



2022 SCHOLARSHIP & SKILL BUILDING 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

Applications must be completed in full and must include "1" of the following household financial documents:	Required financial documentation must include:
<ul style="list-style-type: none"> ✓ Michigan Department of Health and Human Services Benefit Award Letter for the current year ✓ Current Year's Federal Income Tax Form 1040, 1040A or 1040 EZ ✓ * Social Security Benefit Award Letter for the current year ✓ * Certified Unemployment Award Letter ✓ Free/Reduced Lunch Confirmation Letter <p>*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)</p>	<ul style="list-style-type: none"> ✓ Parent/guardian's name ✓ Current address (Southfield or Lathrup Village ONLY) ✓ Adjusted Gross Income ✓ Dependent(s) names must be on Award Letter, tax form or free & reduced lunch application

3. SCHOLARSHIP AND SKILL BUILDING REQUIRED PROGRAM INFORMATION & SUBMISSION INSTRUCTIONS

An activity/program flier must be submitted with the application and must include:
<ul style="list-style-type: none"> ✓ Program Name ✓ Program Dates ✓ Program Cost ✓ Program Address ✓ Program Phone Number

Submission Instructions
<p>You may submit your application by email ONLY TO:</p> <p>Email - southfielddyouthassistance@gmail.com</p>

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

SCHOLARSHIP & SKILL BUILDING LIMITATIONS

✓ No applications for SUMMER camp/enrichment will be accepted prior to April 2022	✓ The maximum scholarship award is \$300/child or \$600/family
✓ Only one application is allowed per child per Southfield Youth Assistance Fiscal Year	✓ 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's 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
- ✓ Applications for 2022 summer programs will not be received or processed prior to **April 2022**
- ✓ **ALL 2022 Applications MUST be submitted by 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-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 southfielddyouthassistance@gmail.com 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. **Invoices will only be accepted at the completion of the activity to confirm attendance**

SCHOLARSHIP AND SKILL BUILDING RULES

- ✓ Southfield Youth Assistance **DOES NOT** pay for Summer School or Saturday School courses
- ✓ The family/child **MUST** be a resident of the City of Southfield or Lathrup Village (**NO EXCEPTIONS**)
- ✓ Scholarship awards for individual camps or skill building activities **WILL NOT** exceed \$3,000/activity or camp
- ✓ **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**