

# **Grants for Employees with Disabilities Program Program Guidelines**

## **Objective**

The Grants for Employees with Disabilities Program establishes a fund for employees with disabilities, as defined by the Americans with Disabilities Act (ADA), to assist them to achieve their professional potential. The funds cover out-of-pocket expenses incurred for professional work-related projects or activities due to the disability. They are not intended for accommodations that the campus must provide under the ADA. The maximum individual award is \$5,000 for each application.

## **Eligibility**

- Full-time and part-time employees with disabilities as defined by the ADA.
- Proposals that assist applicants in achieving their professional potential in a work-related project or activity where such assistance is not provided by the ADA.
- A campus contribution of a minimum of 40% of the total project or activity expenses.

## **Application Deadlines**

A completed Application, with attachments, may be submitted at any time, but at least 45 days prior to the commencement of the project or activity. The decision to fund an application is at the discretion of the Affirmative Action/Diversity Committee.

## **Application Process**

The General Program Information section provides information pertaining to the disbursement of New York State/United University Professions Joint Labor-Management Committees' funds, including application follow-up, acknowledgement of committee funds, expenditure limitations, reimbursement of expenditures, equipment policy, and contacts.

1. Read the Application Instructions.
2. Fill out, print and sign the Application.
3. Have the Application signed by the campus president or designee and the UUP chapter president.
4. Send the Application with required attachments listed below to the NYS/UUP JLMC staff.

## **Required Attachments**

- A letter of endorsement by the campus president or designee.

- A letter from a campus president or designee indicating the campus's financial contribution of a minimum of 40% of the total project or activity expenses. NYS/UUP Joint Labor-Management Committee's funds that have been awarded to the campus should not be included as part of the campus contribution.
- A brief description of the disability, job duties, and funding need.

Provide expenditures to be incurred to complete the project or activity, including but not limited to the following:

- Extraordinary work-related travel expenses necessary because of the disability (this does not include travel to and from work place).
- A professional reader or an off-campus interpreter.
- Specialized secretarial assistance.

Additional information may be requested by the Affirmative Action/Diversity Committee.  
Program Evaluation

A Program Evaluation must be submitted within 30 days of completing the project or activity. If the funded project or activity was completed at the time of the award, the evaluation must be completed within 30 days of the award notification. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.

General Program Information