

City of Lawrence
Parks, Recreation and Culture

SUBJECT Scholarship Policy	<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	APPLIES TO Parks, Recreation and Culture Department
EFFECTIVE DATE October 28, 2025	REVISED DATE	NEXT REVIEW DATE
APPROVED BY Lindsay Hart, Interim Director	TOTAL PAGES 3	POLICY NUMBER

1. Introduction

The Lawrence Parks, Recreation and Culture Department (PRC) is committed to ensuring equitable access to recreation programs, services, and facilities. The purpose of this policy is to outline the department's approach to providing financial assistance through scholarships that reduce or offset participation costs for individuals and families with demonstrated financial need. Assistance may be applied to classes, programs, and membership fees.

1. Scope

This policy applies to all eligible PRC-managed recreation offerings, including programs, activities, and facility memberships. Financial assistance is available to qualifying youth and adult residents of the City of Lawrence and is subject to program eligibility, funding availability, and verification of need.

2. Policy

The PRC Department provides financial assistance through scholarships to help reduce cost barriers and support broad participation in community recreation. These options are available to eligible individuals and families with demonstrated financial need and apply to select programs and memberships. To receive assistance, applicants must complete the required application and meet all participation and usage requirements.

A. Eligibility Criteria

To qualify for scholarships applicants must:

- Be a resident of the City of Lawrence;
- Provide proof of financial need as outlined below; and
- Agree to all program usage and participation requirements.

B. Required Documentation

Applicants must provide one of the following to verify financial need:

- A valid KanCare insurance card; or
- A letter from an authorized agency (e.g., Housing Authority, SNAP, DCF) confirming eligibility for services based on federal income guidelines or free/reduced lunch standards.
- Any other documentation from a state or federal organization which verifies financial need.

All documentation must be submitted alongside a completed application.

3. Application Process

Applicants should begin the process by visiting the Parks, Recreation and Culture website. The site provides current details, eligibility information, and access to online forms.

Required documentation and qualified access membership application form may be submitted in the following ways for approval:

- In-Person at the following locations:
 - Community Building, 115 W. 11th St., M-F, 9am-4pm, 785-832-7920
 - Sports Pavilion Lawrence, 100 Rock Chalk Way, M-F, 9am-4pm, 785-330-7355
 - Holcom Park Recreation Center, 2700 W. 27th St., By Appointment Only, 785-832-7940
 - East Lawrence Recreation Center, 1245 E. 15th St., By Appointment Only, 785-832-7950
 - Prairie Park Nature Center, 2730 Harper St., By Appointment Only, 785-832-7980
 - Lawrence Indoor Aquatic Center, 4706 Overland Dr., By Appointment Only, 785-832-7946
- Online at www.lawrenceks.gov/lprd/forms
- Emailed to scholarships@lawrenceks.gov

Applications will be reviewed and responded to within two business days.

4. Program Registration Process

If approved, an activity registration form must be filled out and turned in at time of enrollment. Special accommodations can be made for applicants who cannot register in-person. Contact facility for assistance.

5. Qualified Access Membership Registration Process

If approved, membership registration can be completed online or in-person.

6. Usage Requirements

To maintain scholarship eligibility:

- Program and class participants must attend scheduled classes regularly.

Failure to meet these guidelines may result in suspension or revocation of benefits for the remainder of the calendar year.

Limitations

- Financial assistance is not available for all offerings. Programs with primarily contractual expenses or delivered by third-party instructors may be excluded.
- Total annual assistance per household is subject to a cap and to the availability of funds.
- This policy is subject to change based on program updates, funding levels, or administrative review.

Appendix A: Scholarship Types, Membership Assistance, and Eligibility Criteria

The Parks, Recreation and Culture Department offers two types of financial assistance for eligible participants: scholarships and qualified access memberships. The details below outline the eligibility, limits, and conditions associated with each.

1. Youth Program Scholarship ("Wee Folks" Scholarship)

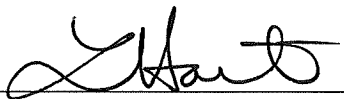
- Covers 50% of eligible registration fees for youth ages 17 and under.
- Annual scholarship limit applies (see current application).
- Application is valid for one calendar year.
- Eligible uses include PRC-operated programs and camps (third-party or contract-run camps are excluded).

2. Adult Program Scholarship ("Adult Folks" Scholarship)

- Covers 50% of eligible registration fees for adults ages 18 and older.
- Annual scholarship limit applies (see current application).
- Application is valid for one calendar year.
- Eligible uses include PRC-operated programs and camps (third-party or contract-run camps are excluded).

3. Membership Assistance (Qualified Access Membership)

- A free membership is available for eligible individuals and households applying for annual memberships at PRC recreation facilities.
- These rates are applied based on verified financial need.
- Application is valid for one calendar year.



Lindsay Hart, Interim Director

10-28-25

Date