

ACE Council Emergency Assistance Grant Guidelines

The Ace Council, (an elected council of representatives of Classified Employees) at the Colorado School of Mines does realize that from time to time, due to an unforeseen crises or emergency, a situation may arise where an individual could find themselves in the need of financial assistance. With this in mind the ACE Council has created the Emergency Assistance Grant. To qualify for the grant the employee or an associated party must complete the Emergency Assistance Grant application below.

Emergency Assistance Grants are issued in the form of a gift card to a local merchant. ***NO GRANT WILL BE MADE IN THE FORM OF CASH NOR PAID DIRECTLY TO THE APPLICANT.*** Additionally, ***EMERGENCY ASSISTANCE GRANTS ARE CONSIDERED TO BE "TAXABLE INCOME" AND WILL BE REPORTED ON YOUR W-2 FORM.***

The grant is not meant to be an ongoing source of regular support. The grant is limited to one \$50 gift certificate in a 12-month period. Applications are processed on a "first come-first served" basis, as funds are available, with first time requests receiving priority over requests from former recipients.

To qualify for the grant you must be a permanent employee of Colorado School of Mines with at least six months of service at Mines. Applications are not denied on the basis of race, religion, ethnicity, gender, national origin, disability, sexual preference or other non-meritorious factor.

Eligibility will be determined by submission of the Emergency Assistance Grant Application. You may wish to include a letter of recommendation from your supervisor, clergy person, co-workers, etc., regarding your situation or any additional information that might be helpful in providing the Ace Council with an accurate assessment of your situation.

ACE Council

Confidential Emergency Assistance Grant Application

Your request for a grant will remain confidential.

Please type or print clearly

Requested By: _____

Recipients Last Name: _____ First Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Length of Service at Mines: _____

Employment Information:

Department: _____ Work Phone#: _____

E-mail Address: _____

Have you applied for an Emergency Assistance Grant in the past?

If yes, when? _____

Please explain your situation, including why you need assistance:

Please read and sign: By signing below, you certify that you have completed this application fully and truthfully and you understand that this grant is taxable income.

Signature: _____ Date: _____

Return to: Ace Council, cfuller@mines.edu or deliver to any ACE Council member

FOR OFFICE USE ONLY

Date received: _____ Motion Approved/Denied Type of Card: _____

Date processed: _____ Index# _____ Account# _____

Ace Council Signatures: _____

Megan Averch, President ACE Council

Caroline Fuller, Treasurer ACE Council