

**SUNY PLATTSBURGH
PROGRAMMING GRANT APPLICATION 2018-2019**

The SUNY Plattsburgh program funds are designed to promote programs and activities to enhance the cultural and educational life of the members of the SUNY Plattsburgh community. We offer grants in four distinct areas: General, Cultural/Ethnic, Service/Beautification and Wellness.

NOTE: all information must be legible and include an email address. Notification of outcome will be by email and you must submit one original completed application to the Center for Student Involvement office located on the first floor of the Angell College Center.

Today's Date:

Date of Event/Program

Name of Sponsoring Group

(must be SUNY Plattsburgh affiliated – faculty, staff, student group)

Name of Contact Person/Phone No.

E-mail address

If Student Group: Name of Advisor

Summary description of event or program

Location of event:

How will this event/program benefit the campus community?

Is the event open to all members of the campus community? Yes No

Is this a ticketed event; if so, what is the cost for students? Yes No Cost

How does the event/program relate to the mission of the sponsoring group/department?

Estimated number of participants

Additional information that you believe will help the committee evaluate your request (event itinerary, promotional announcements and event program).

Note: please attach separate sheet if additional description details are necessary.

BUDGET SUMMARY: *grant will not be considered if information is not complete and concise.*

EXPENSES: Anticipated Expenditures: (honoraria, food expenses, promotion, supplies, etc.)

Description of expense	Cost
Food/Reception (must be Chartwells):	\$
	\$
	\$
	\$
TOTAL EXPENSES (A)	\$

REVENUES:

Description of Revenue	Amount
Funds from your original budget	\$
Additional sources of financial support	\$
Anticipated income from ticketed event	
TOTAL REVENUE	

SUMMARY:

	Amount
Total Expenses (A)	\$
Total Revenues (B)	\$
Total Request (should equal A-B, if not then provide explanation)	\$

Application Submission Dates

Date Due: Thursday	Notification Date: Friday
August 23, 2018	August 31, 2018
September 6, 2018	September 14, 2018
September 20, 2018	September 28, 2018
October 4, 2018	October 12, 2018
October 18, 2018	October 26, 2018
November 1, 2018	November 9, 2018
November 15, 2018	November 21, 2018
November 29, 2018	December 7, 2018
January 24, 2019	February 1, 2019
February 7, 2019	February 15, 2019
February 21, 2019	March 1, 2019
March 7, 2019	March 15, 2019
March 21, 2019	March 29, 2019
April 4, 2019	April 12, 2019
April 18, 2019	April 26, 2019

GENERAL GUIDELINES 2018-2019

- The program, activity or event should be open to all members of the campus community or specific group.
- Funds awarded will be disbursed for payment of goods and services detailed in the grant application, not to exceed the limit awarded.
- Payments will not be processed without supporting documentation (i.e. invoices, receipts, flyers) and all original receipts must be submitted.
- Recognition of following grants sponsors must be included in all advertising, promotional materials and printed programs of the event:
 - *President's Office
 - *Plattsburgh Alumni Association
 - *College Auxiliary Services
- Funds for food-beverages (receptions/catering) need to be purchased from Chartwells. Any prizes need to be either Cardinal Cash or College Store gift cards. Exceptions to this policy must receive advance approval.
- **Funds will not be approved for past events.**
- Funds must be utilized prior to June 30, 2019.
- Student groups/organizations must have an established account through the Student Association, CAS, State, or the Research Foundation prior to grant submission.
- If funds are to be transferred to one account for expense consolidation, then an account number must be provided.