



Neighborhoods, Education & Tennis

## TENNIS MEMPHIS FINANCIAL ASSISTANCE POLICY

Tennis Memphis was founded as a nonprofit 501(c)(3) organization in December 2001. It is a Community Tennis Association governed by a Board of Directors and recognized by the United States Tennis Association (USTA). Our mission is to promote and develop the growth of tennis in the Memphis Area. At Tennis Memphis, we are a diverse organization striving to enhance and change the lives of people of all ages and socio-economic backgrounds in our community through the game of tennis and through educational and life skills programs.

The fees that are normally charged for programs cover the cost of operating the organization. However, part of our mission is to offer financial assistance when program costs would keep a child from participating. Our financial Assistance program is supported entirely by private contributions and grants. Financial assistance is restricted to youth ages 18 and under who reside in Shelby County, Tennessee. (The scholarships are not available for adult programs). The assistance is based on need and is awarded on a first-come, first-served basis. No scholarships will be awarded after a program session has started.

### ELIGIBILITY AND SELECTION PROCESS

Eligibility for financial assistance will be determined using the following income guidelines and any additional guidelines approved by the Tennis Memphis Board of Directors. Applications will be reviewed by the Financial Aid Committee of the Board of Directors. If necessary, a personal interview will be conducted. All application records are kept confidential and are not used for any other purpose than to determine need. Tennis Memphis reserves the right to refuse assistance to any applicant.

#### **Income guidelines:**

The income guidelines are based on gross annual income related to household size. If your annual household income is equal to or less than the amount shown for your household size, you are eligible to apply for financial assistance from Tennis Memphis and will receive priority for selection. If your household income is more than the limit for your family size, you can still apply, but you will need to fully explain and document the special circumstances that affect your ability to pay.

<b>Household Size</b>	<b>Annual Income</b>
2 people	25,327
3 people	31,765
4 people	38,203
5 people	44,641
6 people	51,079
More than 6 people	Add \$6,438 to the amount for each additional person to the amount for 6 people.

Tennis Memphis believes that a strong sense of ownership and pride is developed if the recipients of financial assistance contribute to the cost of his or her involvement. Therefore, scholarship recipients will be asked to pay a portion of the program fees and contribute time as a volunteer to the organization. Financial assistance will not cover 100% of the program cost in any circumstance.

## **VOLUNTEER WORK**

As a non profit organization, Tennis Memphis recognizes the value of volunteer service to accomplish its mission and work in the community. Volunteers craft policies, raise money, help with events, build positive public relations and assist with programs. As such, all financial assistance recipients—the child and his or her parents—will be asked to volunteer their time to Tennis Memphis on a reasonable basis to help with such things as tournaments, special events, fundraising, tennis instruction, or other activities as needed. Information about volunteer opportunities will be provided when financial assistance is awarded.

## **HOW TO APPLY**

To apply for a scholarship, fill out the attached Financial Assistance Application, as well as the registration form(s) for the program(s) in which the child(ren) will be participating. Additional documents such as IRS tax returns, pay stubs and/or disability forms must be provided. To ensure that the process moves quickly, enclose all requested documentation at the time of application. **Applications will not be considered until all the forms are completed and documents are received.** If you need help filling out the application form, please call the Tennis Memphis office at 901-398-8797.

Financial assistance may be awarded for up to one year. In order to be considered for aid, families must reapply each year.

## **REQUIRED DOCUMENTATION**

Financial Assistance Application  
Most recent IRS tax return for both parents or guardians  
Two (2) current pay stubs for all household members

OR

Federal or state agency award letter (e.g. AFDC, Social Security, 1099A, SSI)

Copies will be accepted but originals and additional documentation may be required as determined by Tennis Memphis.

## **WHERE TO SEND FORMS**

Mail or hand-deliver completed application packets to the following address:

Tennis Memphis  
1500 Finley Road  
Memphis, TN 38116  
Attn: Financial Assistance

## **NOTIFICATION OF FINANCIAL ASSISTANCE**

You will be contacted by mail after your forms have been reviewed. If you have any questions, contact Stephen Lang, Executive Director at 901-398-8797 or [slang@tennismemphis.org](mailto:slang@tennismemphis.org).