

## Scholarship Program Guidelines (FY 2024 – 2025)

**Purpose:** Provide opportunities for young people to participate in recreational or other enrichment activities.

**Funding source:** Excess cannabis tax revenue

**Process:** An application must be completed and signed by the applicant (if 18 years of age or older) or a parent/legal guardian (if under 18 years of age). Applicants or parent/guardian will self-certify they are income qualifying, are under the age of 25, and certify that the information provided is true under penalty of perjury and that they understand that they may be required to provide documentation of income in the future. Proof of income may include the most recent tax returns, Medi-Cal or CalFresh card, pay stubs, proof of participation in a rental assistance program, or other documents that demonstrate income eligibility.

All scholarship funds will be paid directly by the City to the organization/business for which the individual is applying. Applications will be reviewed and approved by staff based on the criteria provided herein, which may be amended at the City’s sole discretion as needed. The Department Director may review and approve requests that are not clearly identified in this document. The City Manager or their designee may review and approve requests for services or supplies provided by an organization/business outside of Vista. If a decision is made to reject an application based on the type of request, the applicant will be invited to resubmit for an eligible activity. Scholarships will be processed in the order received along with complying to the scholarship review calendar.

**Eligibility:**

General scholarship requirements: Under 25 years of age; Vista resident; income qualifying

Vista Fire Department Explorer Participants: Current or recent Explorer (within the last 24 months), Vista resident, income qualifying

Income qualifications: \*Income is Gross Yearly Income\*

Income Category	Number of Persons in Household 4/1/2024 HUD Method							
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
<b>Extremely Low 30%</b>	\$31,850 <i>or less</i>	\$36,400 <i>or less</i>	\$40,950 <i>or less</i>	\$45,450 <i>or less</i>	\$49,100 <i>or less</i>	\$52,750 <i>or less</i>	\$56,400 <i>or less</i>	\$60,000 <i>or less</i>
<b>Very Low 50%</b>	\$31,851- \$53,050	\$36,401- \$60,600	\$40,951- \$68,200	\$45,451- \$75,750	\$49,101- \$81,850	\$52,751- \$87,900	\$56,401- \$93,950	\$60,001- \$100,000
<b>60%</b>	\$53,051- \$63,650	\$60,601- \$72,750	\$68,201- \$81,850	\$75,751- \$90,900	\$81,851- \$98,200	\$87,901- \$105,450	\$93,951- \$112,750	\$100,001- \$120,000
<b>Low 80%</b>	\$63,651- \$84,900	\$72,751- \$97,000	\$81,851- \$109,150	\$90,901- \$121,250	\$98,201- \$130,950	\$105,451- \$140,650	\$112,751- \$150,350	\$120,001- \$160,050
<b>Moderate 120%</b>	\$84,901- \$100,400	\$97,001- \$114,700	\$109,151- \$129,050	\$121,251- \$143,400	\$131,951- \$154,850	\$140,651- \$166,350	\$150,351- \$177,800	\$160,051- \$189,300

**Scholarship Amounts:** Qualifying individuals are eligible to receive up to \$500 in scholarship funding in a 12-month period \* (The \$500 limit was instituted on 8/15/2024. From 7/1/2024 – 8/14/2024 it was \$1000 limit) \*. The 12-month period starts July 1, 2024, and ends June 30, 2025. Multiple scholarships may be awarded to an individual, but the aggregate total over a 12-month period may not exceed \$500.

**Fully Completed Application:** When filling out the scholarship application, the applicant must fill out all the necessary information for the application to be accepted. The main/necessary information consists of: filling out all of the applicant and/or parent/guardian information, indicating income category on the income eligibility chart, giving a brief description of the program/activity/item requested along with the amount and link to website that shows the program/activity/equipment, totaling the dollar amount requested along with the program start date, program/activity/business contact information, and attaching with the application proof of residency and a cost back-up/registration form/quote of the desired program/activity/equipment, and then signing and dating the application at the end. There could be information that is repetitive/unnecessary for an applicant's personal situation (such as not having contact info for an organization because the applicant is just requesting equipment). In these cases, best practice is to list any blanks as "N/A" as it indicates that the applicant saw the requested information, but determined it was not necessary for their application to be properly processed.

