

**SUNY PLATTSBURGH  
PROGRAMMING GRANT APPLICATION 2021/2022**

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: Speaker/Presentation, Cultural, Educational and Entertainment/Social.

**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? \_\_\_\_\_  
\_\_\_\_\_

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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? \_\_\_\_\_

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Estimated number of participants \_\_\_\_\_

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

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***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):	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES (A)</b>	<b>\$</b>

**REVENUES:**

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

**SUMMARY:**

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

**Application Submission Dates**

<b>Date Due: Thursday</b>	<b>Notification Date: Friday</b>
August 26 2021	September 3, 2021
September 9, 2021	September 17, 2021
September 23, 2021	October 1, 2021
October 7, 2021	October 15, 2021
October 21, 2021	October 29, 2021
November 4, 2021	November 12, 2021
November 18, 2021	November 29, 2021
January 27, 2022	February 4, 2022
February 10, 2022	February 18, 2022
February 24, 2022	March 4, 2022
March 10, 2022	March 18, 2022
March 24, 2022	April 1, 2022
April 7, 2022	April 15, 2022
April 21, 2022	April 29, 2022

**GENERAL GUIDELINES 2021-2022**

- 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, 2022
  
- 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.