

## Financial Assistance Application

### 1. Head of Household Information

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Gender  M  F  Prefer not to say

Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City, State Gaithersburg, MD Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**Proof of residence is required:** Must provide a copy of your current Lease or Mortgage statement or notarized shared housing agreement or Property tax bill **AND** a copy of recent utility bill (electric or water) in the applicant's name and address. Do not submit Originals, they cannot be returned.

### 2. Spouse/Domestic Partner Information

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Gender  M  F  Prefer not to say

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

### 3. Dependent Information

Complete section for dependent children who reside in your household. \*If dependent is not listed on your tax return, submit a copy of current year's school record with the child's name and address or a birth certificate for children under 5 years of age.

CHILD'S NAME	D.O.B	GENDER	LAST SCHOOL ATTENDED	GRADE

### 4. Family Income

Complete section for Income for ALL household members. All applicants must provide a copy of 2025 Federal tax return (page 1 and 2) and other supporting documentation for assistance listed in the table below.

SOURCE OF INCOME (2025)	APPLICANT'S ANNUAL INCOME	SPOUSE'S ANNUAL INCOME	MUST PROVIDE A COPY OF THE FOLLOWING DOCUMENTATION – Do not Submit Originals, cannot be returned
Employment, Self-Employment and other <b>Required for all applicants.</b>	\$	\$	2025 Income Tax Return (Form 1040, pages 1 and 2)
<b>AND</b>			
Unemployment Benefit	\$	\$	Benefit Letter
Social Security Benefits – SSA, SSDI and SSI	\$	\$	Benefit Letter
Alimony	\$	\$	Court Order or other supporting documentation
Child support	\$	\$	Court Order or other supporting documentation
Public Assistance - SNAP/ Food stamps, Cash, Housing and Energy	\$	\$	Approval Letter
Non-Public Assistance and Other	\$	\$	Supporting documentation
<b>Total Annual Income</b>	<b>\$</b>	<b>\$</b>	

The City of Gaithersburg reserves the right to require further evidence of residence or financial status. Determination of financial need is at the sole discretion of the City of Gaithersburg. Incomplete, Unsigned and Undated applications will not be processed. All material included with application becomes the property of the Department of Parks, Recreation & Culture and cannot be returned. I affirm that all information provided with this application is true and correct to the best of my knowledge. I understand that this grant will expire on 12/31/2026.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Instructions for Financial Assistance Application**

Financial assistance awards are provided for recreation programs to City residents. Awards are based on residency, family's prior year's household income and family size.

A family unit consists of any number of members living in the same household. All family members must reside in the same household and the address must be within the Gaithersburg City Corporate limits.

### **Step 1. Head of Household Information**

Complete section for the head of household.

**Proof of residence is required:** Must provide a copy of your current Lease or Mortgage statement or notarized shared housing agreement or Property tax bill **AND** a copy of recent utility bill (electric or water) in the applicant's name and address.

### **Step 2. Spouse/Domestic Partner Information**

Complete section for spouse/domestic partner.

### **Step 3. Dependent Information**

Complete section for dependent children who reside in your household. If you have a written agreement that the child lives with you during part of the year, a copy of this agreement must be included with your application. If dependent(s) listed are not on your tax return, a copy of current year's school record with the child's name and address will be required or a birth certificate for children under 5 years of age. In certain cases, proof of parentage or legal guardianship may be required for dependent children.

### **Step 4. Income**

Complete section for Income for **ALL household members**. All sources of income and assistance must be included. Examples are not limited to: Wages, self-employment, alimony, child support, unemployment, disability, retirement, rental income, childcare income, government support payments, support from family members or support from non-family members.

Attach a copy of the applicant and co-applicant's Federal 1040 tax return (page 1 and 2) and other supporting documentation for assistance received by all household members from the previous calendar year in order to establish household income.

### **Step 5. Submit Application**

Completed application should be emailed to [parksrec@gaithersburgmd.gov](mailto:parksrec@gaithersburgmd.gov)

**OR** delivered to the *Activity Center Bohrer Park: 506 South Frederick Avenue, Gaithersburg, MD 20877*

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### **Important Notes:**

- **The City of Gaithersburg reserves the right to require further documentation to establish household income and residency.**
- Applicants must provide their own document copies. Do not submit original documents with your application as they cannot be returned.
- Incomplete applications will not be processed including those that are not signed and dated.
- Complete applications that include all required documentation will usually be approved or denied within 5-7 business days. An approval or non-approval letter, showing the eligible amount will be mailed to the home address of the applicant.
- Financial assistance will be applied as a percentage discount off the rates listed for each program. Some registration fees are not covered by financial assistance and must be paid at time of registration.
- Assistance is limited to:
  - \$800 per year, per child for Spring and Summer Camp programs.
  - \$250 per year, per person for all other eligible Programs and Activities.