



**Friends of Civic Arts Education Foundation
Scholarship Awards and Financial Aid
for Civic Arts Education
Classes and Programs**



The Friends of Civic Arts Education Foundation has a limited number of scholarships to assist families and individuals in need of obtaining safe, high quality arts and preschool programs. It is the goal of the scholarship program to ensure equitable allocation of available funding in a timely manner to families who supply the necessary financial information required and demonstrate the greatest need. Scholarships are offered and an existing scholarship fund covers the cost of the awards.

GUIDELINES FOR TUITION SCHOLARSHIP AWARDS

- Scholarships are based on gross household income and number of members. See chart provided.
- Application and income information are required.
- Applicants for scholarships must reside in Contra Costa County.
- Applications are due with the registration form for the class or program.
- **Any past due accounts must be brought current before a scholarship application is considered.**

CONTRIBUTIONS ARE WELCOME

Contributions to new and existing award funds are tax deductible and are gratefully accepted by the Friends of Civic Arts Education Foundation.

MAIL, DELIVER, FAX or E-MAIL APPLICATION and PROOF OF INCOME to:

Scholarships, Civic Arts Education, 111 N. Wiget Lane, Walnut Creek, CA 94598

E-mail address: artsed@arts-ed.org Fax: (925) 988-9907

For information call (925) 943-5846

Application Guidelines and Information

1. Scholarships are available to Contra Costa County residents who meet the income requirements.
2. Fill out the attached application form. **Incomplete forms will not be processed.**
3. Attach one of the following acceptable proofs of income/financial need:
 - a. Proof from the school district that your child is eligible for free or reduced price meals.
 - b. Proof that your family is receiving Food Stamps, CalWORKS assistance (California Work Opportunity and Responsibility to Kids), TANF (Temporary Aide to Needy Families), or Kin-GAP (Kinship Guardian Assistance Payments)
 - c. Proof that the child is a foster or institutionalized child.
 - d. A copy of your last Federal Income Tax Return (form 1040/1040EZ/1040NR) showing that you fall under the income eligibility guidelines listed on the application. If someone else can claim you as a dependant, you must submit a copy of their 1040, in addition to your own. Your household size must equal the number claimed on your income tax form.
4. A new copy of proof of income and application is required yearly, for the Fall quarter. One per household is acceptable.
5. Complete and return your application with materials supporting proof of income to the Civic Arts Education office.
6. **Scholarships are awarded on a first-come, first-served basis and are funded only as long as there are available resources.**
7. The scholarship recipient or the recipient's family/guardian must pay the remaining amount of the class (the co-payment). A scholarship recipient is not assured a place in the program and is not considered registered for a program until the co-payment has been received. Co-payments must clear and be in cash, valid check or VISA or MasterCard and there are no refunds once scholarship co-payment is received.
8. Any past due accounts must be brought current before a scholarship application is considered.
9. All scholarship applications are kept confidential.
10. Scholarship recipients are responsible for their own transportation to and from activity sites.
11. Submittal of an application is not a confirmation into the class or a confirmation of a scholarship. A Civic Arts Education representative will notify you whether your application is approved or denied. The Scholarship Committee will make the final determination based on the application and requirement criteria.
12. Civic Arts Education does not discriminate on the basis of race, color, nationality, gender, ethnic origin, or religious belief in admission, retention, student aid, scholarship, and other educational policies.
13. Applicants who falsify information or do not attend class regularly may be ineligible for future scholarships. If extenuating circumstances prevent regular attendance, please call the office at (925) 943-5846.

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Information on parent/stepparent/foster parent #2 Is this person the primary guardian? () yes () no

Name: _____ Occupation: _____

Home Address: _____ Daytime Phone: _____

City/Zip code: _____ Evening Phone: _____

Email address: _____ Cell Phone: _____

Employer, Address & Phone Number: _____

8. List other dependents in family and/or household (siblings):

_____	_____	_____	_____
Name	DOB	Name	DOB
_____	_____	_____	_____
Name	DOB	Name	DOB

Number of people in household: _____ (household size must equal # claimed on 1040/proof of income)

9. Please submit one of the following:

1. Proof from the school district that your child is eligible for free or reduced price meals.
2. Proof that your family is receiving Food Stamps, CalWORKS assistance (California Work Opportunity and Responsibility to Kids), TANF (Temporary Aide to Needy Families), or Kin-GAP (Kinship Guardian Assistance Payments)
3. Proof that the child is a foster or institutionalized child.
4. A copy of your last Federal Income Tax Return (form 1040/1040EZ/1040NR) showing that you fall under the income eligibility guidelines listed below. If someone else can claim you as a dependant, you must submit a copy of their 1040, in addition to your own. Your household size must equal the number claimed on your income tax form.

Income eligibility guidelines: household income must not exceed the following maximum income requirements based on the applicable household size (City of Walnut Creek Affordable Housing Criteria – 80% AMI, Year 2007):

Household Size	Maximum Annual Income
1	\$46,350
2	\$53,000
3	\$59,600
4	\$66,250
5	\$71,550
6	\$76,850
7	\$82,150
8	\$87,450

The undersigned, in consideration of participation in this program, agrees to indemnify and hold the City of Walnut Creek harmless, and release it from any and all liability, and necessary costs and expenses for any loss/damage to property or injury from any cause whatsoever regardless of negligence which may be suffered by the above-named individual registered in this program and/or use of the facilities. The undersigned also certifies that the enclosed information is true and correct to the best of my knowledge. I acknowledge and understand that the information provided here will be relied upon for purposed of determining our eligibility to receive a scholarship from Friends of Civic Arts Education Foundation and that any material misstatement, fraudulently or negligently made in this or in any other statement made by me may result in the denial of my eligibility to receive a scholarship.

Signature _____ Date _____