



**CITY OF HEALDSBURG  
PARKS & RECREATION DEPARTMENT**

1557 Healdsburg Avenue, Healdsburg, CA 95448-4723  
Phone: (707) 431-3301/Fax: (707) 431-2852  
www.cityofhealdsburg.org

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## **ACTIVITY ASSISTANCE PROGRAM**

THE CITY OF HEALDSBURG PARKS AND RECREATION DEPARTMENT WANTS EVERY RESIDENT TO HAVE AN OPPORTUNITY TO PARTICIPATE IN RECREATION PROGRAMS. THE ACTIVITY ASSISTANCE PROGRAM ENSURES THAT ELIGIBLE HEALDSBURG RESIDENTS ARE AFFORDED THIS OPPORTUNITY.

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*Please note: Not all programs offered by the Parks & Recreation Department are eligible for assistance*

### **ELIGIBILITY GUIDELINES-HOW TO APPLY**

- Fee assistance is available to City of Healdsburg residents.
- Assistance is limited to up to 50% of the total program cost. Maximum assistance per person, per year is \$150.
- All applications must be completed in full and must include the items below:
  - ✓ Copy of a Valid driver's license or identification card
  - ✓ Proof of Residency (City of Healdsburg utility bill, rental agreement as examples)
  - ✓ Copies of current 2 pay stubs or benefits statements or prior year's tax return if unemployed for each adult in the household earning income. *The City, at its sole discretion may accept other forms of income verification. All applications and attachments are confidential and filed with the City of Healdsburg Parks and Recreation Department for the exclusive purpose of determining eligibility for fee assistance.*
- Fee assistance awards are granted based upon funds available at the time of request. Completion and submission of the application does not guarantee approval.
- Allow 3 business days for review and response once **complete** application has been received.
- Family income must not exceed Income Limits (see attached application)
- Approved applications are valid for 1 year from the time of approval or until maximum amount is used/whichever comes first. Only one application is needed per household.
- ***Incomplete applications will not be considered***

### **CONFIDENTIALITY**

The information provided on the **Application for Activity Assistance** will not be given to anyone that is not part of the Parks and Recreation Department administrative staff. The information will be used only to determine eligibility for assistance.

### **NONDISCRIMINATION**

Individuals receiving activity assistance will be treated in the same manner as those that pay full fee for the same program. No individual will be discriminated against because of race, sex, color national origin, age or disability.

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### **PROGRAMS ELIGIBLE FOR ASSISTANCE**

Only programs directly offered by the City of Healdsburg Parks and Recreation Department are eligible for fee assistance; programs and classes offered by contracted instructors and other agencies working through the Department are not eligible.

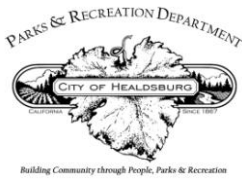
#### **Eligible Programs**

Swimming Lessons  
Summer and School Break Camps  
Most toddler and preschool programs  
Many sports classes & programs (Tee ball & Rookie Ball, Soccer, etc.)

#### **Programs Not Eligible for Assistance**

Admissions to Healdsburg Swim Center for Recreation Swim  
Classes & Programs offered by Contracted Instructors  
Classes & Programs offered by other Agencies  
Other programs as determined solely by the Department

**If you have questions or need assistance in completing the application, please contact Parks and Recreation Administrative Staff:  
1557 Healdsburg Ave., Healdsburg, CA 95448 ♦ (707) 431-3301 ♦ [parksandrecreation@ci.healdsburg.ca.us](mailto:parksandrecreation@ci.healdsburg.ca.us)**



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**APPLICATION for ACTIVITY ASSISTANCE**

**TO BE COMPLETED BY AN ADULT HOUSEHOLD MEMBER**

Date Submitted: \_\_\_\_\_

Your Name: \_\_\_\_\_ Relationship to Program Participant(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ Healdsburg, CA 95448 Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please List <u>all</u> Household Members by Name	Is this Household Member an Adult (18+ yrs)? Please circle Yes or No		Annual Income
1	Yes	No	\$
2	Yes	No	\$
3	Yes	No	\$
4	Yes	No	\$
5	Yes	No	\$
<i>Use back of page if necessary for additional household members</i>	<b>Total Annual Household Income*:</b>		\$

**\*Household Income Limits**

*Gross total household income must be less than or equal to the amounts shown on reverse.*

What Program(s)/Class(es) are you requesting Assistance for?	Code	Fee	Participant's Name	Age	Birth date

**PLEASE READ AND COMPLETE THIS SECTION**

Application must be received two weeks before first class meeting or start date of program for which you are applying. Verification efforts may be carried out through program reviews, audits and investigations. This may include contacting employers to determine income or benefits and checking the documentation produced by household members to prove the amount of income received. Submission and verification of incorrect information may result in the loss, or reduction of fee assistance award(s), administrative claims or legal actions.

I certify that all of the above information is true and correct and that all household income is reported. I understand that this information is given for the sole purpose of determining eligibility for fee assistance for City of Healdsburg Parks & Recreation programs and that those officials may verify the information on the application. Deliberate misrepresentation of the information on this form may subject me to prosecution under applicable State and Federal Laws.

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

Signature of Adult Household Member completing this form

**Please complete application and return to:**

Parks and Recreation Office  
1557 Healdsburg Ave.  
Healdsburg, CA 95448

<b>For Department Use Only</b>	
Date Received: _____	Req. Docs Included: Y N
Verification of Residency: Y N	Income Eligibility Determination: Y N
Approved by: _____	Date: _____



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**APPLICATION for ACTIVITY ASSISTANCE**

**Household Income Limits**

*Gross total household income must be less than or equal to the amounts shown below to be eligible for assistance*

<b>Household Size</b> <i>How many people live in the home?</i>	<b>Yearly Gross Income</b> <i>Include annual income (before taxes or any other amounts are deducted) for all adults living in the home. Do not include <u>earned income</u> of minor children 17 yrs or younger.</i>
1	\$28,150
2	\$32,200
3	\$36,200
4	\$40,200
5+	\$43,450

*For each additional household member add \$2,000 to annual income to determine yearly gross income limit.*