

Skill Building Scholarship

Southfield Youth Assistance Application



Southfield
Strengthening Families

Southfield Youth Assistance

"Strengthening Youth and Families"

Southfield High School A&T

24675 Lahser Road, Room 220, Door 13

Southfield, MI 48033

Phone: (248) 746-7658

Website: www.southfieldya.org

Through Community Involvement

E-mail: secretary@sfyouthassistance.org

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

**APPLICATIONS WILL BE ACCEPTED BY
WEBSITE, DOCUSIGN, & EMAIL ONLY**

secretary@sfyouthassistance.org. Allow 3 to 4 weeks to process

Child Information:

Child's Name: _____ Birth Date: _____ Age: _____

Name of School: _____ Grade Level: _____

Parent/Guardian:

Name: _____ Relationship: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Head of Household: Yes: _____ No: _____

Members of Household:

RACE: W=White / **AA**= Black/African-American / A=Asian / NA=American Indian/Alaskan Native / HP=Native Hawaiian Pacific Islander / AW=Asian & White / BL=Black/African American & White / H=Hispanic / O=Other-Multi-Racial / NAW=American Indian/Alaskan Native & White / NAB=American Indian/Alaskan Native & Black/African-American / AP=Asian/Pacific Islander.

<u>First & Last Name</u>			<u>Race</u> (See Race Codes Above)	<u>If Child, Name of Current School</u>	<u>Last Grade Completed</u> (For ALL Household Members)	<u>Adult Work Status</u> FT=Full Time PT=Part Time U=Unemployed H=Homemaker R=Retired

Family Income (please check the total income of ALL persons living in the household):

INCOME LEVEL	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
LOW	\$60,600 \$37,901 ____	\$68,200 \$42,651 ____	\$75,750 \$47,351 ____	\$81,850 \$51,151	\$87,900 \$54,951	\$93,950 \$58,751	\$100,000 \$62,551
VERY LOW	\$37,900 \$22,751 ____	\$42,650 \$25,601 ____	\$47,350 \$30,001 ____	\$51,150 \$35,141	\$54,950 \$40,281	\$58,750 \$45,421	\$62,550 \$50,561
EXTREMELY LOW	\$22,750 Or less	\$25,600 Or less	\$30,000 Or less	\$35,140 Or less	\$40,280 Or less	\$45,420 Or less	\$50,560 Or less

Enter your annual adjusted income_____

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Please answer the following questions:

1. What is the name of the activity you are seeking assistance for?
2. The address of the activity.
3. What is the cost of the program?
4. How much are you able to pay toward the cost of the program?
5. How do you think this activity will benefit your child?

I certify that I have read and understand the Scholarship/Skill Building Policy. I confirm that all the statements on this application are true. Southfield Youth Assistance has my permission to verify all the information you have provided and to contact the sponsoring agency to confirm that my child fully participated in the activity. I understand that all the information I have provided will be kept confidential. I further understand that the scholarship funds are block grant funds that are subject to annual audits; incomplete or incorrect applications will NOT be processed, and without appropriate financial, dependent and program documents no funds will be issued.

Parent/Guardian Signature: _____ Date: _____

SKILL BUILDING SCHOLARSHIP POLICY

****Instructions 1-3 must be followed, or your application WILL NOT be processed****

1. SCHOLARSHIP & SKILL BUILDING INCOME GUIDELINES

The applicant's family income must be within HUD guidelines (changes annually - see Skill Building Application).

2. SCHOLARSHIP & SKILL BUILDING REQUIRED FINANCIAL DOCUMENTATION

- 3.
- | Applications must be completed in full and must include "1" of the following household financial documents: | Required financial documentation must include: |
|--|--|
| ✓ Michigan Department of Health and Human Services Benefit Award Letter for the current year, Free lunch, Title 9, | ✓ Parent/guardian's name |
| ✓ Current Year's Federal Income Tax Form 1040, 1040A or 1040 EZ | ✓ Current address (Southfield ONLY) |
| ✓ Social Security Benefit Award Letter for the current year | ✓ Adjusted Gross Income |
| ✓ Certified Unemployment Award Letter, | ✓ Dependent(s) names must be on Award Letter, tax form or Free Lunch |
| ✓ Free & Reduced lunch application, Title 9 documents | |

***If you provide an unemployment or social security award letter you must provide information documenting that your children are your legal dependents (birth certificate, foster care/adoption papers, legal guardianship papers)**

4. SCHOLARSHIP AND SKILL BUILDING REQUIRED PROGRAM INFORMATION SUBMISSION

INSTRUCTIONS

An activity/program flyer must be submitted with the application.
Below provide information about the service provider and the activity.

