



**City of San Bruno  
Community Services Department  
Youth Enhancement Scholarship Program  
PROGRAM GUIDELINES**

**Purpose/Background**

This policy details the guidelines, eligibility and procedures required for the submission, review and approval/denial of the Youth Enhancement Scholarship Program Application.

**Policy Overview**

- Scholarship applicants must be residents of the City of San Bruno and prove age eligibility and residency. Acceptable proofs of residency include valid photo identification, utility bill, San Bruno Cable Television bill, San Bruno Park School District proof of reduced lunch program.
- It is the mission and policy of the City of San Bruno to provide access for all citizens to its Recreation classes, events and programs.
- In recognition of the difficult financial circumstances of some citizens and the barrier these circumstances may impose to accessing fee based classes/programs, the City shall provide a Scholarship Program.
- The specifics of this program are designed and modified to balance the interests of providing access for all within the City's financial capacity.
- The Scholarship Program shall be based upon an existing system for eligibility, utilizing San Mateo County programs (CalWorks, Medi-Cal, General Assistance and WIC) to establish eligibility thresholds. The purpose of this shall be to ensure integrity of the Scholarship Program which shall be established in a manner that balances administrative simplicity and efficiency and individual confidentiality and dignity, with the City's need to verify residency and income eligibility.

**Requirements:**

- The Scholarship Program applicant/recipient must live in San Bruno.
- Scholarship recipients are only eligible for one scholarship per activity guide cycle.
- A new scholarship application must be completed for each scholarship requested each activity guide cycle.

**Scholarship Criteria:**

- Scholarship assistance is to be used only to off-set the cost of the registration fee and not for supplies, extra fees, admission fees or excursions/field trip fees.
- Youth through age seventeen (17) are eligible to apply for a scholarship. Adults age 18 and over are ineligible for the scholarship program.
- Youth programs qualified for scholarships are limited to programs offered by the Recreation Division or by contract instructors through the Recreation Division which cost \$15 or more.

**Other Notes:**

- Scholarship assistance will be granted based on established financial need criteria and available funds.
- One class or activity per child, per activity guide cycle will be approved. A limit of \$200 per family, per activity guide cycle will be approved.
- Scholarships will be given for the full session of a class. No partial classes will be approved.
- Applicants must ensure copies of all supporting documents are provided as an attachment to the scholarship applications.
- Incomplete scholarship applications will not be accepted.
- Scholarship application packets will not be returned.
- Completed applications will not be made available by the city for any other use then to verify eligibility for a scholarship.
- Scholarship recipients must immediately notify the Community Services Department in the event the recipient no longer meets the income criteria.
- All scholarship applications and supporting documents will remain confidential.

**Process for Application:**

After a completed scholarship application is submitted to the Community Services Department, staff will commence the following review process:

1. A completed scholarship application packet must be submitted for consideration at least two weeks prior to the beginning of the class or activity. The completed packet must include scholarship application, one proof of residency, one proof of income, completed and signed class registration form, health history form (if applicable).
2. Submittal-alone of a scholarship application is not confirmation of program or class enrollment nor a confirmation of scholarship approval.
3. The Community Services Department will notify applicants regarding the approval status of the scholarship request within five (5) business days of receipt of the completed scholarship application.
4. The Community Services Department will make the final determination of scholarship eligibility based solely on the information contained in the scholarship application, supporting documentation and scholarship program criteria.
5. If requested class or activity is cancelled due to lack of enrollment, scholarship funds can be transferred to another class for the same recipient for the same season. The scholarship may not be transferred to a new season.
6. The Community Services Department does not discriminate on the basis of race, color, national origin, gender, age, medical condition, marital status, or religious belief.
7. Applicants who falsify information or do not regularly attend the class or program may be ineligible for future scholarship program consideration. If extenuating circumstances prevent regular attendance, please immediately notify the Community Services Department at (650) 616-7180.

**City of San Bruno  
Community Services Department  
Youth Enhancement Scholarship Program Application**

**Fill Out Form Completely – New Application Required for Each Scholarship Request**

Year: 20\_\_\_\_\_ Season:       Fall       Winter/Spring       Summer

**Name of Parent/Guardian for Child(ren) Requesting a Scholarship**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ San Bruno, CA 94066  
Day/Work Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Cell Number \_\_\_\_\_ Email \_\_\_\_\_

**Name (s) of Child(ren) for Whom a Program Scholarship is being Requested:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

*(Please circle one in questions 1 and 2)*

1. What percentage scholarship are you applying for?    25%    50%    75%    100%
2. Have you previously received a scholarship?            YES            NO

**Required Documents:**

- Completed Scholarship Application AND completed registration form for class or program.
- Proof of Residency: Driver’s License (If Driver’s License address is incorrect, submission of utility bill with eligible name and address will be required).
- Please check the type of income documentation attached to verify the household income. Only one type is required. Only current documentation accepted. Failure to provide documentation will result in denial of the Scholarship Application.

General Assistance Letter       Medi-Cal Letter       CalWorks Letter

WIC Voucher       Free and Reduced School Lunch Program Participant

***I certify that the above and attached are true and correct.***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

Approval or Denial By: \_\_\_\_\_ Date Processed \_\_\_\_/\_\_\_\_/\_\_\_\_  
Household Income Total: \_\_\_\_\_ Notified By/On: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_