



**City of Daly City**  
**Department of Library and Recreation Services**  
**BUILD A DREAM SCHOLARSHIP**  
**PROGRAM POLICY**

**Purpose/Background**

This policy details the guidelines, eligibility and procedures required for the submission, review and approval/denial of a Build a Dream Scholarship Application.

**Policy Overview**

- Scholarship applicants must be residents of the City of Daly City and prove age eligibility.
- It is the mission and policy of the City of Daly City to provide access for all citizens to its Library and 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 be a Daly City resident.
- Scholarship recipients are only eligible for one scholarship per Activity Guide cycle.
- A new Scholarship Application must be completed for each scholarship requested.

**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.
- The following age groups are eligible for the award of a scholarship: Youth through age seventeen (17) and active adults age 50 and older. Adults age 18-50 are ineligible for the Scholarship Program.

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- Youth programs qualified for scholarships are limited to: youth athletic leagues, youth aquatic classes and the Youth Recreation Program.
- Active adult programs qualified for scholarships would be limited to: classes which facilitate physical movement.
- Program areas not eligible for scholarships would include: tiny tot classes, tennis lessons, camps, trips and excursions, facility and pool-party rentals, drop-in classes, all classes and programs serving adults age 18-50 years of age and classes \$10 and under. Scholarships may not be applied to library fines or fees.

**Other Notes:**

- Scholarship assistance will be granted based on established financial need criteria and available funds.
- 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 than to verify eligibility for a scholarship.
- Scholarship recipients must immediately notify the Department of Library and Recreation Services 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 complete Scholarship Application is submitted to the Department of Library and Recreation Services, staff will commence the following review process:

1. A Scholarship Application must be submitted for consideration at least three (3) weeks prior to the commencement of the Activity Guide cycle.
2. Submittal-alone of a Scholarship Application is not confirmation of program or class enrollment nor a confirmation of scholarship approval.

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3. The Department of Library and Recreation Services will notify applicants regarding the approval status of the scholarship request within five (5) business days.
4. The Department of Library and Recreation Services 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. The Department of Library and Recreation Services does not discriminate on the basis of race, color, national origin, gender, age, medical condition, marital status, or religious belief.
6. 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 Department of Library and Recreation Services at (650) 991-8001.

**City of Daly City**  
**Department of Library and Recreation Services**  
**BUILD A DREAM SCHOLARSHIP PROGRAM APPLICATION**

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

**Name of Parent/Guardian for Child(ren) Requesting a Scholarship -or- Name of Active Adult Requesting a Scholarship:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
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% (Active Adult 50+)      50% (Youth)  
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       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: \_\_\_\_\_