



CITY OF CALDWELL PARKS & RECREATION
“SECRET PAL”
FINANCIAL ASSISTANCE PROGRAM APPLICATION

ELIGIBILITY

1. Applicants must reside within the city limits of Caldwell.
2. The City of Caldwell believes that a strong sense of ownership and pride is developed if the financial assistance recipient has contributed to the cost of their program involvement; therefore, applicants will be asked to pay a portion of the fees.
3. Applicants are eligible for a discount of up to 75% of program fees, maximum benefit of \$250 per person and \$500 per family per year.

HOW TO APPLY

1. Applications are available online and in the City of Caldwell Parks and Recreation office.
2. Application must be filled out completely and submitted with ONE of the following options:
Option A) Documentation that the family is currently receiving assistance (i.e., Food Stamps, Medicaid, Energy Assistance, Free or Reduced School Lunch); OR
Option B) Your previous year’s tax return and proof of current monthly income.

SELECTION PROCESS

Financial assistance eligibility will be determined by the Recreation Superintendent or assigned staff, based on a thorough review of the application and interview with the applicant. Determination of benefits shall be completed within one week of application submission. Subsidies will be granted to the extent that the funds are available. The City of Caldwell reserves the right to refuse assistance to any applicant.

City of Caldwell Parks and Recreation
SECRET PAL FINANCIAL ASSISTANCE APPLICATION

Parent/Guardian: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ Email: _____
 Are you currently employed? _____ Occupation: _____
 Name of Employer: _____

Please list all family members living in the household, their age, and indicate which family members (age 16 and under) will be using the Secret Pal benefits, if awarded (attach additional page, if needed):

Name:	Age:	Will be using Secret Pal benefits:	
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____

FINANCIAL

OPTION A

(If you are currently receiving assistance)
 Attach proof that the family is currently receiving assistance (i.e., Food Stamps, Medicaid, Energy Assistance, Free or Reduced School Lunch).

OPTION B

(If you are applying based on income)
 Gross income per month: _____
 Attach proof of monthly income (i.e., paystub)
 Attach a copy of last year's tax return

GENERAL

Child's interests, future goals, dreams: _____
 Other programs or activities the child is involved in: _____
 How will your child benefit from Parks & Recreation programs/classes? _____

The information I have provided on this form is correct and I agree to provide additional documentation to verify financial need, if required.

Parent/Guardian Signature _____ Date _____

Office Use Only:			
# in Household: _____ Qualifies for _____ % Discount Yearly Benefit Per Person/Family _____ / _____			
Monthly Income: \$ _____			
Program	Fee – Discount = New Fee	Program	Fee – Discount = New Fee
Total of Secret Pal Funds			