

**MEMORANDUM**

TO: Vice Presidents, Deans, and Service Engagement Committee

FROM: Victor L. Lechtenberg, Vice Provost for Engagement

DATE: August 23, 2006

RE: Student Grant Program for Community Service/Service Learning Projects

Attached is a copy of the Application and Guidelines for the Student Grant Program for Community Service/Service Learning Projects. Funds are available to provide grants to students, or student organizations for work on community service learning projects. The program goal is to expand the community involvement of Purdue students in partnership with communities, non-profit agencies, schools, and governmental bodies.

Please share the attached with your student/community organizations and others you feel may be interested in applying for the grant. Applications are due for the fall semester projects on or before September 22, 2006 and for the spring semester projects on or before February 2, 2007. Inquiries can be directed to the Purdue Office of Engagement, (765) 494-9095 or e-mail [cab@purdue.edu](mailto:cab@purdue.edu).

To find attachments to fill out please see our website  
[http://www.purdue.edu/engagement/service\\_learning.shtml](http://www.purdue.edu/engagement/service_learning.shtml)  
under  
**“Community Service Student Grant Program”**

see attachments  
Guidelines  
Application  
Final Report Form

**GUIDELINES**  
**2006/2007**  
**PURDUE UNIVERSITY**  
**STUDENT GRANT PROGRAM**  
**FOR**  
**COMMUNITY SERVICE/SERVICE LEARNING PROJECTS**

**Goal**

The program goal is to foster the expansion of community service involvement including service learning and experiential learning opportunities by Purdue students in partnership with communities, non-profit agencies, schools, and governmental bodies.

**Plan**

The University will fund projects/services that will encourage students to become involved in community life by assisting in solving problems or providing a service while utilizing their education and expertise. The program is intended to give students an opportunity to expand their learning environment.

Projects will also be considered which support Hurricane Katrina recovery.

**Grant Levels**

Grants will be made to individual students, teams of students, or student organizations. Grant sizes will range from \$100 to \$500 for an individual or a maximum of \$1500 for a team or organization.

**Sponsorship/Advisor/Mentor**

To be eligible for a grant, the project/service proposal must be authored by a student (or students) and must have the approval/sponsorship of a faculty or staff advisor/mentor. The sponsoring College/School, department, office, organization, or unit must agree to serve as the fiscal agent for the project.

The project must also have the approval/sponsorship from the community partnership agency, school, governmental unit, or community organization.

**Expected Uses of Funds**

1. No funds may be used for salaries, honoraria, or compensation to the individual(s) working on the project.
2. Funds may be used for travel needed to provide the service.
3. Funds may be used for materials and supplies necessary to complete the project.
4. Publicity, printing, postage are allowable costs.
5. Minimal refreshment costs may be allowed when justified as a specific activity of the service.
6. Other items must be adequately justified in the proposal.
7. Requests for extending the time for use of funds must be filed with the Office of Engagement and approved prior to use of funds beyond the grant period.

## **Application Guidelines**

1. An application form for the grant program must be completed for all proposed projects/services. Sign-off of the application by the student/President of Student Organization, Purdue Sponsor and the Community Organization Partner representative are required. Incomplete applications will not be considered and will be returned to the applicant(s). Applications for the fall semester are due in the Office of Engagement on or before September 22, 2006 and for the spring semester on or before February 2, 2007. Applications received after the above deadlines will be considered if funds are available.
2. Preference will be given to applications that benefit organizations and communities within the State of Indiana or which deal with Hurricane Katrina recovery. Funding for field trips will not be considered. Proposals for international projects must be consistent with all university policies on international travel established by the Office of the Dean of Students and a copy of the proposal and Travel Planning Form approved by the Dean of Students must be attached.
3. The project/service must be described in 250 words or less, including how the grant will benefit the community and the students.
4. Complete an itemized budget and expected income (if any) for the project.

## **General Information**

- ❖ Purdue students involved in projects must be in good standing with the University at the time of fund allocation.
- ❖ Submission of an application does not guarantee funding.
- ❖ Successful previous partnerships will be viewed positively in cases of renewal grants or new projects with the same community partners.
- ❖ Community organizations may initiate projects by describing their need to appropriate student groups or faculty. Grants will only be made, however, to Purdue students and not directly to the community organization.

## **Accountability**

Each grant recipient must prepare a brief written report describing the results and benefits of the grant. Final reports are due one week prior to the end of the semester. (Report format is attached). Community partnership sign-off of the report is required.

## **Point of Contact**

All applications, reports, inquiries should be directed to:

Purdue Office of Engagement  
Hovde Hall, Rm. 130  
610 Purdue Mall  
West Lafayette, IN 47907-2040  
Phone: (765) 494-9095 or Cheryl Butz [cab@purdue.edu](mailto:cab@purdue.edu)

## **Application Review and Notification**

- ❖ All applications will be reviewed by a panel created by the Vice Provost for Engagement and decisions by the panel will be final.
- ❖ Applicants will be notified of the panel's decision by October 2, 2006.
- ❖ The amount of the grant requested may be reduced by the review panel.

**APPLICATION**  
*(Please Print or Type and Complete All Sections)*  
**2006/2007**  
**PURDUE UNIVERSITY**  
**STUDENT GRANT PROGRAM**  
**FOR**  
**COMMUNITY SERVICE/SERVICE LEARNING PROJECTS**

**I.**

Name of Student/Student Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Title of Project \_\_\_\_\_

Number of students involved (approximate) \_\_\_\_\_

Is this project related to Hurricane Katrina?      Yes / No

Proposed Starting and Ending Dates of Project \_\_\_\_\_

**II.**

Community Organization Partner \_\_\_\_\_

Name of Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**III.**

Purdue University Sponsor \_\_\_\_\_  
*(Faculty, Staff, Organization Advisor)*

Address \_\_\_\_\_

Phone \_\_\_\_\_ E mail \_\_\_\_\_

Description of Project (250 words or less):  
*(Please attach description of project)*

**PROPOSED BUDGET**

**Income** List expected revenue for the project (if any) including sources and amounts. Community organizations or agencies receiving the service might choose to participate in the cost of the project or service.

**Expenses** Provide an itemized list of the expected expenses by expenditure type and amount. The following items are included as approvable expenditures: publicity, printing, postage, transportation, supplies and materials necessary to complete the project, and minimal refreshment costs where justified as necessary for the service or project.

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Signature of Student – Date  
or president of Student Organization

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Signature of Purdue Sponsor – Date

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Signature of Community Organization Partner Representative – Date

*Signatures of all of the above are required. Incomplete applications will not be considered and will be returned to the applicant(s).*

**FINAL REPORT**  
*(To be completed and filed within 1 week before the end of the semester)*  
**2006/2007**  
**PURDUE UNIVERSITY**  
**STUDENT GRANT PROGRAM**  
**FOR**  
**COMMUNITY SERVICE/SERVICE LEARNING PROJECTS**

Name of Project \_\_\_\_\_

Contact Person Submitting Report \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ E mail \_\_\_\_\_

**Description of the Results of the Project (please attach a separate page if needed)**

*(Include number of Purdue students involved, role and how many people benefited from project, learning activities in project, and the major objectives completed by the project.)*

**Suggestions for improving a similar project in the future (please describe)**

\_\_\_\_\_  
Signature of Student – Date  
or president of Student Organization

\_\_\_\_\_  
Signature of Purdue Sponsor – Date

\_\_\_\_\_  
Signature of Community Organization Partner Representative – Date