



PROCEDURES FOR REQUESTING SCHOLARSHIP FUNDING FOR SELF-ADVOCATES

To help achieve the goals in the State Plan, the Virginia Board for People with Disabilities (“the Board”) can offer financial support, in the form of scholarships, to organizations. These scholarships are intended for individuals with developmental disabilities (DD) who wish to attend conferences or events. When applying for the scholarship, applicant organizations must identify at least one State Plan objective on the **Application for Self-Advocate Scholarship Funding** that the event or conference will support. Please see the Board’s State Plan, available [here](#).

Eligibility:

- Applicants may be state or local agencies, other public agencies, institutions of higher education, 501(c)(3) non-profit organizations or for-profit organizations.
- Self-advocate scholarship funding may only be requested through the eligible applicant organizations listed above. Self-advocates may not request funding directly from the Board.

Funding Criteria:

- Funding must be used to support a self-advocate with a developmental disability attending a conference/event designed to provide disability-related information.
- The self-advocate who receives scholarship funding, through an applicant organization, must reside in the state of Virginia. However, the conference/event may take place outside of Virginia.
- Scholarship funding will be limited to \$2,000 per applicant organization and must be used to offset expenses (travel, accommodation, meal, registration, etc.) related to the self-advocate’s attendance at a conference or event.
- Scholarship funding will be provided to the organization on a cost-reimbursable basis.
- The applicant organization must be able to serve as a fiscal agent - managing and dispensing all scholarship funds to supported self-advocates.
- Scholarship funds shall not be used to pay for organization staff time working with self-advocates.
- Applications must show direct support for a specific [State Plan objective](#). The objective must be identified in the application, including a description of how the event/conference addresses the objective.
- The applicant organization must agree to assess the impact of the scholarship funding using relevant survey questions listed at the end of this document. The survey results must be reported to the Board within three months after the event/conference ends.

The survey questions are designed to collect the following information from participating self-advocates:

- Outputs: The number of self-advocates with developmental disabilities who were able to attend an event or conference because of the funding and their demographic information which includes race/ethnicity, geographic location, gender, and any other federally required demographic information;
- Immediate outcomes: The extent to which the event increased participant knowledge, self-determination (if applicable), and motivation (if applicable), as well as participant satisfaction levels; and
- Longer-term outcomes (if applicable): The extent to which the event increased how often participants advocate and whether it enabled them to obtain a position on a decision-making group;
- Any other agreed upon output or outcome measures that are relevant.
- Prior to distributing the scholarship funding, successful applicants must receive confirmation that participating self-advocates have DD and agree to take a post-event survey(s).

What we fund:

The Board will provide scholarship funding for self-advocates with developmental disabilities to attend events and conferences that focus on promoting systems change, capacity building, and policy/advocacy work, consistent with the principles of the DD Act. The DD Act aims to ensure person and family-centered systems that offer an array of services and supports and empower individuals with developmental disabilities to achieve maximum independence, productivity, and community inclusion.

Funding from the Board may not support:

- Conferences/events that do not support community inclusion and integration for individuals with DD and other disabilities.
- Conferences/events that do not demonstrate a commitment to cultural diversity by including persons of color and/or ethnic or other minorities in the planning and implementation of the conference, including as presenters.
- Conferences/events with a primary focus on entertainment or on highlighting an individual's or group's skills and talents.
- Conferences/events that are not inclusive of people with and without disabilities, unless such event is a self-advocacy event focused on advocacy and policy goals.
- Conferences/events that do not directly align with one or more of the Board's current [State Plan objectives](#).
- Conferences/events that do not directly impact individuals with DD and other disabilities that reside in the state of Virginia.

Funding Level:

The amount of funds awarded to organizations for scholarships is limited to \$2,000. The total available Board funds for scholarships are typically limited to \$10,000 each year.

Application Procedures:

Requests for scholarship funding will be considered four times per year. Applications must be received via email by the deadlines below.

For events occurring in the following months:	The <u>deadline</u> for applications is:	Applications will be reviewed at Board meetings in:
July through September	May 1 st	June
October through December	August 1 st	September
January through March	November 1 st	December
April through June	February 1 st	March

* Specific Board meeting dates are posted on-line [here](#).

Requests that do not meet this timeframe will not be considered.

A completed [Application for Self-Advocate Scholarship Funding](#) should be addressed to the Board's Grants, Contracts and Program Information Manager via jason.withers@vbpd.virginia.gov.

Requests which fail to provide the required information in the Application for Self-Advocate Scholarship Funding will not be considered.

Review/Approval Process:

All applications will be reviewed by one of the Board's Standing Committees, which will then make a recommendation to the full Board. Applicants are notified in writing of the Board's decision within 1 week following the Board meeting.

If funds are approved, conditions may apply:

- Funding approval may not be for the full amount requested, but for a lesser amount.
- The Board may specify the budget line item(s) for which the funds may be used. (See the Grants Manual, pages 8-11, for information on funding terms and conditions for Board projects.)
- The Board may specify additional impact information they want an applicant to collect based on the nature of the event or conference.

Participant Survey

We need your help! You attended [insert event] on [insert date]. Please tell us how the event impacted you. Your feedback will remain [anonymous/confidential].

Your feedback will also help us identify the impact of our scholarship funding and help us identify future events to support. Thank you!

Event Feedback

Note to administering organization: Please remove questions that are not applicable to the event. If you are not sure whether a question will be applicable to the attending self-advocates, please add a "Not relevant to this event" response option. Please feel free to add questions that you think are relevant.

1. Did the event increase your knowledge of [insert topic]?
 - ☐ No
 - ☐ Yes
 - ☐ I don't know
2. Did the event increase your ability to say what you want or what is important to you?
 - ☐ No
 - ☐ Yes
 - ☐ I don't know
3. Did the event motivate you to [insert desired action]?
 - ☐ No
 - ☐ Yes
 - ☐ I don't know
4. How satisfied were you with the event?
 - ☐ Not satisfied
 - ☐ Somewhat satisfied
 - ☐ Very satisfied
5. Did the event increase how often you advocate for [insert relevant topic]?
 - ☐ No
 - ☐ Yes
 - ☐ I don't know
6. Did the event help you become a member of a decision-making group? Decision-making groups include boards, advisory councils, workgroups, and coalitions.
 - ☐ No
 - ☐ Yes
 - ☐ I don't know

7. Do you have any other feedback- you would like to provide?

About You

Note to administering organization: You do not need to include these questions on the participant survey if you already collected the information through other means. We assume that you already verified that they have a developmental disability, prior to giving them the scholarship funding, so that question is not included here.

This section asks about you. You do not have to answer. Your information is [anonymous/confidential].

Your information helps us understand who we serve. We want to serve a diverse population.

8. What is your race and ethnicity? Please check all that apply.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic/Latino or Latina
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other race or ethnicity
- ☐ I do not know
- ☐ I do not want to answer
- ☐ I prefer to describe myself: _____

9. Where do you live?

- ☐ Rural area
- ☐ Urban or suburban area
- ☐ I do not know
- ☐ I do not want to answer

10. What is your gender?

- ☐ Female
- ☐ Male
- ☐ Other
- ☐ I do not know
- ☐ I do not want to answer
- ☐ I prefer to describe myself: _____