

**SUNY PLATTSBURGH
PROGRAMMING GRANT APPLICATION 2019-2020**

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 22, 2019	August 30, 2019
September 5, 2019	September 13, 2019
September 19, 2019	September 27, 2019
October 3, 2019	October 11, 2019
October 17, 2019	October 25, 2019
October 31, 2019	November 18, 2019
November 14, 2019	November 22, 2019
November 26, 2019	December 6, 2019
January 23, 2020	January 31, 2020
February 6, 2020	February 14, 2020
February 20, 2020	February 28, 2020
March 5, 2020	March 13, 2020
March 19, 2020	March 27, 2020
April 2, 2020	April 10, 2020
April 16, 2020	April 24, 2020

GENERAL GUIDELINES 2019-2020

- 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:
 - *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, 2020.
- 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.