



As a service to the community, the Tigard Parks & Rec Scholarship Program provides financial assistance for city residents to participate in Parks & Rec activities.

#### APPLIES TO:

City of Tigard community members who would like to participate in Tigard Parks & Rec activities and require additional assistance.

#### USAGE:

Scholarships pay for 75% of an activity's registration fee; the remaining 25% of the registration fee is paid by the applicant. Scholarships may be submitted at any time throughout the calendar year and are valid January 1 – December 31. There is a \$300 maximum award per household per calendar year. Funds are transferrable between household members. Any unused portion of scholarship funds expire on December 31 of the calendar year. A new application, proof of residency, and proof of qualification must be submitted each subsequent calendar year.

#### APPLY BY:

Filling out the necessary paperwork and attaching the required documents. A completed application consists of the completed application, proof of residence, and one proof of financial qualification.

1. [Create an ActiveNet account.](#)
2. Parent or guardian completes and submits scholarship application with the following information:
  1. Proof of residency (e.g., rental/mortgage agreement, copy of photo ID, official mail, etc.)
  2. **ONE** of the following as proof of qualification:
    - a. State documentation for foster children.
    - b. A copy of free or reduced lunch form from the Tigard-Tualatin School District for the current school year.
    - c. A letter of verification for any state or federal assistance received that includes dates of eligibility. (e.g., *SNAP* or *TANF*)
    - d. A copy of a Utility Billing showing income qualified assistance.
    - e. Last **two** months' payroll stub (or other form of income) for all adults in the household. Household income must fall below the [USDA Food and Nutrition Service free meal income guidelines.](#)
3. Applications can be submitted:
  - a. By email to [recreation@tigard-or.gov](mailto:recreation@tigard-or.gov)
  - b. By mail to Tigard Parks & Rec, Attn: Recreation Dept., 13125 SW Hall Blvd., Tigard, OR 97223.
  - c. In person at the Tigard Public Works Building, 8777 SW Burnham St., Tigard, OR 97223.
    - i. Office hours are 8:00 AM – 5:00 PM, Monday-Thursday.
4. Tigard Parks & Rec staff reviews applications and will send an email letting applicants know of their approval or denial. Please note all addresses are verified to ensure residence within the city of Tigard boundary using [Tigard Maps.](#)
5. Questions may be emailed to [recreation@tigard-or.gov](mailto:recreation@tigard-or.gov) or by calling the Recreation Administrative Specialist at (503) 718-2697.



All information below must be filled out to be considered for a scholarship. Proof of residency and proof of federal assistance or income is required with the application (defined in [step 2](#) of the procedures on the first page).

HOUSEHOLD INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<b>Total Household Members</b>	Number of Adults: _____	Number of Children: _____
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PLEASE LIST ALL HOUSEHOLD MEMBERS

FIRST NAME	LAST NAME	DATE OF BIRTH
How would you like the scholarship divided?		

Unless otherwise indicated, awarded scholarship funds will be divided equally among the household members listed above.

By signing below, I certify that the information provided is correct. I have read the scholarship guidelines. I understand I may not receive my desired scholarship percentage. I understand that my request may be denied. I understand that my scholarship will expire at the end of the calendar year if not used.

\_\_\_\_\_  
Participant or Guardian Signature

\_\_\_\_\_  
Date

Right to Refuse

We hold the right to refuse any submission that does not meet our standards. Tigard parks & Rec will notify you of approval or denial of scholarship. Please note this process may take up to 14 days.