



City of Pasadena Scholarship Application



Procedure:

The application must be completed and submitted to Parks & Recreation staff along with the required documentation verifying income. Accepted documents for income verification can be found below. Please ensure all social security numbers and/or Tax ID numbers are marked out prior to submitting information.

Eligibility Requirements:

1. Current Resident of the City of Pasadena, TX.
Acceptable forms of identification to verify residency:
 - Valid driver's license
 - Current photo identification along with 3 current bills addressed to the same name
 - Acceptable Photo Identification – Employee Badge or similar
Acceptable Bills – Utility Bill, Credit Card Company, Gas Bill, Cable Bill
 - Recent verifiable rent/lease agreement stating applicant or guardian's name along with photo identification of the same name.
2. Income Limits by Family Size:
 - a. Based on 50% of Houston-Woodlands-Sugar Land, TX Metro Area Median Family Income FY 21 information
 - b. <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>

Household Size	Income Limit	Maximum Given
1 Person	\$27,750	\$100 per person per fiscal year
2 Persons	\$31,700	\$100 per person / \$200 household maximum
3 Persons	\$35,650	\$100 per person / \$300 household maximum
4 Persons	\$39,600	\$100 per person / \$400 household maximum
5 Persons	\$42,800	\$100 per person / \$400 household maximum
6 Persons	\$45,950	\$100 per person / \$400 household maximum
7 Persons	\$49,150	\$100 per person / \$400 household maximum
8 Persons	\$52,300	\$100 per person / \$400 household maximum
Each Additional Person	Add \$3,175 to income	\$100 per person / \$400 household maximum

3. Recipient is eligible to receive scholarships at any age. However, when funds are limited, the Parks and Recreation Department staff has the prerogative to award scholarship funds to youth (under the age of 18) as a priority over adults (age 18 and older). Otherwise, all scholarship funds will be available at a percent split. 80% allocated to youth and 20% allocated to adults.
4. Adults may only apply for scholarships for his or her self and any dependent children. Person **may not** apply for scholarships on the behalf of other or in bulk form.
5. Maximum scholarships are listed, but is not a guarantee. Each individual or maximum scholarship awarded coincides with the City Budget cycle (starting October 1 and expiring September 30).
6. Scholarships are limited and allocated on a first come first serve basis. Scholarships are applied upon application approval.
7. Scholarship approval **does not** guarantee funds or registration into a particular program, as scholarship fund will be open to all until fund is empty and spots remain in the requested program.



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Required Documentation for Income Verification:

Employment income: The following is a list of documents that are accepted to verify eligibility to receive scholarships. All items may or may not be applicable to a particular situation or household. At least one (1) form of documentation must be submitted with the application.

1. Employment Income (at least 4 pay stubs)
2. Most Current W-2 Form
3. Prior year Federal Tax return (Form 1040)
4. Free or reduced school lunch program voucher or letter
5. Letter of Request – a letter requesting why a scholarship is warranted without the aforementioned documentation. Letters of request will be reviewed and granted at the discretion of the Superintendent of Recreation.

Benefit and Support Income: If any member of the household received any of the following types of income, documentation must be submitted including the amount received.

1. Unemployment Compensation
2. Social Security Benefits
3. Supplemental Social Security Benefits (SSI)
4. Pension (VA, Teacher, Railroad, etc.)
5. Workman's Compensation
6. Disability Income
7. Severance Pay
8. Alimony
9. Child Support
10. Welfare or other Public Assistance.
11. Regular support from family members or friends
12. All Regular pay and allowances of a member of the armed forces who is head of the family or spouse, whether or not that family member lives in the unit.
13. Amounts in savings accounts. Furnish statements including current balances and interest earned over the last 12 months for any bank, credit union, and/or other savings institution accounts. This includes checking accounts, savings accounts, Christmas Clubs, Certificates of Deposit, money market funds, IRA, Keogh accounts and other securities.
14. Stocks, bonds, trusts, annuities and other investments.
15. Life Insurance Policies
16. Educational Grants and Scholarships
17. Business Income, including self-employment.
18. Income from Real estate, including rental income.
19. Proceeds from the Sale of real estate property.

In order to qualify, documentation must be provided for **ALL** sources of income and combined totals must be less than the amount listed according to the number of people in the household.



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The City of Pasadena, TX Parks and Recreation Department understands the importance of making recreational programs accessible for all, including those with financial barriers. Therefore, the Scholarship Program was established to ensure that every Pasadena resident is allowed the opportunity to participate in any recreational program offered by the Pasadena, TX Parks and Recreation Department, regardless of financial means. Please complete the following information and provide the required documentation.

Participant Information

First Name _____ Last Name _____

Date of Birth _____ Gender _____

Name of class or program: _____ Amount Requested: \$ _____

Parent or Legal Guardian Information

First Name: _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell _____ Work _____

Email Address _____

Household Information

Name of Person	Relationship	DOB	Gender
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____



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Household Gross Income (List ALL sources of income and attach supporting documents)

	Your Income	Spouse Income	Other
Salary, wages, and tips	\$ _____	\$ _____	\$ _____
Unemployment Compensation	\$ _____	\$ _____	\$ _____
Social Security Benefits	\$ _____	\$ _____	\$ _____
Child Support/Alimony	\$ _____	\$ _____	\$ _____
Disability Income	\$ _____	\$ _____	\$ _____
Welfare/Public Assistance	\$ _____	\$ _____	\$ _____
Pension/Retirement	\$ _____	\$ _____	\$ _____
Workman's Compensation	\$ _____	\$ _____	\$ _____
Stocks, bonds, and investments	\$ _____	\$ _____	\$ _____
Other Income	\$ _____	\$ _____	\$ _____

TOTAL HOUSEHOLD ANNUAL INCOME: \$ _____

I certify that the above information is true and that all income reported is accurate. I understand that this information is being given for receipt of the Pasadena Parks & Recreation Scholarship Program so that City officials may verify the information on this application, and that deliberate misrepresentation of the information will disqualify me from this program.

Applicant or Legal Guardian Signature

Date

FOR OFFICE USE ONLY

Amount Requested: \$ _____

Employee Who Received Application: _____ Date: _____

*Before submitting the application for approval, please make sure it is completed correctly and all required documentation verifying income has been provided.

Approved OR Denied

Superintendent Signature: _____ Date: _____

Applicant was notified via telephone and mailed a copy of the confirmation form.

Applicant has been registered for desired program.

Applicant was notified of denial.