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**SUBJECT:** Recreation Financial Assistance/Awards for Recreation Programs Policy

**ACTION REQUESTED:** Approval/Approval with modifications/Denial of Recreation Financial Assistance/Awards for Recreation Programs Policy to serve a public purpose.

**REQUESTED BY:** Julie Inman, Recreation Director

**SUPPORTING DOCUMENTS:** Yes

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### **SUMMARY**

On December 15, 2026, Commission accepted donations to be used in support of Recreational Programs and Folly Farmhouse Animal Care.

Financial Assistance/Award for Recreation Programs are designed to reduce financial barriers and ensure community members have access to health-promoting recreation and meaningful opportunities through sports, fitness, and nature-based experiences.

Applicants must meet financial requirements and submit completed application and backup documentation for first come first serve consideration. Assistance/Awards are limited and can only be used toward Safety Harbor Recreation programming. The City Manager or designee will designate the annual amount to be awarded to eligible participants.

Staff requests the City Commission approve, approve with modification, or deny the approval of the Recreation Financial Assistance/Awards for Recreation Programs Policy to serve a public purpose.

**RULE 12**  
**FINANCIAL ASSISTANCE/AWARD FOR RECREATION PROGRAMS**  
**ALLOCATION AND FUNDING**  
(ESTABLISHED: JANUARY 2026)

**STATEMENT OF POLICY AND PURPOSE**

The City of Safety Harbor has adopted established standards and procedures governing the disbursement of allocated Recreation Scholarship funds within City Recreation account 001-0000-115-9050.

Financial Assistance/Awards for Recreation Programs are designed to reduce financial barriers and ensure community members have access to health-promoting recreation and meaningful opportunities through sports, fitness, and nature-based experiences.

**SCOPE**

This policy applies to all Financial Assistance/Awards for Recreation Programs allocated by the Leisure Services Department to participants who meet the eligibility requirements of the City of Safety Harbor Leisure Services Financial Assistance/ Awards for Recreation Programs.

**AUTHORIZATION AND APPROVAL**

1. The City Manager or designee will designate the annual amount to be awarded for eligible participants.
2. Financial assistance/awards will be awarded based on eligibility requirements outlined in the Financial Assistance/Award for Recreation Programs Allocation and Funding.
3. Safety Harbor city employees and family members living in the same household are not eligible for Financial Assistance/Award for Recreation Programs.
4. All financial assistance/awards will be designated/managed through the Recreation Registration Software program (Rec Trac). Unused awarded funds will go back to the City Recreation account (001-0000-115-9050) for future awards at end of each award period.
5. No recipient shall receive cash/check for any unused funds. Funds may only be used for designated Safety Harbor Recreation programs.
6. Program use restrictions apply and are listed in the Financial Assistance/Award for Recreation Programs guidelines.

**SELECTION AND PROCEDURE**

1. All application materials will be submitted online through the City of Safety Harbor website managed by the Recreation Director. Upon request, alternative means of filing an application will be made available for persons with disabilities.
2. Applications will be reviewed through established criteria for eligibility by the Recreation Director or designee and approved by City Manager or designee.
3. Awards will be tracked and distributed through the recreation registration software by the Recreation Director or designee.

4. Eligible applicants will be awarded on a first come first serve basis, through scholarship designated credit on their Household Recreation Account.
5. At the end of each award period, unused credits will be removed from their Household Recreation Account and sent back to the City Recreation account (001-0000-115-9050).

**COMPLIANCE AND OVERSIGHT**

The Recreation Director, in conjunction with applicable financial policies shall administer and monitor the program to ensure compliance with this policy.

This policy shall sunset when the designated funds have been expended.



## FINANCIAL ASSISTANCE/AWARD FOR RECREATION PROGRAMS APPLICATION FY2026

### APPLICANT'S INFORMATION:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

*Children must be listed as a dependent on the tax sheet, and their name must match the name on the application.*

### SELF/PARENT/GUARDIAN INFORMATION:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

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

Household Size: \_\_\_\_\_ Household Income: \_\_\_\_\_

### ELIGIBILITY REQUIREMENTS:

- Must be Safety Harbor Resident and meet eligibility requirements listed below.
- No past due balance on Recreation Department household account.
- Must submit a completed application, two proofs of residency, and one proof of income from the prior year by the deadline. (Incomplete applications will not be accepted.)

### REQUIRED DOCUMENTATION:

#### Acceptable Proof of Residency

- Valid driver's license
- Utility Bill (water/electric)
- Bank statement
- Rental or lease agreement
- Government mail
- Insurance policy
- Mortgage statement

#### Acceptable Proof of Income

- State, County, or Federal Food assistance program eligibility letter
- Prior year's Parent/guardian Income Tax Summary sheet (Remove SSN)

#### INCOME ELIGIBILITY:

*Based on 2025 WIC Income Basis Chart*

Household Size	Income Annual Eligibility
1	\$28,953
2	\$39,128
3	\$49,303
4	\$59,473
5	\$69,653
6	\$79,828
7	\$90,003
8	\$100,178

**\*City employees and family members living in the same household are not eligible for financial assistance/award for recreation programs.\***

## SCHOLARSHIP TERMS:

1. Awarded on a first come first serve basis for use in Safety Harbor Recreation Programs.
2. A maximum of \$50 per period per person can we be awarded for recreation programs, trips, or fitness memberships.
3. A maximum of \$500 per school year per child may be awarded for the after-school program (\$50 per month/10 months of school).
4. A maximum of \$500 per summer per child may be awarded towards summer camps (limited to \$50 per week/10 weeks of summer).
5. The funds awarded are non-refundable or transferable to another program period or to another person in the household.
6. Any awarded and unused funds at end of a program period will be removed from household account and returned to the City's designated account.

## RESTRICTIONS:

Awarded financial assistance/award funds **cannot** be used for the following Recreation Programs:

- Facility & Park Reservations
- Private Lesson Programs
- Admissions & Tickets to special events
- Special Events
- Personal Training Sessions
- Small Group Personal Training

<input type="checkbox"/>	<b>Award Period 1- (Max \$50)</b> Applications Accepted: 12/1 to 3/1	For programs, trips or fitness membership scheduled <i>February - May</i> (Spring REAL Magazine).
<input type="checkbox"/>	<b>Award Period 2 (Max. \$500)</b> Applications Accepted: 2/1 to 6/1. <input type="checkbox"/> <b>Afterschool Program</b>	For programs, trips or fitness membership scheduled <i>June - September</i> (Summer REAL Magazine, Summer Camps) (Afterschool Program Aug-June)
<input type="checkbox"/>	<b>Award Period 3 (Max. \$50)</b> Applications Accepted: 8/1- 11/1.	For programs, trips or fitness membership scheduled <i>October - January</i> . (Fall REAL Magazine).

*The City reserves the right to reject any applications, conclude the approval process at any stage, or terminate participation in the program if an applicant fails to meet the requirements outlined in this policy.*

----- **TO BE COMPLETED BY STAFF** -----

## DOCUMENTATION CHECKLIST

- Proof of Residency:** (2) Valid forms of Safety Harbor residency received.
- Income Verification:** Proof of previous year's income received.
- Completion Status:** Application is signed and all fields are filled.

Reviewed and verified applications. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approval  Denial  \_\_\_\_\_ Date: \_\_\_\_\_  
Julie Inman, Recreation Director

Amount of Funds Approved: \$ \_\_\_\_\_ Date Entered Funds into Rec Trac: \_\_\_\_\_

Date Verified Funds USED: \_\_\_\_\_ Date Funds Removed from Household \_\_\_\_\_