

Friends of the WGCT Scholarship Policy

Adoption of Policy and Amendments

This policy was adopted by a vote of the board of the Friends of the WGCT ("Friends") on January 10, 2014. It may be changed or amended at any time by a majority vote of the board of the Friends. If at the time of amendment any scholarship applications are pending, those applications will be subject to the policy in place at the time of their submittal. If the new policy would be more beneficial to the applicant than the previous policy, the applicant may choose to cancel the application and resubmit under the new policy. Income limit updates will take place annually, and do not constitute an amendment to the policy unless the Friends alters the methodology by which the limits are updated.

Availability of Funds

In June of each year, the Treasurer will prepare the Friend's budget for the upcoming year, including funds to be set aside for scholarships. Scholarship funds shall be budgeted to ensure availability in both the Fall and Winter sessions. Funds available for Summer Camp shall be any remaining funds in the scholarship budget after the Winter session. The Board may choose to further limit the funds available for Summer Camp scholarships if remaining scholarship funds exceed \$1,000. Any such decision should be made by a vote of the Board.

Due to the fact that the initial policy is being adopted in January 2014 and there is no existing budget for scholarship funds, the Board shall decide upon adoption of this policy the amount of funds to make available for scholarships for the remainder of the 2013-2014 fiscal year.

Applicable Income Limits

Friends uses the State of California Housing & Community Development (HCD)'s annual income limits as a guide to participant scholarship eligibility. The income limits are published annually by HCD and are based upon the Area Median Income and family size. They are available at <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>. The income limits as applicable to this policy will be updated annually on July 1st based upon the most recent limits available through HCD.

Unusual Need

If a family does not meet the income limit requirements, or needs more assistance than is available for their income category, they should include a written statement with their application explaining the family's need. The request will be considered by the Board if funds are available.

Application Submission, Review and Priority

Appendix B contains a copy of the required application. Applicant income is self-reported. Applicants are encouraged to submit the application through e-mail for the fastest processing. However, completed applications may also be called in at the provided phone number as well.

Application submittal must occur within the timeline noted on the application document itself. These timelines will be determined in advance of each session by the scholarship committee and noted on the application document.

Applications will be processed on a first-come, first-served basis. If more applications are received than funds are available, priority will be given to the lowest income applicants. Applicants requesting exceptions to the standard policies due to unusual need will be given the lowest priority.

Statement of Non-Discrimination

Friends does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, familial status, disability, age, ancestry, marital status, citizenship, or sexual orientation.

Scholarship amounts and eligibility

WILLOW GLEN CHILDREN'S THEATRE PROGRAM (FORMERLY KNOWN AS THEATRE CONNECTION)

GENERAL SCHOLARSHIPS

Priority Category 4

Scholarship eligibility: 25% of program cost

Priority Category 3

Scholarship eligibility: 50% of program cost

Priority Category 2

Scholarship eligibility: 75% of program cost

Priority Category 1

Scholarship eligibility: 100% of program cost

SIBLING SCHOLARSHIPS

Priority Category 5 and 6

Scholarship eligibility: 25% of program cost for 2nd, 3rd, 4th, etc. enrolled child

THEATRE CAMP PROGRAM

Due to the extreme popularity and relative affordability of the Theatre Camp Program, scholarships are only available to very low and low income families. If the City of San Jose chooses to significantly increase the cost of the Theatre Camp Program in the future, the Friends should reconsider this policy.

GENERAL SCHOLARSHIPS

Priority Category 2

Scholarship eligibility: 25% of program cost

Priority Category 1

Scholarship eligibility: 50% of program cost

APPENDIX A – INCOME LIMITS

HCD 2013 Income Limits – Santa Clara County

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% of Area Median Income (Category 1)	\$22,300	\$25,500	\$28,650	\$31,850	\$34,400	\$36,950	\$39,500	\$42,050
50% of Area Median Income (Category 2)	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050
80% of Area Median Income (Category 3)	\$59,400	\$67,900	\$76,400	\$84,900	\$91,650	\$98,450	\$105,250	\$112,050
100% of Area Median Income (Category 4)	\$73,850	\$84,400	\$94,950	\$105,500	\$113,950	\$122,400	\$130,800	\$139,250
120% of Area Median Income (Category 5)	\$88,600	\$101,300	\$113,950	\$126,600	\$136,750	\$146,850	\$157,000	\$167,100
(Category 6)	>\$88,600	>\$101,300	>\$113,950	>\$126,600	>\$136,750	>\$146,850	>\$157,000	>\$167,100

APPENDIX B – SCHOLARSHIP APPLICATION



SCHOLARSHIP APPLICATION

Directions: Complete a separate form for each request/participant. Email completed form(s) by 2/8/14 to Friends of WGCT. Phone applications will also be accepted.

Friends of Willow Glen Children's Theatre
email: scholarships@wgct.org
Phone: 408-479-4287
www.wgct.org

Scholarship Request

Session of Interest: SPRING 2014

_____ My family falls within the income guidelines to qualify for a Friends of WGCT general scholarship. We are requesting the following level of assistance:

- _____ 25% general scholarship (participant pays 75% of cost)
- _____ 50% general scholarship (participant pays 50% of cost)
- _____ 75% general scholarship (participant pays 25% of cost)
- _____ 100% general scholarship (no cost to participant)

_____ My family does not fall within the income guidelines to qualify for a Friends of WGCT scholarship but we have a financial need due to hardship. We are requesting the following level of assistance:

- _____ 25% general scholarship (participant pays 75% of cost)
- _____ 50% general scholarship (participant pays 50% of cost)
- _____ 75% general scholarship (participant pays 25% of cost)
- _____ 100% general scholarship (no cost to participant)

Reason for assistance:

_____ I have more than one child in my household participating in the program and have a financial need for a sibling discount.

- _____ 25% sibling scholarship (participant pays 75% of cost of 2nd, 3rd, etc. registered children)

Paid Sibling's Name: _____



SCHOLARSHIP APPLICATION

Directions: Complete a separate form for each request/participant.
Email or mail completed form to Friends of WGCT.

Friends of Willow Glen Children's Theatre
P.O Box 4045
San Jose, CA 95150
email: scholarships@wgct.org
www.wgct.org

Requestor Information

Parent/Guardian Name: _____

Participant Name: _____

Birthdate of Participant: _____ Male/Female: _____

School: _____ Grade: _____

Address: _____

City: _____ Zip: _____

Primary Phone: _____

Email: _____

Number of People in Household: _____ Annual Household Income: _____

Has this participant used the \$100 scholarship available through the City of San Jose? (Y/N) _____

Is this participant eligible to participate in the City of San Jose's Scholarship program? (Y/N) _____

By signing below, I attest that all information provided above is true.

Parent Signature: _____

Date: _____

Scholarships will be awarded based on financial need, order of receipt, and availability. Friends of WGCT will try to meet all scholarship requests. If we are unable to award a scholarship, we will keep your name on file and notify you when we will be able to financially support your participant in the program.