





## Application Process

The application process must start with a Zonta club. All application materials must be received at a Zonta club by the printed deadline. If you downloaded the application from the Zonta International website, you must contact a Zonta club for deadline information. Please locate the Zonta club nearest you using the [Club Locator](#) at [www.zonta.org](http://www.zonta.org), or e-mail your name and contact information to Zonta International Headquarters at [programs@zonta.org](mailto:programs@zonta.org).

Zonta clubs each select one application to send to the Zonta governor/region representative. A district/region evaluating committee reviews the applications and selects one applicant per district/region to submit to Zonta International Headquarters. The five largest districts in terms of Zonta membership may submit a second applicant to Zonta International Headquarters. The Zonta International Headquarters team confirms the eligibility of the applicants put forth by the districts/region and submits a recommendation to the Zonta International Board (or the Executive Committee acting on its behalf) for final approval. If approved by the Zonta International Board, the Zonta Foundation for Women provides awards and certificates to the international recipients.

## How May I Use the Award Funds?

1. There are no restrictions on the use of funds.
2. Please note: If the applicant is studying at a secondary school, university or college, Zonta International is offering a "scholarship" type of payment to be used for tuition and/or living expenses. Please see below under Tax Considerations.
3. Recipients are not permitted to defer the YWPA Award.
4. Recipients may accept additional grants and awards from other sources.

## Tax Considerations

**The following considerations will help define which type of payment will fit the applicant's purposes best.**

- ❑ "Award": with no restrictions for use. As an award, it is taxable income under U.S. tax regulations. To comply with the law, all awardees will receive tax forms. Also, according to U.S. tax regulations, 30% of the award must be withheld from awards made to non-U.S. residents. If Zonta International is notified that there is a U.S. tax treaty with the resident's country, the withholding will be appropriately adjusted.
- ❑ "Scholarship": to be used for tuition, fees and materials (books, supplies and equipment) required for courses at a secondary school, college or university only. As a scholarship to be used for tuition, fees and materials, the income is tax free.
- ❑ "Scholarship": to be used for living expenses while attending a secondary school, college or university. Although tuition and related expenses are tax free, income used for living expenses is considered taxable income. Tax forms will be provided to all awardees, as required. Withholdings range from \$ 0 (tax treaty), 14% (appropriate student VISA) to 30% for non-U.S. residents.
- ❑ Supplemental awards and scholarships that are directly paid by a club or district will follow the tax regulations of their taxing authority.

## Timetable

<b>Applications</b> received by Zonta clubs.....	(Contact club for deadline)
<b>Club</b> recipients selected and applications received by governor/region representative.....	by 1 April
<b>District/region</b> applicant selected and applications received by Zonta International Headquarters.....	by 1 May
<b>Official announcement</b> of international recipients.....	by 1 July

# Application for Young Women in Public Affairs Award

**Application Deadline:** \_\_\_\_\_

**Send applications and direct questions to:**

Zonta Club/e-Club of: \_\_\_\_\_  
c/o: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Province/Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Last (Family) First (Given) Middle

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
date/month/year (city/country)

Name and Address of School/Institute currently attending (if applicable): \_\_\_\_\_

Current year of study (if applicable): \_\_\_\_\_

Name and Address of Employer (if applicable): \_\_\_\_\_

**Select at least one type of payment that you are applying for (See How May I Use These Award Funds and Tax Implications)**  Award with no restrictions  Scholarship for tuition  Scholarship for living expenses

## PERSONAL GOALS

Please describe in short your anticipated course of study and current career interests, including whether and how you plan to be active in volunteer or community organizations. (150 words) Please provide the word count at the end of your answer.

Please answer all questions below, noting the word limit for each. In evaluating applications, all questions are rated in equal value.

**Question**

**1. Activities related to your school/workplace.** Please include (a) your leadership experience, and (b) what you find most rewarding or valuable about your participation in these activities (no more than 200 words). Please provide the word count at the end of your answer.

**2. Activities not related to your school/workplace.** Describe the activities in which you participate as a volunteer that benefit other causes and any leadership roles you have had in those activities. Please include with these activities a description of any experience in local government, international, or other projects (no more than 200 words). Please provide the word count at the end of your answer.

**3. International Awareness**

Describe the activities you participate in which increase your experience, knowledge and understanding of other countries and their different customs (no more than 150 words). Please provide the word count at the end of your answer.

**4. Status of Women in your Country**

Describe your experience in empowering women through service and advocacy. Are there any issues which hinder women's empowerment in your country? Describe your ideas for resolving them (no more than 300 words). Please provide the word count at the end of your answer.

## Recommendations

Please list below those referees who will submit recommendations:

Name	Position /Title	Email
1.		
2.		

## Declaration by Applicant

I certify that all of the information contained in my application form is accurate to the best of my knowledge and that **I did not receive assistance in completing the essay portions of this application other than for translation into English if required for advancing to the district and international levels.** I understand that, at the option of the Zonta club sponsoring the competition, I may be interviewed as a candidate for the Young Women in Public Affairs Award. I consent to the electronic or hard copy publication of material in my application by Zonta International.

