maximum of 4 programs, up to a total of \$500, per family and only for the non-resident portion of the fees. All program fees must be paid by the resident. The following programs and services are excluded from any reimbursement (excluding pre school program, travel trips, vacation type trips, contractual camps or overnight weekend trips).

Please attach a copy of the program information from a catalog, flyer, etc. with the program highlighted. The check will be provided once proof of registration in the program is submitted. If the participant cancels the class, all funds are to be returned to the City within 30 days of cancellation. For all requests, staff may require additional information to support the request before an approval is made.

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