

# CITY OF GREENBELT, MARYLAND 20770

25 Crescent Road, Greenbelt, MD 20770  
www.greenbeltmd.gov/recreation|301.397.2208



## Financial Assistance (Greenbelt Residents only)

(All information gathered for the purpose of determining financial aid will be kept **confidential**)

The City of Greenbelt, an inclusive community, recognizes the fact that some residents may require financial assistance in order to participate in certain recreational activities that are offered through Greenbelt Recreation. As a result, the Financial Assistance program is available to provide eligible Greenbelt Residents access to participate in our programs at a reduced fee.

***Greenbelt Residents must provide proof of residency as required. A MD Identification Card, MD Driver's License, MVA change of address card, or a current signed lease are acceptable forms.***

### Application:

- The Financial Assistance Application will determine your eligibility for assistance. Please see attached application.

### How to Apply:

- Online: [www.greenbeltmd.gov/financial\\_assistance](http://www.greenbeltmd.gov/financial_assistance)
- In-Person: Pick up an application at any Greenbelt Recreation facility.

### Mail application and required documents to:

- Greenbelt Recreation  
Attn: Financial Assistance  
[99 Centerway](#)  
Greenbelt, MD 20770

### Deliver in-person with required documents to:

- Greenbelt Youth Center  
99 Centerway  
Greenbelt, MD 20770

### Reminder:

- A completed application and proper documentation are required for consideration.
- Please allow a minimum of two (2) weeks for processing.
- Completion of application is not an automatic approval.
- Once eligible, funds cannot be applied retroactively.

### Questions:

- Contact: Caroline Soter, [csoter@greenbeltmd.gov](mailto:csoter@greenbeltmd.gov), 240-542-2195.

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## Financial Assistance Application Requirements (Greenbelt Residents Only)

1. Reduction of fees is limited to City of Greenbelt Residents only. Proof of residency is required (state issued photo ID, Driver's License, MVA change of address card, or a current signed lease.) Funding is limited. Reduced rates are awarded on a first-come, first-served and space available basis.
2. The signature on the financial assistance application form is an agreement that parent/participant will pay the required reduced amount for the program or request a refund of the deposit before the program begins.
3. Financial assistance applications must be completed in full for consideration. All required verification of income and information lines must be filled in completely and accurately.
4. Verification of income is needed on a yearly basis. Fall is the first season of each fiscal year. Reduced rate amounts are reviewed at this time each year and may change each fall.
5. Applicants are required to update their information if financial and/or family status changes.
6. Income guidelines are expected to change occasionally. Each application is reviewed on its own merits and approved and/or denied based on the information provided.
7. Only one request per individual/per season up to \$250 per person and an annual maximum of \$1,000 per family is permitted.
8. It is recommended you make a 10% deposit to hold a space in a program while the application is being reviewed. **NOTE:** This does not guarantee funding, eligibility for a reduced rate, nor approval of paperwork provided; it merely holds a space in the program during the process.
9. Programs **MUST be paid in full** at the reduced rate before the start date of the program or the participant will not be allowed to attend. Continual late payments may cause the reduction to be revoked or result in being removed from the program.
10. If financial assistance is awarded, the recipient must NOT claim the financial assistance payments as part of their yearly Child and Dependent Care Expenses on their tax returns.
11. The term *fee* refers to an established user fee. This includes camps, classes, Aquatic & Fitness Center membership or other programs where the total fee exceeds \$45.00 per individual. Aquatic & Fitness Center passes are limited to a maximum of 50% reduction.
12. Award is by a percentage rate – uneven dollar amounts are rounded up to the nearest dollar. Some programs may have a maximum dollar limit. Programs promoted/advertised by the City that are run/sponsored by another organization are NOT covered by this policy (ex: Boys and Girls Club, SAGE). Other exceptions may occur as new programs and opportunities are offered throughout the City.
13. When applying for family scholarship monies, please list all family dependents as defined by the IRS residing in the home, their relationship to the applicant, and their monthly income.
14. An adult, age 18 or over, must list his/her income, unless they are considered a dependent as defined by the IRS.
15. Foster parents who receive monthly funds allotted for the care of children who are wards of the state (the Washington Metropolitan area) are not eligible to apply for fee assistance on behalf of the foster child. The foster parent and the agency that is responsible for the welfare of the child (i.e. Department of Human Services, Social Services, Helping Children Grow, etc.) will be responsible for the total payment of all program fees. *Note: The foster care monthly fees will not be considered part of the household income when applying for fee reduction for other household members.*

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**REQUIRED INFORMATION:** *Completion of this form with proper documentation is required before your application can be reviewed and/or approved.*

*Please Print:*

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_ Greenbelt, MD 20770

Preferred Phone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Number of family members living in the household: \_\_\_\_\_

**The items below are REQUIRED to be submitted with this application:**

- Copy of state issued photo ID; Driver’s License; change of address card; or a current signed lease.
- IRS Return Transcript (for most recent tax year).
  - o ***Note:** If you did not file taxes in the most recent tax year, you must instead submit the **Verification of Non-Filing** to verify that no transcript exists.*

**Acknowledgement:**

- ❖ I acknowledge that I am responsible for all information given on this application, and that it includes the entire income for my household.
- ❖ I acknowledge that I am responsible for the accuracy of all documents submitted to Greenbelt Recreation and accept that my application can be denied for any misrepresentation or discrepancies.
- ❖ I acknowledge that I have read and reviewed the Financial Assistance Application Requirements.

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