**Notification of award is made within 30 days of receipt of application**

**ELIGIBILITY**

Disaster Emergency Grants were established to assist OAACE members or programs in need of disaster relief.  **A disaster shall be defined as unforeseen, ruinous, and often sudden misfortune that brings destruction of property or causes complete ruin.**  Funds must be used to replace items that the program used in the instruction of adult students.  Applications shall be submitted to the Board of Directors for approval and a summary of how the funds were used must be submitted to OAACE within 90 days of receipt of funds.  Acknowledgement must be given to OAACE as a source of funding for items purchased with grant monies.

**APPLICANT INFORMATION**

Name of organization:

Member’s name:

Complete mailing address:

Telephone and fax numbers:

Email address:

 Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request Amount**

Requested amount (up to $1,000.): $

Funds must be used to replace items that program uses in the instruction of adult students.

**Description of Loss:**

Below, describe how the funds will be utilized to provide relief from the disaster for your program. *Note: Acknowledgement must be given to OAACE as a source of funding for items purchased with grant monies.*

What other assistance has been provided for relief from the disaster?

**A brief summary of how the funds were used must be submitted to OAACE within 90 days of receipt of funds.**

**Application Process:**

1. **MAIL THIS APPLICATION TO:**

OAACE

PMB 103

1601 West Fifth Avenue

Columbus, OH 43212-2310

1. **Executive Board will review application**
2. **Applicant will be officially notified via an acceptance letter from OAACE**