



ACET Mini Grant Guidelines

Intent: ACET Mini grants are to be awarded to promote membership, education, and purpose in and among recognized regional groups and the statewide organization.

Requirements and Restrictions: Grants will be awarded on an annual basis and limited to one award per regional group. Awarded monetary amounts will be set annually by the ACET Executive Council. Applications must be submitted and approved at least thirty (30) days prior to events, activities, or expenditures. A list of mini-grant awards issued during the calendar year will be announced at the spring ACET Executive Council meeting and posted on the ACETX.org website.

Funding and Restrictions: Mini grants for 202___ will be limited to \$_____ per annum per regional group and contingent on the approval of the Vice President for Membership, Secretary and Treasurer. Applications must be electronically submitted to the current Vice President for Membership. Regional groups must acknowledge, verbally and/or in written form, ACET's support of any event/activity where mini-grant monies are used. Funding of mini grants will be paid on the cost reimbursement basis unless prior approval from the Vice President for Membership and Treasurer is granted. In either case, receipts for the event/activity and documentation acknowledging the use of ACET mini-grant funds and support must be provided to the Executive Director and copied to the Treasurer no later than 30 days after the event/activity. Only approved Regional Directors may apply for and receive ACET funds. Regional Directors may appoint the Alternate Director to process the mini grant at the regional level. TSNAP is tax-exempt. The Tax Exemption form provided with this application is to be used where appropriate for all purchases. State sales taxed expended will not be reimbursed. All funds advanced and unused must be returned to ACET.

Evaluation: Mini grants must have a method to evaluate the success of the activities/events.

SAMPLE LETTER FOR DIRECTORS FOR SECURE SIDE OF WEBSITE

Dear ACET Regional Directors,

During the October 2023 Executive Council meeting the issuance of Regional Mini grants for 2024 was approved. The mini grants have been created as method to support regional groups in the ACET mission to provide increased support and opportunities for every member to enhance their professional networking and skills as compensatory education professionals. The ACET Executive Council encourages each Regional Director to take advantage of this opportunity to increase the participation and performance of your members.

The 2024 ACET Mini-grants requirements and application process are streamlined to increase participation. All that is required is to adhere to the guidelines: submit an application; receive approval; acknowledge verbally and/or in printed materials ACET's efforts to support the Regional Group; implement the activity or event; evaluate the results; and submit receipts for reimbursement. Should a regional group need to change the process, that change would need to be included in the application. Applications must be submitted no later than _____. Simplicity and effectiveness is the key to the ACET Mini-grants. We want you and your Regional Group to benefit from your participation.

With the continual changes occurring in education today, the need for networking, cutting edge best practices and support that ACET provides members are in demand now more than ever before. We would like 2024 to be a banner year for ACET and with your support and innovative ideas we will be successful together!

Sincerely,

Dr. Tami Knight

ACET President, 2024