

Student Engagement Grant Guidelines

The Purchase College Association (PCA) are proud to award grants of up to \$100 to support faculty initiatives that foster student learning outside of the classroom. Grants are awarded based on meeting application deadline and criteria.

Important Notes

- The PCA will only reimburse one payee, who must be the primary applicant. Only the primary applicant should pay for all of the approved expenses.
- The PCA will not reimburse students.
- The PCA will not reimburse tax because the State University of New York is a tax exempt institution. Please complete the tax exempt form included in this application packet and give it to your vendor so they can remove any applicable tax from your purchase.
- The PCA will only accept original, itemized, hard copy receipts. The PCA will not reimburse applicants who submit copies of receipts or credit card statements. Email receipts are acceptable as long if they function as the vendor's official receipt of purchase.
- The PCA will not award grants for events that have occurred in the past. You must submit an application before your event and receive grant approval in order to be reimbursed.
- The PCA will not process reimbursements if receipts are not submitted within 30 days of your event.

What Types of Activities are Funded? Preference is given to activities that do the following:

- Assist lower-level students build a connection to each other and Purchase College.
- Serve at least 10 students, and preferably more.
- Involve students from numerous academic disciplines.
- Involve event registration/entry fees or ticket costs.
- Eliminate or offset the cost of public transportation fees to and from the activity.
- Are not fully funded elsewhere. No events will be double-funded.

What Events/Items are Not Eligible for Funding?

- Instructional support costs or guest speakers. Please contact your board of study chair about potential funding sources for these.
- Private buses or car rentals, gasoline, tolls, parking fees, or tips.
- Events where food is the sole focus of the event (e.g., taking students out to dinner).

Additional Guidance

- Although no undergraduates are excluded, funds are not intended for students in upper-level, major specific courses.
- Effort is made to allocate funds to as many different events, faculty members, and academic programs as possible. Activities involving more students at a lower individual cost are more likely to be fully funded.
- Food requests may be considered when food is part of a larger experience engaging students.
- Faculty and Staff are encouraged to apply for only one grant each semester. Please submit only one application per event.
- Faculty expenses are covered along with student expenses. Please include yourself in the student head count. If there is a difference in price between your ticket and the student ticket, please reflect that amount in the "other expenses" section.
- Be cautious about buying bulk event tickets or transportation tickets in advance, because some students who initially express interest in the event may not actually attend.

Examples of Successful Grant Proposals

- Funds were awarded for the installation of a community art project in Port Chester.
- Funds were awarded for a “Design Gathering” for Art and Design students, which offered students a deeper understanding of their academic requirements and the profession.
- Funds were awarded to cover the cost of public transportation and tickets to see an exhibit at the Make Faire in Queens, NY.

Purchase Dining Service for Student Engagement Grant

Steps for Student Engagement Grant applicant:

1. Go to website
<http://www.dineoncampus.com/purchase/>
2. Go to “catering” and then “In Your Space”
3. Create a User Account or Login if you already have one.
4. Create New Order. Be sure to only order from the “In Your Space” selections
5. Order Review. In the comments section, state the following: **This order is part of a Student Engagement Grant that will be funded by the PCA.** Please contact Barbara Washington for confirmation of PCA approval.
6. Choose “PCA” as the payment method and complete order. Print the invoice.
7. The applicant must have their direct supervisor sign off on both the Purchase Dining Service Invoice and the Student Engagement Grant Application. Submit all application materials to Barbara Washington, Director of Student Success

How to Apply for a Student Engagement Grant

1. Complete the grant application.
2. Have the application signed by your School Chair/Director. Electronic signatures are not acceptable.
3. Send the completed application to Barbara Washington, Associate Director of Student Success, via email or interoffice mail (Enrollment Services, Student Services building, third floor).
4. Submit application at least 3 weeks prior to event to ensure timely review and processing.
5. **Please notify Barbara Washington immediately if event is cancelled.**

Once I Received a Student Engagement Grant – Now What?

- In order to be reimbursed, the following information must be submitted to Barbara Washington within 30 days of the event:
 1. A brief summary of the event. It is great to include comments from students.
 2. A list of all student names who attended.
 3. All original, itemized, hard copy receipts. We will not reimburse applicants who submit copies of receipts or credit card statements. Email receipts are acceptable as long as they function as the vendor’s official receipt of purchase.
- Once all of the above information has been received, the paperwork for a reimbursement check will be processed. It may take up to four weeks for checks to be issued. We will notify you as soon as the check is available for pick up from Barbara Washington in Enrollment Services, located on the first floor of the Student Services building.

Student Engagement Grant Application

Name of Applicant: _____ Campus Extension: _____
Board of Study: _____ Event Date: _____
Course Name and Number (if applicable): _____
Purchase Email: _____

Please provide a brief description of the activity or event.

How will the function contribute to increased student engagement?

Expense Summary

How many students will attend? _____
Cost of Public Transportation:
 Individual Cost: _____ (x) Number of Students: _____ (=) _____
Ticket or Admission Cost:
 Individual Cost: _____ (x) Number of Students: _____ (=) _____
Other Expenses (please list): _____
 Individual Cost: _____ (x) Number of Students: _____ (=) _____
Estimated Cost Per Student: _____
Total Amount Requested: _____ (\$100 maximum)

Signature of Applicant (Required)

Signature of School Chair/Director (Required)

Return completed application to Barbara Washington, Associate Director of Student Success, Enrollment Services
(Student Services building, Third Floor), barbara.washington@purchase.edu

For Office Use Only

Date Received: _____ Date Approved: _____ Amount Approved: _____

Barbara Washington Signature: _____

Patricia Bice, Interim Vice President for Student Affairs and Enrollment Management. Approval to Exceed \$100:
