



***Financial Information Needed to Process a Scholarship Request:***

*-Income Statement: Please provide the following on a separate sheet and mail back or scan/email to us with the completed page one of this scholarship application, so we can assess your financial status to qualify to receive scholarship assistance towards your child's camp tuition:*

*-1 Year most recent tax return, all pages*

*-2 Most Recent Pay Stubs, or a letter from your employer stating your annual salary (notarization required).*

*-Asset Statement (on separate page); including the following: list of all assets you own and the value of each individual item, any mortgage you may have (list total amount, and amount remaining), estimated net worth, and any other items of value, such as mutual funds or other savings or investment accounts.*

*-NOTE: failure to provide accurate financial information will render your application invalid, and also violates NY State's non-profit laws of financial disclosure when applying to receive reduced or no-cost disability services on the premise of your financial status.*

***Restricted Permitted Use Statement and Agreement:*** *By selecting to contribute a “restricted donation” to the HFCDD, you are specifying the purpose that you would like the donation applied to, such as 'summer camp scholarship fund”, or a person (by name) that you would like to the donation to go to, and the purpose (i.e.: “for Robert M, to attend summer camp for 2 weeks at Camp X”). If you would like your donation to be restricted, you must check off “restricted donation” at the choices at the top of this form and complete the specific information in the form so we know who the donation is for, and for what purpose and time period. The HFCDD will honor a restriction for a summer camp scholarship to a specific person only for a single summer within the year of the donation; after which, the donation becomes unrestricted if not used during that summer, and for the HFCDD to use at its discretion. The HFCDD acts according to federal and NY State non-profit laws governing restricted donations.*

***Legal Basis and Examples to Guide You in Your Donation Classification:*** *Statement of Financial Account Standards 116 (FASB116) is the primary guidance relating to the recording of contribution revenue by not-for-profit organizations (NFPs). The Financial Accounting Standards Board issued it in 1993. Under FASB116 all contribution revenue must be classified as either: unrestricted, temporarily restricted or permanently restricted. The existence of restrictions is determined by “donor-imposed” restrictions, internal restrictions (such as Board designated funds) are considered unrestricted.*

- Permanently restricted support includes all contributions, which are not expendable by the NFP.
  - The most prevalent example of this is an endowment fund. Typically, the organization is not able to use the principal but is able to use the investment earnings.
  - The earnings on permanently restricted funds may be further restricted for use for a given purpose, thus resulting in temporarily restricted revenue.
- Temporarily restricted consists of contributions with donor-imposed restrictions that limit the use of the funds as follows:
  - Purpose-restricted: These are funds that are donor-restricted for use on a particular project.
  - Time-restricted: These are funds that are donor-restricted for use in a certain time period. An example of this is a unconditional pledge that stipulates the funds will be donated to the NFP over a 5-year period. The amount to be received in future years is considered time-restricted.
- Unrestricted support consists of all other revenue

***Payment Instructions for Restricted or General Donations:*** *By check only, mailed to the address above. A restricted donation check must have the recipient's full name or funding/project title you are donating to in the memo section and be accompanied by the completed page 1 of this form. Any checks mailed in that we cannot identify the recipient child will be applied to a funding project of our discretion, or if the sender requests, due to error, that a check be returned, less a \$250 check return fee will be assessed for processing.*

**FOR ALL DONATIONS TO SERVICES, such as Summer Camp Tuition:** require an additional **10% percent administrative fee be added to the total service amount.** For example, if a child's camp tuition is \$1850, the total donation amount would be  $(1850 + 185 = \$2135)$ ; thus, your service donation to the HFCDD would be \$2135.00. Please contact us for any assistance prior to sending your donation.

**Fund-raising process:** The HFCDD has no full-time fund-raising coordinator, thus we suggest parents or guardians who are seeking scholarship donations contact donors (individuals or organizations) themselves and apply or request funding for your child. You are the best advocate for your child. Consider conducting your own online fund-raising campaign on Kickstarter, or similar, where you can tell your story directly to people that would like to connect with you to provide assistance. Apply for a grant; there are so many available. Almost every private corporation with 100 + employees has a charitable foundation, such as your bank. Donations need to be sent directly to the HFCDD so donors can receive a tax deduction. Tell donors to write your child's name on their check, and to complete this form to send in with their donation. Contact us to let us know your conducting a fund-raising campaign so we can maintain records and work together with you to manage received funds for your child. Please make sure your donors add our 10% administrative fee to their contribution, or we will not be able to process your tuition assistance request.

**Donations to our Other HFCDD Projects:** Consider a donation to our year-round Adult Residential Program fund, or another project we're working on, at: [www.highfallscenter.org](http://www.highfallscenter.org).

**Disclosure:** The HFCDD was started in 1990 as a private foundation by Dr. Bruria Falik, former owner and director of Camp Huntington. Dr. Falik remains HFCDD Board President. Her son, Daniel Falk, a HFCDD Board member and acting VP of Operations is the owner of Camp Huntington High Falls, LLC. In order to avoid conflicts of interest and maintain corporate governance according to federal and NY State laws, the HFCDD is advised by a number of NY State non-profit advisory groups, including NYCON's legal counsel, a NY State advisory group to non-profits regarding corporate governance and operations. Falk does not make admission decisions for Camp Huntington in cases where a family is seeking funding from the HFCDD. Falk does not advise families inquiring for summer camp funding from the HFCDD on any particular camp placement. The HFCDD is actively seeking a Fund-Raising Manager and an Executive Director to create greater separation from operational involvement that would present conflict of interest concerns. The HFCDD actively seeks to donate funds to programs in support of families in need to send their child to the summer camp of their choosing. We welcome your financial contributions to continue fulfilling our mission.

Thank you for your support.

**-Make checks payable to:** High Falls Center for the Developmentally Disabled, Inc.

**-Mail checks and any correspondence to the following address:** 56 Bruceville Road, High Falls, NY 12440.

**-Questions about this form:** contact: Daniel Falk, [DanielF@highfallscenter.org](mailto:DanielF@highfallscenter.org); 917-751-0781