Provider Name: _____

Program Dates: _____

Program Cost: _____

What Address to Mail Check To: _____

Program Phone Number: _____

Submission Instruction

Submit your application by Website, DocuSign, & email **ONLY TO:** secretary@sfyouthassistance.org

****IF ALL INSTRUCTIONS ARE NOT FOLLOWED THE APPLICATION WILL NOT BE PROCESSED****

SKILL BUILDING SCHOLARSHIP GUIDELINES

- ✓
- ✓ **No applications for SUMMER camp/enrichment will be accepted prior to April**
- ✓ **The maximum scholarship award is \$300/child or \$600/family**
- ✓ Applications are allowed per child, Summer, & School Fiscal Year: Deadlines according to SYA
- ✓ Scholarships are limited to the program fee **ONLY** (excludes uniforms, costumes and additional fees)
- ✓ Application submission **DOES NOT** guarantee approval
- ✓ Scholarships **ARE NOT** for Summer School or Saturday School

****ONCE AN APPLICATION IS RECEIVED THERE WILL BE NO CHANGES MADE TO THE VENDOR OR ACTIVITY** (NO EXCEPTIONS)**

ADDITIONAL SCHOLARSHIP & SKILL BUILDING POLICY INFORMATION

- ✓ SYA mission is to **strengthen youth and families and to reduce the incidences of delinquency, abuse, and neglect through community involvement.**
- ✓ All submitted applications are reviewed by the Skill Building Committee for final determination using the SYA Mission as a guide.
- ✓ Due to the number of scholarship requests received, SYA is unable to award scholarships to every applicant.
- ✓ Although skill building applications are accepted all year, applications for summer programs will not be received or processed prior to **April**.
- ✓ ALL Applications **MUST** be submitted by **Website or Email ONLY**.
- ✓ Once the application is reviewed by the Skill Building Committee, the applicant will receive a letter from the committee indicating the amount of the scholarship award or the reason for rejection, **the applicant MUST allow 2- to 3 weeks for processing although we will expedite the process due to the late start.**
- ✓ **The family will be responsible for paying the vendor directly for any amount above the \$300 per child /\$600 per family.**
- ✓ Applicants requesting a scholarship in the current year, who were awarded a scholarship the previous year, **MUST HAVE** completed a **Skill Building Activity Evaluation Form** covering the former year's scholarship.
- ✓ If an applicant did not complete an evaluation form for the previous year, the applicant will be ineligible to apply for a scholarship for the current fiscal year.
- ✓ If an applicant received a scholarship award in the previous year and did not attend the program in the year awarded, the applicant is ineligible to apply for a scholarship in the current fiscal year.

- ✓ Program Evaluations must be completed and signed by the parent and be returned to SYA within 30 days of the completion of the activity by email.
- ✓ Evaluations **MUST** be **emailed** to secretary@sfyouthassistance.org at program conclusion. An invoice from the program provider **MUST** be sent to SYA **after** program completion validating the applicant's full attendance in the program to the e-mail address on the Scholarship Award Letter (same as above)
- ✓ Payment will be issued directly to the vendor for the approved scholarship amount within 30-days of the invoice receipt.

SKILL BUILDING SCHOLARSHIP RULES

- ✓ Southfield Youth Assistance **DOES NOT** pay for Summer School or Saturday School courses.
- ✓ Scholarship awards for individual camps or skill building activities **WILL NOT** exceed \$2000/group activity or camp.
- ✓ No applications for **SUMMER** camp/enrichment will be accepted prior to April.
- ✓ Application submission **DOES NOT** guarantee approval.
- ✓ To be eligible for the scholarship, it is a requirement that you meet the low-income criteria.
- ✓ The maximum scholarship award is \$300/child or \$600/family and can submit both summer and school year term.
- ✓ The family/child **MUST** be a resident of the City of Southfield (**NO EXCEPTIONS**)
- ✓ Scholarships are limited to the program fee **ONLY** (excludes uniforms, costumes and additional fees)
- ✓ Scholarships **ARE NOT** for Summer School or Saturday School.
- ✓ Both the student and the activity provider are required to complete evaluations at the conclusion of the awarded activity.

Check this box to acknowledge that you have read and understand the rules.

- ✓ **Special circumstances regarding application submissions may occur and the Southfield Youth Assistance Board of Directors reserves the right to make discretionary decisions that fully support the mission of Southfield Youth Assistance.**

Parents are required to complete and submit the "Participant Evaluation Form" within 30 days after the end of an activity in the Southfield Youth Assistance (SYA) program. Failure to do so will result in their children being ineligible for scholarships in the following year. The SYA program mandates that both parents/guardians and activity providers fill out these feedback forms after each activity.

These forms are crucial for evaluating the effectiveness of the activities and identifying areas for improvement. The forms can be downloaded from the SYA program's website on the "Skill Building" tap.

Signature of Parent/Guardian: _____