



Martinsburg-Berkeley County Park and Recreation

2020 Scholarship Application and Instructions

This Scholarship Application is an annual application /approval process which will require the applicant to file a new application each year. When applying for a scholarship, the Martinsburg-Berkeley County Parks & Recreation Board requires a copy of the first two pages of your latest Form 1040 (IRS Income Tax Return) and any of the other forms of proof of income proof listed below that is applicable to your situation. To receive consideration for a scholarship award, please adhere to the following:

1. Applicant must be a resident of Berkeley County, WV.
2. Participant must be 18 years old or younger.
3. Obtain an “application form” by visiting our administrative office or by downloading a form from the website.
4. Verify your income on page 2 of the Application. Documentation should be copies and NOT originals. Please black out social security numbers that are referenced on all forms.
Acceptable Forms of documentation are:
 - A. Most recent 1040 income tax return (first two pages which indicate dependents and ALL income reported to the IRS) , **AND**;
 - B. Any of the following documents that are applicable to your situation:
 - Proof of current Social Security benefits (SSA Benefit Statement or SSA-1099)
 - Proof of Disability pay (SSI)
 - Proof of Unemployment Income (Form 1099G)
5. Complete and sign the application form.
6. Drop off the application with all required documentation to the Administrative Office or mail to the address below:

Martinsburg-Berkeley County Parks & Recreation
Attn: Registrar
273 Woodbury Avenue
Martinsburg, WV 25404

**If you are delivering your information, our administrative office is open Monday-Friday, 8:30am – 5pm, except scheduled holidays.*

7. Applications must be submitted to the Administrative offices at least 20 days prior to the leagues’ registration deadline. (All league deadlines can be found at www.mbcparcs-rec.org). Applications received fewer than 20 days before the registration deadline, must pay the full fee for that leagues’ current registration. Upon approval of a scholarship, the difference will be refunded for the current registration only. Refunds will be issued within 14 business days. Refunds will not be issued for any previous participation that was paid for by the applicant prior to applying for scholarship assistance.

8. Applicants will be notified of the status of the scholarship. In order to participate in the program, approved applicants must pay in full the remaining portion of the registration fee (if any exists) on or before the registration deadline which must be accompanied by the required registration forms.
9. As spaces for some league are limited, all scholarship participants must have regular attendance or they will risk the chance of losing the scholarship for future league participation.

Applications will not be processed without the required documentation. Proof of income and residency is mandatory.

We encourage you to provide any additional information that will be helpful for our staff to make a determination regarding your need for scholarship assistance. Please include the additional information to the application by attaching a letter explaining your unique circumstances.



Martinsburg-Berkeley County Parks & Recreation

2020 Scholarship Application (page 1)

List all qualifying participants living at this address.

| | | |
|------------------------|----------------|------|
| Participant Name: | Date of Birth: | |
| Participant Name: | Date of Birth: | |
| Participant Name: | Date of Birth: | |
| Participant Name: | Date of Birth: | |
| Participant Name: | Date of Birth: | |
| Participant Name: | Date of Birth: | |
| Address: | | |
| City: | State: | Zip: |
| Daytime Phone: | Evening Phone: | |
| Mother/Guardian Name: | Employer: | |
| Fathers/Guardian Name: | Employer: | |

***A registration form and payment of any balance due after the scholarship amount is applied will need to be provided for each participant prior to the deadline for the leagues' registration.**

To the best of my knowledge, the information provided on the Verification of Income Eligibility form is accurate. I understand that misrepresenting information could result in an inability to receive Martinsburg-Berkeley County Parks and Recreation scholarships in the future.

Parent/ Guardian – Print Name

Parent/ Guardian Signature

Date



Martinsburg-Berkeley County Parks & Recreation 2020 Scholarship Application (page 2) Residency and Income Verification

1. **Residency:** To be eligible for a scholarship, you must be a resident of Berkeley County. You must verify your residency by providing the following (*Please check box to indicate the forms that are attached*):

- Current Utility Bill (gas, electric, water/sewer, phone or cable bill will be accepted)
- Current Insurance or Medical bill

2. **Proof of Income:** To be eligible for a scholarship, you must provide proof of your income and dependents. *Please check box to indicate the forms that are attached.*

Acceptable Forms of income verification:

- Most recent 1040 income tax return, first page only.

AND, any of the following:

- Proof of current Social Security benefits (SSA Benefit Statement or SSA-1099)
- Proof of Disability pay (SSI)
- Unemployment Income (Form 1099G)

****Please black out the social security number on all documentation.***

3. **Additional Information:** Please provide any additional information that will be helpful in evaluating your need for scholarship assistance. We understand that circumstances change frequently, so if you would like provide additional details please attach the information to this application.

- Please check this box if additional information is attached to the application.

FOR OFFICE USE ONLY:

| | | | |
|---|--|--|-----------------|
| Office Notes: | | | |
| Date Received: | | Date Approved: | |
| Start Date: | End Date: | Scholarship %: | |
| Approval Signature: | | Date: | |
| Ex. Director Signature: | | Date: | |
| After review by staff, proof of eligibility was: | <input type="checkbox"/> Returned to Customer | <input type="checkbox"/> Documents Shredded | Staff Initials: |