



## 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 or a family member/member of its Board of Directors or the Youth Transitions Collaborative Leadership Council.
  - Able to attend the ADA/NYTI Briefing Reception on **June 12, 2014**, in Washington, DC. Please note: For non-Washington 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 in Washington, DC, on June 12, 2014.
- 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 conduct two ADA applicant guidance calls. On these calls, applicants will have the opportunity to ask questions they have regarding the ADA program and the application process.

Calls will be held on the following dates/times:

- **March 12, 2014 at 4pm ET**
- **April 2, 2014 at 7pm ET**

If you wish to participate on a call, please RSVP by emailing [reasterly@cscn.org](mailto:reasterly@cscn.org) and include your full name and the date (of the call) you plan to join.

- If you are submitting application materials by mail, **do not** staple materials. Please use paper clips.
- Applications must be received by **April 11, 2014, at 5 p.m. ET** if submitted via the internet, or postmarked by **April 11, 2014** if submitted by mail.
- All applicants will be notified of the status of their application by **May 7, 2014**.
- Phone interviews will be conducted with those selected as semi-finalists between **May 8 and May 9**. 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 12, 2014**, in Washington, DC.

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