



# CITY OF CLEVELAND HEIGHTS YOUTH RECREATION FUND

---

## MISSION STATEMENT

The City of Cleveland Heights recognizes the need to provide an opportunity for all children of our community to participate in our youth and teen recreation programs.

The Youth Recreation Fund has been established to make Cleveland Heights recreation programs more accessible to those children in need. It is the intent of this program to offer significantly reduced rates on selected recreation activities to residents who meet specified guidelines. It is our goal to provide assistance to all who apply.

Activities range from the performing and fine arts to hobbies, special interests, sports and fitness. The opportunity to participate in this program will open up new areas of pursuit and interest to children who otherwise could not afford these programs.

The City of Cleveland Heights has initiated this scholarship fund to meet the needs of our youth. Collaborations involving the City, community organizations, corporations and individuals will establish this Fund as an ongoing program and an important contribution to our community.





The Youth Recreation Fund has been established to make Cleveland Heights recreation programs more assessible to those children in need. This program will offer reduced rates on selected recreation activities to people who meet specified guidelines.

#### **CRITERIA TO QUALIFY\***

1. Must be a resident of the City of Cleveland Heights. Youth must be no older than 18 and still attending school.
2. Must be participating in a recognized State or Federal Assistance Program (i.e., subsidized housing - public or private, Aid to Dependent Children, Section 8 rental subsidy, food stamps or Public Assistance) or provide other acceptable documentation to verify restricted income.
3. Upon eligibility, the participant will be entitled to a reduced rate for activity fees.

For additional information, please call the Cleveland Heights Division of Parks and Recreation, 216-691-7260.

#### **Sponsored by the City of Cleveland Heights**

Funded by outside sources. Donations are welcome and are tax-deductible. Donations for specific individuals are allowed, but are not tax-deductible.

*\*All requests are subject to available funding.*



**Youth  
Recreation  
Fund**

**CLEVELAND  
HEIGHTS**

**Cleveland Heights  
Recreation  
Advisory Board**

Alissa Branford  
*Chairman*

J. J. Costello  
*Vice Chairman*

Carl Campbell

Ted Esborn

Susan Ford

James Moore

Jeff Rink

Sean Sullivan

Dear Parent or Guardian:

So that we can consider a partial scholarship for your child's activity fee from the Youth Scholarship Fund, please complete the enclosed application form. Return the completed form with copies of the following:

**1. Proof of Residency**

Copy of one of the following:

- Current Recreation I.D. card
- Utility bill
- Voter registration card
- Mortgage statement
- Letter from landlord with telephone number included

**2. Proof of Restricted Income**

Copy of one of the following:

- Aid to Dependent Children Medical Card
- Public Assistance Identity Card
- Food Stamp Letter of Verification
- Dated unemployment compensation voucher
- Other verification of restricted income

When the completed application and forms have been received, we will begin to process the application. We will notify you of the amount to be paid before activities begin. Please note that this is on a first-come, first-served basis and all requests are subject to available funding.

Return information to:

**City of Cleveland Heights  
Division of Parks and Recreation  
40 Severance Circle  
Cleveland Heights, Ohio 44118**

Sincerely,

***Recreation Advisory Board Scholarship Committee***



**City of  
Cleveland Heights**

40 Severance Circle

Cleveland Heights

Ohio 44118



# POLICIES & PROCEDURES

---

## POLICIES

1. All applications to the Youth Recreation Fund must be submitted for evaluation by the first of each month.
2. A completed application packet must be presented each time a request is made.
3. Upon approval of applications, priority will be given to those children 18 and under and still attending school who have not received funding during the current calendar year.
4. Funding will be for activity seasons, including team activity seasons. Funding will also be available for season passes for recreation activities and facilities.
5. There will be no monetary commitment made beyond the next calendar quarter.
6. Grants will be allocated **up to 50%** of the cost. Additional children in the same family will be allocated **up to 75%**. The maximum shall be \$100 per family.
7. A family may request funding for additional activities for the same child or additional children, but will be put on a waiting list. Subject to approval and available funding, he or she will be notified before the start of the activity. Funding for each additional activity applied for will be considered individually, based on the criteria indicated previously.
8. All requests are subject to available funding.
9. No refunds will be given after the class or activity has begun.
10. Activities for which funding may be applied include all Parks and Recreation programs. Cain Park plays and performances are **NOT** Parks and Recreation programs and are **NOT** eligible for funding.

## PROCEDURES

1. Applications will be available at Cleveland Heights City Hall and at the Cleveland Heights Community Center, located at One Monticello Boulevard at Mayfield Road.
2. Applications must be received in the Recreation Division office by the first of each month.
3. Applications will be evaluated by the Recreation Advisory Board's Scholarship Committee.
4. Applicants will be notified by the Recreation Division before classes begin regarding the status of their applications.



# APPLICATION

Name (parent/guardian): \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

NAME OF CHILD/CHILDREN	AGE	GRADE	COURSE	ACTIVITY	LOCATION

**ARE THE FOLLOWING ENCLOSED? (PLEASE CHECK):**

1. **Copy of one of the following to provide proof of residency:**
  - Current Recreation I.D. card
  - Utility bill
  - Voter registration card
  - Mortgage statement
  - Letter from landlord with telephone number included
  - Other \_\_\_\_\_
  
2. **Copy of one of the following to verify restricted income:**
  - Aid to Dependent Children Medical Card
  - Public Assistance Identity Card
  - Food Stamp Letter of Verification
  - Dated unemployment compensation voucher
  - Other \_\_\_\_\_

**- APPLICATIONS CAN NOT BE PROCESSED UNLESS FULLY COMPLETED -**