



1. **How do I apply for a scholarship?** Visit [www.cityofvancouver.us/scholarship](http://www.cityofvancouver.us/scholarship) to complete the online application. Applications are available in English, Spanish and Russian.
2. **Who can apply for a scholarship?** Scholarships may be awarded to youth ages 18 and younger. They may also be awarded to adults with developmental disabilities who want to participate in Access to Recreation programs. A parent or legal guardian should complete the scholarship application to make sure all required documentation is received.
3. **Can I apply for a scholarship for my grandchild, niece, nephew or other relation?** You must be a parent or legal guardian of the scholarship recipient to apply for the scholarship. This aligns with the IRS definition of a legal child, such as a child or grandchild who lives with you more than half the year and meets certain other IRS criteria.
4. **Who should be listed as members of the household on the application?** Anyone who lives in the household should be included, even if they are not registering for a class during the term. Each person reported when filing tax forms would be counted as household members on the application. Scholarship eligibility is based on a combination of family size and household income.
5. **What activities can the scholarship be applied to?** Scholarships can be used for eligible:
  - Classes, camps, or leagues for youth ages 18 and younger
  - Access to Recreation programs
  - Scholarships cannot be applied to community center memberships or fitness services

Visit the front desk at Firstenburg or Marshall community centers for more information or exemptions.

6. **What documentation is required along with my application to verify income?** Proof of residency is needed to confirm the household is within Vancouver city limits and income verification is required to determine if the family meets HUD federal income limits for scholarship eligibility. Documents are needed for **all adults (19+) in the household**. See the final page for a chart with information on income type and required documents.
7. **What do I include for household monthly gross income?** Income received by any adult in the household during the month should be totaled. This amount is the pre-tax gross income. Income includes wages, salaries, tips, unemployment income, child support payments, TANF benefits, and SSI or SSDI payments.
8. **Is money I receive for my education considered income?** Payments of scholarships, fellowships, grants and financial aid are not considered income. However, if you are in school, this documentation could support your statement of having no income, your need for a scholarship, and/or verify that you reside within Vancouver city limits.

9. **What if I am a foster parent and want to request a scholarship for a foster child?** All foster children are automatically eligible for scholarships. You do not need to submit total household income information. Instead, provide documentation verifying the child's foster status and income received through the foster system. The foster parent must still include a document that proves Vancouver residency.
10. **Why do you ask for demographic information (disabilities, ethnicity, date of birth, age, gender identity) for household members?** Summary demographic data may be used to improve community outreach about the program, shared in grant applications or provided to funders to highlight the need for additional financial investment in the scholarship program. Individual and family information is never released.
11. **Do I need to be a Vancouver resident to apply for a scholarship?** Yes, to qualify for a scholarship you must reside within Vancouver city limits.
12. **How much is the scholarship award?** A 50% fee discount is awarded to all approved recipients.
13. **What if I have a special circumstance?** If you have additional questions about the scholarship application form, program eligibility or your own situation, call a community center to speak with a customer service representative. Interpretation services over the phone are available by request.
  - Marshall Community Center: 360-487-7100 ext. 1
  - Firstenburg Community Center: 360-487-7001 ext. 0

### Residency Verification

State issued ID or driver's license with GIS verification – License must match name and address in listed on the [Clark County Property Information website](#).

OR

State issued ID or driver's license and current Utility bill (electric, gas, water, sewer, garbage) with service address.

### Income Verification

The table on the following page provides a list of documents required to verify different income types.

## Income Verification Table

INCOME TYPE	PROVIDE THESE DOCUMENTS
Earned wages	Pay stubs for the last 30 days for each working member of the household.
Unemployment Benefits	If you are currently unemployed and receiving Unemployment Benefits, upload your most recent 30 days of unemployment pay stubs. Unemployment benefits are taxable income.
Child Support	Letter that states amount owed, if accurate, OR copy of Child Support Payment History Summary.
SSI/SSDI	Yearly award letter and/or bank statement showing monthly SSI/SSDI funds.
TANF/Food Assistance Program	Cash Award letter for each recipient in household.
SSA	Current statement or SSA – 1099.
Self-Employment	Earning statements (in lieu of pay stubs) if self-employed. The earning statement should reflect income earned in the most recent 30 days less expenses (profit).
Foster Child Status and Income	State documentation of guardianship and income.
No Income	Signed letter stating no income for adult in household.
OR Submit your most recent DSHS Full Eligibility Review and paystubs/income documents listed above on the left if applicable.	
At least one of the above documents must have your current address (within Vancouver city limits) to be eligible for scholarship fund. If your current address is not listed on your income documentation, please submit a copy of a service bill or identification that reflects this address.	

## Glossary of Terms:

- ATR – Access to Recreation (programs for individuals with developmental disabilities)
- HUD - Department of Housing and Urban Development
- IRS – Internal Revenue Service
- SSI – Social Security Income
- SSDI – Social Security Disability Insurance
- TANF – Temporary Assistance for Needy Families
- SSA – Social Security Administration
- DSHS – Department of Social and Health Services