

## PURDUE UNIVERSITY OFFICE OF SERVICE-LEARNING STUDENT GRANT PROGRAM

### *Goal*

The program goal is to foster the expansion of Purdue student involvement in service-learning and experiential education opportunities 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 communities 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. Upon completion of the grant program, students will be required to reflect upon their learning to deepen the meaning of the experience.

### *Grant Levels*

Grants will be awarded to individual students, groups of students, or student organizations. Grant sizes will range from up to \$500 for an individual or a maximum of \$1500 for a group or organization. Only one class-based project will be funded with any single community entity.

### *Sponsorship*

To be eligible for a grant, the project/service proposal:

- Must be authored by a student (or students)
- Must have the approval/sponsorship of a West Lafayette or Indianapolis campus Purdue-affiliated faculty or staff. Students are not allowed to serve as sponsors. Purdue-affiliated sponsors must agree to serve as the grant mentor, approve all grant activities and expenditures, and serve as the fiscal agent for the project.
- Must have approval/sponsorship from an external community partner. Community partners must be external to Purdue, e.g., non-profit agencies, schools, and governmental bodies. Internal Purdue-affiliated organizations are not allowed to serve as partners.

### *Expected Use of Funds*

- Funds may be used for travel for students only as needed to provide the service. Travel must be outside of Tippecanoe County for West Lafayette based students and/or outside of Marion County for Indianapolis based students.
- Funds may be used for materials and supplies necessary to complete the project, but not equipment.
- Minimal publicity, printing, and postage are allowable costs.
- Minimal refreshment costs may be allowed when justified as a specific activity of the service.
- Other items must be adequately justified in the proposal.
- All funds must be used during the grant eligibility period. Project extensions will not be allowed beyond the grant period.

### *Funds are NOT to be Used for*

- May not be used for salaries, honoraria, or compensation to the individual(s) working on the project.
- May not be used as a donation.
- May not be used for equipment.

- May not be used for cash awards or purchasing gift cards, as an award or special prizes, etc.
- May not be used for normal departmental instruction costs.
- Funding for field trips or conferences will not be considered, including travel, registration fees, hotel costs, entrance fees.
- May not be used for transportation to and from clinical practicum - including internships.

#### *Application Guidelines*

To be considered for funding, all applications must include:

- A complete online application form on [ExEd Launchpad-UniHub](#).
- A project/service description in 250 words or less, including how the grant will benefit the community and the learning experience of the student(s).
- A detailed itemized budget for the project clearly stating the amount requested.
- Sign-off of the application by the student, Purdue-affiliated Sponsor, and the Community Partner Sponsor. Note, applications with approvals/signatures will not be considered. All review and approvals will take place through ExEd Launchpad-UniHub.

Additional guidelines to be considered:

- Purdue students involved in projects must be in good standing with the University at the time of fund allocation.
- Preference will be given to applications that benefit organizations and communities within the State of Indiana.
- Proposals for travel outside the West Lafayette/Lafayette area and all international projects must be consistent with all university policies on domestic and international travel as established by the Office of the Dean of Students (ODOS). For further information, first contact the [Student Activity Office](#) (SAO), [sao@purdue.edu](mailto:sao@purdue.edu), (765) 494-1231. If the APF is denied by SAO then your business office may not process payments or reimbursements.
- All funds must be used during the grant eligibility period. Award extensions will not be allowed beyond the grant period.
- In the case of continued projects with community partners, a successful previous partnership, and a completed final report will increase the likelihood of an additional grant award. These terms also apply to new projects with the community partner(s) a student or group of students has worked with previously.
- Community organizations may initiate projects by describing their need directly to appropriate student groups or faculty. Grants will only be made, however, to Purdue students and not directly to the community organization.

#### *Final Report Requirement*

- Each grant recipient is required to complete a Final Report describing the results and benefits of the grant, as well as a short post-survey of the experience. Final reports, submitted online through ExEd Launchpad-UniHub, are due prior to the end of the grant eligibility period and must be approved by the Purdue-affiliated Sponsor, Purdue Business Office where the funds were processed and the Community Partner Sponsor. Failure to submit a final report and survey will restrict eligibility for future funding.

#### *Application Review and Notification*

For specific deadlines, click [HERE](#)

*Updated: October 1, 2024*

- All applications will be reviewed by the Office of Experiential Education and decisions will be final. The review committee may choose not to award the full amount of funding requested by applicants. Submission of an application does not guarantee funding.
- Applicants will be notified of the committee's decision by the Award Notification date. Further instructions about grant funds and payment processing will be provided with the award notification.

*Grant Inquiries*

- The student must communicate with the Office of Experiential Education contact regarding any questions involving the grant program. Inquiries should be directed to: Office of Experiential Education, Purdue University, [exed@purdue.edu](mailto:exed@purdue.edu)