



September 6, 2017

Dear ACDS Local Council Representative,

Through our funding partner, The Department of Health and Human Resources, ACDS is providing mini-grants of up to \$150 to ACDS Local Councils to assist with individualized needs that are not met by other resources. The deadline date for fall mini-grants is October 15, 2017. Please meet with your local council members and instructors to determine what your local needs are and complete the attached mini-grant application. Some suggestions of approved materials are: purchasing graduation pins or covering graduation expenses.

The process for applying for a mini-grant has been revised. The changes are necessary for program auditing purposes. Please read all documents pertaining to the mini-grant thoroughly. To be considered for a mini-grant the entire process must be completed accurately and in accordance to the terms of the awarded grant. The mini-grants are a semester based grant and funding must be spent during the semester it is awarded. Any unused funds must be returned to the ACDS program. Any changes in how the monies are to be spent must be submitted to the ACDS office prior to purchasing. The mini-grant summary report must be fully completed and all receipts must be submitted by the respective deadline date.

If you have any questions in regards to the application, process, or summary report please contact the ACDS office.

Thank you,

Jennifer Conkle
ACDS Statewide Coordinator
jconkle@rvcds.org
304-523-0433, ext. 406