**Proof of Residency:** Scholarship applications must have attached to them, a document that proves Vista residency. Common proof of residency documents are: utility bills, paycheck/paystub, school records, cell phone bill, health insurance card, etc. If not given at the time the application is turned in, the application will be considered incomplete and put on hold and the applicant or parent/guardian will be contacted by staff for city staff to receive the necessary document(s)

**Cost Back-Up/Registration Form/Quote:** The applicant must provide the city with documentation showing the requested program, activity, and/or equipment. Generally, this document will show the cost of the requested program/activity/equipment, and this should match up with the information the applicant requested on the application. The cost back-up/registration form/quote should be turned in along with the application. If not, the application will be considered incomplete and put on hold and the applicant or parent/guardian will be contacted by staff to receive the necessary document(s).

**Eligible activities:** Scholarship funds are intended to provide young people with the opportunity to participate in recreational or other enrichment activities and may be used to cover the costs of registration fees and supplies. Examples include but are not limited to: registration fees for sports leagues, dance classes, art instruction, music training, camps and other summer programs (including Wave Waterpark passes\*), tutoring, test preparation courses, and equipment (i.e. bat, gloves, cleats, rackets, uniforms, protective gear, costumes, special shoes, art supplies, instruments). Funds may be used for specialty clothing or shoes needed for a job/job training program. Please note: taxes and shipping costs for equipment and/or eligible activities will be factored in with the scholarship payment.

The recreational or enrichment activity must be with a Vista organization/business (non-profit or for-profit). Equipment purchases will be made with Vista businesses or, if not available, online at one of our approved online vendors [listed below], so that the city of Vista receives the sales tax benefit. Proof of class or activity registration must be attached to the application even when using the scholarship for equipment purchases only. Exceptions may be made with City Manager approval or their designee.

**Approved Online Vendors:** Amazon, Dick’s, Nike, Big 5 Sporting Goods, Under Armour

Current or recent Vista Fire Explorers (participated within the last 24 months) may apply for a scholarship to cover the cost of EMT classes.

\*Wave Waterpark Passes: Up to two adult passes per household may be requested when a youth Wave Waterpark pass is issued, the total amount of all passes issued will count towards the total scholarship amount received

**Item/Equipment Return Policy:** The City of Vista will notify the applicant/applicant’s parent/guardian when their item/equipment has been delivered to the City of Vista. Once the applicant/applicant’s parent/guardian has been notified, they will have 30 calendar days to retrieve their item/equipment. If the item/equipment is not retrieved in that time frame, then that item/equipment is subject to return. Applicant’s account will not be credited the amount of the item/equipment if it is returned due to 30-day return time frame being reached.

Applicant/applicant’s parent/guardian may return an item to the City of Vista if the item/equipment ordered is defective, has attributes that are incorrect from what was listed on the scholarship, or is broken in use, within 30 days of retrieval. However, this is subject to the return policy of the vendor that it was ordered from. If the vendor does not accept returns for that item/equipment, then the City of Vista will not accept returns for that item/equipment. Items accepted for return will be exchanged or credited back to the applicant’s account.

**SCHOLARSHIP APPLICATION REVIEW CALENDAR:** The review calendar below follows the City of Vista’s fiscal year (July 2024 – June 2025). There are four (4) review months, which are put in place to help the City accurately track current youth scholarship budget availability and to help staff process the applications that have been submitted.

- September 2024, December 2024, March 2025, and June 2025 are the four (4) review months where no new applications will be accepted.
- The City will still be processing previously submitted applications during the review months.

**City of Vista Youth Scholarship Review Calendar (FY 2024-2025)**

July 2024	Accepting New Applications (pending funding availability)
August 2024	Accepting New Applications (pending funding availability)
September 2024	Review Period – No New Applications
October 2024	Accepting New Applications (pending funding availability)
November 2024	Accepting New Applications (pending funding availability)
December 2024	Review Period – No New Applications
January 2025	Accepting New Applications (pending funding availability)
February 2025	Accepting New Applications (pending funding availability)
March 2025	Review Period – No New Applications
April 2025	Accepting New Applications (pending funding availability)
May 2025	Accepting New Applications (pending funding availability)
June 2025	End of FY 24-25 – No New Applications

\*The City of Vista reserves the right to start, extend, or update the review calendar, throughout the year at any point in time, to better adapt to any departmental or City Council needs and/or suggestions that impact the City of Vista’s Youth Scholarship Program\*