- I confirm that I have not applied to more than one Zonta district.
- I confirm that I am not a family member (ancestor, descendant, adoptee, sibling, niece or cousin) of a club member or individual with direct membership with Zonta International or a family member of a club member's spouse or cohabiting partner, and/or employee of Zonta International.

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Signature (Insert image of your signature or print, sign and scan this page)

Date

## Data Protection

Zonta International and Zonta Foundation for Women take the security of your data seriously. We will never sell, trade or rent your personal information provided in this application to third parties. By submitting this application, you agree to the use of your data in accordance with the *Privacy Policy and Publicity Authorization Form* contained in the application documents (see page 11 of the application).

## Checklist must be completed by applicant:

- Verification of current enrollment by school/institute official (if applicable), or
- Letter from employer stating employment (if applicable)
- Completed application materials, typed in English
- Two confidential recommendation letters with signatures
- Applicant's signature (required)



# ZONTA INTERNATIONAL

## Recommendation for Young Women in Public Affairs Award

**Please return this form by:**

To Zonta Club or e-Club of: \_\_\_\_\_

c/o: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Postal code/Country: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Signature is required (Insert image of your signature or print, sign and scan this page.)

\_\_\_\_\_ Date

Applicant: \_\_\_\_\_

Last (Family) Name

First

Middle

Recommendation from: \_\_\_\_\_

Name (please print)

Position/Title

### Recommendation for Applicant for Zonta International Young Women in Public Affairs Award

The applicant above has applied for a Zonta International Young Women in Public Affairs Award. Please discuss the applicant's accomplishments, motivation, potential for public service and awareness of women's and community issues. You may write your recommendation letter on letterhead of your choice; however, you must sign and submit this form with your letter of recommendation to the address above.

Signature of referee (Insert image of your signature or print, sign and scan this page.)

\_\_\_\_\_ Date





# ZONTA INTERNATIONAL

## Recommendation for Young Women in Public Affairs Award

**Please return this form by:**

To Zonta Club or e-Club of: \_\_\_\_\_  
c/o: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Postal code/Country: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant's Signature is required (Insert image of your signature or print, sign and scan this page.) \_\_\_\_\_ Date \_\_\_\_\_

Applicant: \_\_\_\_\_  
Last (Family) Name First Middle

Recommendation from: \_\_\_\_\_  
Name (please print) Position/Title

### Recommendation for Applicant for Zonta International Young Women in Public Affairs Award

The applicant above has applied for a Zonta International Young Women in Public Affairs Award. Please discuss the applicant's accomplishments, motivation, potential for public service and awareness of women's and community issues. You may write your recommendation letter on letterhead of your choice; however, you must sign and submit this form with your letter of recommendation to the address above.

Signature of referee (Insert image of your signature or print, sign and scan this page.) \_\_\_\_\_ Date \_\_\_\_\_



# ZONTA INTERNATIONAL

## Verification of Current Enrollment Young Women in Public Affairs Award

**Please return this form by:**

To Zonta Club or e-Club of: \_\_\_\_\_

c/o: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Postal code/Country: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

School/Institute: \_\_\_\_\_

I certify that \_\_\_\_\_ is currently enrolled in  
(name)

\_\_\_\_\_ at \_\_\_\_\_  
(grade level) (name of school/institute currently attending)

\_\_\_\_\_  
(address of school/institute currently attending)

\_\_\_\_\_  
Signature of School/Institute Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Official School/Institute Stamp)



# ZONTA INTERNATIONAL

## Zonta International Young Women in Public Affairs (YWPA) Award

### Privacy Policy and Publicity Authorization

Zonta International and the Zonta Foundation for Women are committed to honoring the privacy and wishes of all of our Young Women in Public Affairs (YWPA) Award recipients at all times. In order to do this, please read the following information carefully and indicate your agreement as appropriate.

1. Most data collected by Zonta International and the Zonta Foundation for Women is used only to help Zonta better serve its award recipients. It is our general policy to collect and store only personal information that our recipients knowingly provide. Zonta does not sell, trade, or rent your personally identifying information to third parties. Except as described in paragraph two, we take reasonable measures not to disclose personally identifying information about you.

I have read the above paragraph and agree to the Terms and Conditions therein.

2. From time to time, Zonta International/Zonta Foundation for Women conducts various marketing activities to promote the YWPA Award Program. In addition, to ensure Zonta's ability to fund the Awards, the Zonta Foundation for Women may from time to time provide information to donors to the YWPA Award Fund about recipients of their donations. Zonta retains the right to use your name, photograph and biographical information to promote the YWPA Awards in various promotional materials, including the Zonta International website.

I have read the above paragraph and agree to the Terms and Conditions therein.

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Please print your name

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Signature (Insert image of your signature or print, sign and scan this page)

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Date