



CITY OF IRVINE

COMMUNITY SERVICES DEPARTMENT

SECTION: **PROGRAMS – A-10-002**

EFFECTIVE: **02/04/2010**

REVISED: **02/03/2010**

SUBJECT: **SCHOLARSHIP PROGRAM**

APPROVED: **Community
Services
Commission**
02/03/2010

PURPOSE: To enable income-eligible Irvine residents to participate in Community Services programs and activities by means of a Department scholarship program.

POLICY: The City of Irvine provides registration subsidies to income-eligible residents to facilitate their participation in Community Services programs and activities. For purposes of this policy, scholarship-eligible programs and activities include:

- a. All City offered programs listed with a course identification number in the Irvine Activity Guide except sports leagues, tournaments, private swimming lessons, and tennis (lessons, teams and workouts);
- b. Irvine Fine Arts Center memberships;
- c. Senior Services computer lab and fitness center memberships;
- d. TRIPS services (for program-eligible participants); and
- e. Meals on Wheels (for qualified non-seniors 59 and younger).

Scholarship funds are not applicable to point-of-sale merchandise transactions, material or supply fees, or non-City memberships.

REFERENCES: None.

GLOSSARY: Not applicable.

ATTACHMENT: Scholarship Application.

COMMUNITY SERVICES DEPARTMENT POLICY

Section A-10-002 - Scholarship Program

PROCEDURES: Community Services Scholarship applications may be obtained at the Irvine Civic Center (Community Services Department), any community park facility or senior center, the TRIPS office, and from the City of Irvine website. Community Services staff shall review/approve scholarship requests on a continual basis. The funding “cycle” corresponds with the City fiscal year: July 1 to June 30.

Scholarships are awarded based on:

- a. Income eligibility
 1. *Community Services Programs, Classes and Activities* - household income below 80% of the Orange County Median Income Level;
 2. *TRIPS and Meals on Wheels Services* - household income below 50% of the Orange County Median Income Level;
(Household income levels designated by the United States Department of Housing and Urban Development)
- b. Participant eligibility for specific class or activity (*e.g.*, appropriate age);
- c. Space availability in requested program; and
- d. Approval by Human Services staff for Outreach referrals, approved by program supervisor.

Requests from qualifying individuals shall be submitted on a Community Services Department Scholarship application along with the following:

- a. Proof of Irvine residency (original copy of gas or electric bill);
- b. A copy of the previous year’s Federal Tax return. (*Only those included on the tax return are eligible for scholarship funds.*);
- c. A copy of the two most recent employment check stubs (*for each adult listed on the tax return*) or business account bank statements if self-employed;
- d. W-2 for each adult listed on the tax return; and
- e. Proof of any other income/support received, *e.g.*, child support, alimony, cash assistance and Social Security. If applicant is unemployed, a receipt or form indicating monthly income must be submitted.

Individual scholarships are non-transferable from year to year or person to person, and are funded as follows:

COMMUNITY SERVICES DEPARTMENT POLICY

Section A-10-002 - Scholarship Program

Persons 17 years and younger

A maximum of \$400 per person per year for scholarship-eligible programs and services.

Persons 18 years and older, including seniors

A maximum of \$200 per person per year for scholarship-eligible programs and services.

TRIPS Services

A maximum of \$400 per person per year to program-eligible participants.

Applicants are qualified for one year from start of their scholarship term. Scholarship approval does not guarantee enrollment into programs or activities selected, nor does it guarantee funds will be available at time of registration. Scholarship funding is determined each fiscal year by the Irvine City Council, and is administered by the City of Irvine Community Services Department.

All submitted information is held in strictest confidence; allow a minimum of two weeks for an application to be processed.

Applicants will attend an orientation conducted by staff initiating scholarship distribution. Applicants will provide a signed letter of agreement prior to distribution of scholarship funds.

Class/Activity Withdrawal Policy

Withdrawals will be administered in compliance with Program Registration Withdrawal Guidelines detailed in the Irvine Activity Guide and on the City website at irvinequickreg.org. Withdrawal fees will not be deducted from the scholarship account, but must be paid from participant's funds. Recipient may not qualify for any additional programs until all withdrawal fees have been paid in full.

Completed application packets will be accepted at the appropriate location below:

Community Services Program Scholarships

Heritage Community Park - Programs Office

14351 Yale Ave

Irvine, CA 92604

TRIPS Scholarships

TRIPS Program Office

6427 Oak Canyon

Irvine, CA 92618