

Advocacy Center for Persons with Disabilities, Inc.

Scholarship Policy

I. The Advocacy Center for Persons with Disabilities, Inc. (Center) may support or provide training, including related travel expenses, for individuals with disabilities, family members of such individuals, and other persons who are not program staff, contractors, or board or council members, to increase knowledge about protection and advocacy issues, to enhance leadership capabilities, or to promote Federal-State and intra-State cooperation on matters connected to disability-related system improvement. The Center will do so in accordance with this "Scholarship Policy." (Individuals eligible for these scholarships are herein referred to as "Third-Party Recipients.")

II. If the Center decides to grant scholarships to Third-Party Recipients, then PAIMI Regulation 42 CFR § 51.31e requires decisions concerning the selection of individuals to receive such training to be made in accordance with established policies, procedures and priorities of the Center. Additionally, all federal partners that administrate the Center's grants and the Office of Management and Budget require that expenditures are reasonable and are part of the Centers goals and priorities. In keeping with these requirements, the amount of scholarships awarded each year shall be limited to an amount specifically budgeted for these scholarships, in keeping with the above referenced federal regulations, policies, procedures and priorities of the Center. The Executive Director will have authority to approve the giving of scholarship funds. If scholarship funds are to come from PAIMI grant fund, then the Executive Director shall consider any advice from the PAC regarding scholarships.

III. Scholarship funds may be given only upon Executive Director approval following the **Scholarship Fund Award Guidelines** set forth hereunder.

IV. The preferred method for scholarship distribution to Third-Party Recipients shall be through organizations hosting the training event or conference. Thus, after the Executive Director has approved scholarship funds for Third-Party Recipient attendance at a particular training event or conference, there will first be an attempt made to have the organization sponsoring the event distribute the funds according to this policy through the use of the attached Memorandum of Understanding, unless to attempt to do so would be futile based on past experience with the organization.

V. In the event that the organization hosting the training event or conference will not agree to disperse the Center's scholarship funds pursuant to this policy using the attached Memorandum of Understanding, then the following procedure will be utilized:

A. The Executive Director may award scholarships hereunder.

- B. Executive Director may assign a staff person(s) to solicit scholarship applicants and to process completed applications.
- C. The Executive Director or an assigned staff person(s) will in a responsible, and non-discriminatory manner solicit, review and consider all timely, completed applications.
- D. If applicable, the PAC Chair will receive notice of scholarship awards hereunder and transmit recommendations of PAC concerning the nominees to the Executive Director.

Scholarship Fund Award Guidelines

The primary consideration for the awarding of scholarship funds for attendance by a Third-Party Recipient at a training event or conference is whether it falls within budgetary guidelines. The secondary consideration for such an award of funds is whether attendance would benefit the Center by fostering one or more of the following:

- A) Knowledge about protection and advocacy issues
- B) Leadership capabilities
- C) Federal-State and intra-State cooperation on issues related to improvement of the disability-related service systems in Florida

Additionally, consideration must be given as to whether such training or conference would directly relate to an established program priority or work plan, and is in accordance with other established policies and procedures of the Center.

The Center and any organization chosen to disperse scholarship funds pursuant to this policy will be restricted to dispersing scholarship funds to Florida residents who are either individuals with disabilities, family members of such individuals, or other persons who are **not** Center staff, contractors, or Board or PAC members. Additionally, Center scholarships may **not** be given to people employed by the state of Florida and attending as a representative of the state agency. Center scholarships may **not** be given to health care providers or employees thereof and attending as such. Organizations receiving scholarship funds from the Center will be required to disperse funds in an ethical, responsible, reasonable, and non-discriminatory manner. Scholarship funds may be used to cover training or conference fees and related travel expenses, including per diem, and any other costs associated with a recipient's attendance at the training or conference.

The Executive Director will provide to an organization that is to receive scholarship funds the attached Memorandum of Understanding, individualized to the particular proposed award.

The Executive Director will provide to the Board, at least annually, a report as to how scholarship awards were dispersed for the prior budget year.