



Pleasant Valley Recreation & Park District

Scholarship Policy

Board Approved December 04, 2025

Program Objectives

1. **Increase Accessibility** – Ensure that financial barriers do not prevent community members from participating in District programs.
2. **Promote Inclusivity** – Provide opportunities for individuals of all ages, abilities, and economic backgrounds to engage in recreational activities.
3. **Support Community Well-being** – Enhance physical, social, and mental well-being by encouraging participation in sports, cultural arts, aquatics, and other recreational programs.
4. **Encourage Lifelong Engagement** – Foster long-term participation in District programs by making financial assistance available to those in need.
5. **Ensure Equitable Distribution** – Develop a transparent and fair system for awarding financial assistance to eligible participants.

Target Audience

- **Low-income families** who need assistance to enroll their children in youth activities, summer camps, or other programs.
- **Foster Children** who have been placed in the temporary care of the state due to situations where their biological families are unable to provide a safe or stable environment.
- **Seniors on fixed incomes** who wish to participate in senior center activities, fitness programs, or educational workshops
- **Individuals with disabilities** who require financial support to access adaptive programming.
- **Single-parent households** or families with multiple children requiring financial relief for participation in programs.

Potential Funding Sources

1. **Park District General Fund** – Allocating a portion of the District's budget to support financial assistance programs.
2. **Grants** – Seeking funding from local, state, and federal grants that support recreation and community services.
3. **Sponsorships & Donations** – Partnering with businesses, nonprofits, and community organizations to sponsor scholarships.

4. **Community Fundraising** – Hosting annual fundraising events, donation drives, or crowdfunding campaigns to support the program.
5. **User Fees** – Providing an option at checkout for donations.
6. **Foundation or Endowment Support** – Partnering with the Foundation for Pleasant Valley Recreation and Parks, or other local foundations to establish an ongoing scholarship fund.

Eligibility Criteria

To qualify for financial assistance, applicants must meet the following requirements:

1. **Residency Requirement:**
 - Must be a resident of Camarillo or within District Boundaries (93010, 93012, 93011)
 - Proof of residency (utility bill, lease agreement, or official ID) required.
2. **Income-Based Qualification:**
 - Household income must be at or below HUD's Low Income Area Median Income (AMI) or qualify for government assistance programs.
 - Alternative qualification: participation in government assistance programs such as SNAP, WIC, or Medicaid.

2025 HUD Income Limits for Ventura County

***This table is subject to change based on future HUD income limit updates.**

Household Size	Extremely Low Income (30 % AMI)	Very Low Income (50% AMI)	Low Income (80% AMI)
1 Person	\$ 31,450	\$ 52,400	\$ 83,850
2 Persons	\$ 35,950	\$ 59,900	\$ 95,800
3 Persons	\$ 40,450	\$ 67,400	\$ 107,800
4 Persons	\$ 44,900	\$ 74,850	\$ 119,750
5 Persons	\$ 48,500	\$ 80,850	\$ 129,350
6 Persons	\$ 52,100	\$ 86,850	\$ 138,950
7 Persons	\$ 55,700	\$ 92,850	\$ 148,500
8 Persons	\$ 59,300	\$ 98,850	\$ 158,100

*AMI= Area Median Income

Program-Specific Criteria:

- Assistance applies only to recreation programs, aquatics, camps, and adaptive programs.

- Exclusions include, but are not limited to: Facility Rentals, Private Lessons, Adult Sports, & CSO Programs.
 - Scholarship requests are limited to 1 program per participant per Activity Guide season (Fall, Winter/Spring, & Summer)
 - Application approval is needed prior to registering. Refunds will not be granted after registration
 - After approval, class changes are not permitted without authorization from the GM, Recreation Manager, or an appointed designee.
- 3. Age & Household Considerations:**
- Assistance is available to all residents that fall within the income guidelines above.
 - Members of the same household may apply.
- 4. Additional Considerations:**
- Priority may be given to first-time applicants.
 - Individuals must be in good standing with the District (no unpaid fees or program violations).

