

Purdue University ~ Office of Service-Learning  
Student Grant Program

**GUIDELINES & INFORMATION**

**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.

**Grant Levels**

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

**Sponsorship/Advisor/Mentor**

- 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 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 have approval/sponsorship** from an external community partnership agency, outside of Purdue University, a school, governmental unit, or community organization.

**Expected Uses of Funds**

1. Funds may be used for travel for students only as needed to provide the service.
2. Funds may be used for materials and supplies necessary to complete the project, **but not equipment**.
3. Minimal publicity, printing, and postage are allowable costs.
4. Minimal refreshment costs may be allowed when justified as a specific activity of the service.
5. Other items must be adequately justified in the proposal.
6. Requests for extending the time for use of funds must be filed with the Office of Service-Learning and approved prior to use of funds beyond the grant period.

**Funds are NOT to be used for**

1. May **not** be used for **salaries, honoraria, or compensation to the individual(s) working on the project**.
2. May **not** be used as a donation.
3. May **not** be used for equipment.
4. May **not** be used for cash awards or purchasing gift cards, as an award or special prizes, etc.
5. May **not** be used for normal departmental instruction costs; **Funding for field trips will not be considered, including registration fees, hotel costs, entrance fees.**
6. May **not** be used for transportation to and from clinical practicum - including internships.

**Application Guidelines**

1. **A current year/semester** application form for the grant program must be completed **online** for all proposed projects/services. The application is processed electronically, paper forms are no longer accepted.
2. Sign-off of the application by the student/President of Student Organization, Purdue Sponsor and the Community Organization Partner representative are required via e-mail.
3. **Applications with incomplete signatures will not be considered (review and approval of the application, including signatures, are collected electronically via e-mail).**
4. Applications are accepted on a rolling basis and will be reviewed monthly.
5. Applications will be considered if funds are available.
6. Preference will be given to applications that benefit organizations and communities within the State of Indiana.
7. Proposals for travel outside the West Lafayette/Lafayette area and all international projects must be consistent with all university policies on general and international travel as established by the Office of the Dean of Students. The Event Planning Form (EPF) and Travel Planning Form (TPF) **must be filed two weeks prior to the event or travel**. Please see this link: <https://www.purdue.edu/b-involved/> to file electronically or for further information

contact the BOSO Office at the Center for Student Excellence and Leadership, Room 365. The Office of the Dean of Students may deny retroactive forms. If the EPF or TPF is denied by ODOS then your business office may not process payments or reimbursements.

8. The project/service must be described in 250 words or less, including how the grant will benefit the community and the service learning experience of the student(s).
9. Complete an **itemized** budget and expected income (if any) for the project. **Clearly state the amount you are requesting.**
10. **Changes to the application after it is approved, including budget, plan, or extension of dates, requires a separate request by the student(s) and approval by the committee before proceeding.**

### General Information

1. Purdue students involved in projects must be in good standing with the University at the time of fund allocation.
2. **The student must communicate with the committee regarding any questions involving the grant.**
3. Submission of an application does not guarantee funding.
4. Successful previous partnerships will be viewed positively in cases of renewal grants or new projects with the same community partners **and if a final report has been submitted from a previous project.**
5. 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 Required

Each grant recipient is **required** to write a **FINAL REPORT** describing the results and benefits of the grant. **Final reports are due one week following the end date of the project** or no later than one week prior to the end of the semester. The Final Report will be submitted online. **Submission by the student and approval by the Purdue sponsor, Purdue Business Office where the funds were processed and the Community Organization are all required.**

### Point of Contact

All applications, reports, inquiries should be directed to:

Dr. Lindsey Payne  
Director, Office of Service-Learning  
Purdue University  
[paynel@purdue.edu](mailto:paynel@purdue.edu)  
(765) 494-5835

### Application Review and Notification

- All applications will be reviewed by the Office of Service-Learning and decisions will be final.
- The amount of the grant requested may be reduced by the Office of Service-Learning.
- Applicants will be notified of the committee's decision by the end of the month of submission.

### To receive your money

- **Approximately two weeks** after you receive your award notification, please contact the business office indicated in your email notification. For organizations please visit the Business Office for Student Organization.