



## Advocates in Disability Award (ADA) Guidelines

### ADA Applicants:

- ADA Applicants should be the following:
  - Between the ages of 14 and 26.
  - A person with a disability.
  - A citizen or permanent resident of the United States.
  - **Not** an employee of the HSC Health Care System, Mitsubishi Electric America, a family member/member of their Board of Directors, or a family member/member of the Youth Transitions Collaborative Leadership Council.
  - Able to attend the ADA/NYTI Briefing Reception on **June 14, 2017** in Washington, DC. Please note: For non-Washington DC metropolitan residents, travel and lodging will be covered by The HSC Foundation. If a personal care attendant (PCA) is required for physical assistance, travel and lodging for the PCA are covered as well.
- Those who applied in previous years -- as well as semi-finalists – **are eligible and encouraged** to apply for this year's award.
- Previous ADA recipients are **not eligible** to apply.

### ADA Application:

- For those applicants who are paid advocates for individuals with disabilities, your essay detailing your current/previous work that impacts/impacted the lives of individuals with disabilities should discuss your unpaid work and/or what work you are doing that is above and beyond your paid position that impacts/impacted the lives of people with disabilities.
- Letters of reference or support should discuss the applicant's current/past work that impacts/impacted the lives of individuals with disabilities as well as discuss the applicant's ability to execute his or her proposed project.
- A partnership letter should state that the organization is aware of the applicant's proposed project/ADA application and is prepared to work in partnership with the applicant, if he or she is selected to receive the award.

### Proposed Project:

- A proposed project should be led and executed by the applicant.
- Even if a proposed project involves a partnership with an organization to implement the project, the applicant should still lead the project.

- If a proposed project involves a partnership with an organization to implement the project, a partnership letter must be included in the application.
- A proposed project that focuses on serving and empowering individuals with disabilities is given preference.
- A proposed project that has defined and/or measurable outcomes is given preference.
- For an applicant that is also a paid advocate for individuals with disabilities, a proposed project that partners with your employer is discouraged.

**Payment/Tax Liability:**

- The ADA recipient will receive the \$3,000 cash award at the ADA/NYTI Briefing Reception on June 14, 2017.
- The ADA recipient **is responsible** for any tax liability incurred from receipt of the \$3,000 cash award. The recipient **is not responsible** for the tax liability associated with the up to \$7,000 in project funding support.

**Other Important Information:**

- The HSC Foundation will be conducting two ADA guidance calls. On these calls, applicants will have the opportunity to ask any questions they have regarding the ADA program and/or ADA application process.

Calls will be held on the following dates/times:

- **March 15, 2017 at 4pm EST**
- **March 29, 2017 at 7pm EST**

If you wish to participate on a call, please send an email to [jqueener@cscn.org](mailto:jqueener@cscn.org) and include your full name and the date (of the call) you would like to participate in.

- If you are submitting application materials by mail, **do not** staple materials, please use paper clips.
- Applications must be received by **April 12<sup>th</sup> at 5 p.m. EST** if submitted via the internet or postmarked by **April 12, 2017** (if submitted by mail).
- All applicants will be notified of the status of their application on **May 19, 2017**.
- Phone interviews will be conducted with those selected as semi-finalists between **May 16<sup>th</sup> & May 17<sup>th</sup>**. Those selected as semi-finalists are expected to answer questions about themselves and their proposed project, as well as provide a projected budget for their proposed project.
- The ADA/NYTI Briefing Reception will be held on **June 14, 2017** in Washington, DC.

*If you have additional questions regarding the ADA Application, please email Jessica Queener at [jqueener@cscn.org](mailto:jqueener@cscn.org).*