Required Documentation

Applicants must submit:

- 1. Proof of Residency** (one of the following):
 - Utility bill (within the last 60 days)
 - Lease or mortgage statement
 - Driver's license or state-issued ID
- 2. Proof of Total Family Income & Dependents** (one of the following):
 - Most recent 1040 tax return for each member of the household.
 - Two (2) Pay stubs from the past 30 days for each member of the household.
 - W-2 for each member of the household.
 - Award letters from SSI, unemployment, or disability benefits
 - Placement Letter or Verification Letter (Foster Children Only)

If proof of income does not show dependent(s), an additional form showing proof of dependency is required.

- 3. Proof of Government Assistance (if applicable):**
 - EBT Cards, SNAP, WIC, Medicaid, or Free/Reduced Lunch Program approval letter
 - Housing assistance documentation
- 4. Completed Application Form:**
 - Includes family information and program selection.
 - Optional: A short personal statement explaining the financial need and how the program benefits the applicant.

Award Distribution Methods

1. Tiered Assistance Levels

- **100% coverage:** For Foster Children
- **75% coverage:** Households at or below HUDs **Extremely Low**
- **50% coverage:** Households at or below HUDs **Low Income up to Extremely Low Income**
- **25% coverage:** Households at or below HUDs **Low Income to Very Low Income**
- Applicants above HUDs Low Income limits may qualify for a 10% discount under extenuating circumstances.

2. Direct Fee Reduction:

- Awarded funds are applied directly to the patron's account on the District's registration platform (per person).
- Participants are responsible for paying the remaining balance not covered by financial assistance.
- Financial Assistance is applied to the Class Registration Fees (only). The patron must pay any additional supply or lab fees to the instructor (if applicable).

3. Annual Limits & Renewal:

- Each individual may not exceed \$200 per calendar year in assistance (limit 1 activity per season).
- Scholarships are awarded per season.
- A new application must be submitted for each season.
- Supporting documentation must be submitted and updated annually.

4. Waitlist & Priority Distribution:

- If funding is limited, priority is given to new applicants, single-parent households, foster children and families with multiple dependents.
- A waitlist will be maintained, and additional awards may be granted if funds remain.

5. Non-Transferability & Attendance Requirements:

- Awards are non-transferable and must be used only by the approved applicant.
- Participants must maintain 70% attendance in the program to remain eligible for future assistance.

Application Process

1. Application Submission

- Applicants submit a completed scholarship application form (available online or at District offices).
- Applications are accepted during designated open periods before program start dates in April, August, and December. Applications received after designated open periods may be considered if available funding remains for that season.

The application may be updated or revised by the GM or Recreation Services Manager annually or as needed.

2. Review Timeline

- **Step 1:** Applications are reviewed by District staff within **2 Weeks** of submission.
- **Step 2:** Additional documentation requests (if needed) must be submitted by the applicant within **5 business days** of notification.
- **Step 3:** Decisions are finalized and communicated to applicants via email and phone.
- Priority is given to applications submitted before program registration opens.
- Emergency or last-minute applications may be reviewed on a case-by-case basis, with a decision within 3 business days when possible.
- **Step 2: Needs Assessment & Award Determination**
 - Applicants are categorized based on financial need and processed in the order they are received.
 - An equal number of awards will be offered in each category (Extremely Low, Very Low, and Low) during registration periods in April, August, and December. If there are unfilled spots in each category, awards will be awarded on a first come, first serve basis to the next application received (from any category).
 - 25 % of available funding will be issued in Winter/ Spring, 50 % in Summer, and the remaining 25% in the Fall. The District will determine the amount of money dedicated to the scholarship fund each year during the budgeting process. Any remaining funding at the end of the year will be rolled over to the next fiscal year.
 - Funding availability is considered to ensure equitable distribution.
- **Step 3: Decision & Notification**
 - The General Manager or designee will make final determination of award.
 - Approved applicants receive confirmation with details on the award amount and how to register.
 - Denied applicants receive an explanation and information on resubmission or alternative assistance (if applicable).
- **Step 4: Registration & Tracking**

- Scholarship recipients must register within **14 business days** of award notification.
- Utilization and participation are tracked for reporting and future funding adjustments.