**Purdue Student Government (PSG) Small Grants Guidelines Application Template Link (please download copy):** [**PSG Small Grants Application**](https://purdue0.sharepoint.com/%3Ax%3A/r/sites/PurdueStudentGovernment/_layouts/15/Doc.aspx?sourcedoc=%7B1FD6E0A6-BD8D-47E8-AD78-EA9ADD10761F%7D&file=PSG_Small_Grants_Application_Costing_Template.xlsx&action=default&mobileredirect=true)[**Costing Template.xlsx**](https://purdue0.sharepoint.com/%3Ax%3A/r/sites/PurdueStudentGovernment/_layouts/15/Doc.aspx?sourcedoc=%7B1FD6E0A6-BD8D-47E8-AD78-EA9ADD10761F%7D&file=PSG_Small_Grants_Application_Costing_Template.xlsx&action=default&mobileredirect=true)

# Application Review Dates 2023-2024 (SUBJECT TO CHANGE)

Sept. 3, 2023

Sept. 10, 2023

Sept. 17, 2023

Sept. 24 2023

Oct. 1, 2023

Oct. 8, 2023

Oct. 15, 2023

Oct. 22, 2023

Oct. 29, 2023

Nov. 5, 2023

Nov. 12, 2023

Nov. 19, 2023

Nov. 26, 2023

Dec. 3, 2023

Dec. 10, 2023

Jan. 21, 2024

Jan. 28, 2024

Feb. 4, 2024

Feb. 11, 2024

Feb. 18, 2024

Feb. 25, 2024

March 3, 2024

March 10, 2024

March 17, 2024

March 24, 2024

March 31, 2024

April 7, 2024

April 14, 2024

April 21, 2024

April 28, 2024

May 5, 2024

# INTRODUCTION

Please read the Guidelines and Restrictions carefully before applying for a PSG Small Grant. A student organization must get approval of funding before spending allocated funds.

# PURPOSE STATEMENT

The Purdue Student Government Small Grant is designed to provide student organizations with an additional avenue to seek funds for their events and projects. Purdue Student Government grants are a means to provide financial aid to recognized student organizations in support of their campus initiatives. These events and projects must be open to all Purdue students and aim to enrich the Purdue community. These grants offer an additional avenue of funding to advance different initiatives across campus.

# APPLICANT ELIGIBILITY

These grants are open to recognized student organizations (RSOs) serving students on the

West Lafayette campus registered and in good standing with the Student Activities & Organizations (SAO). Groups who have received SOGA or SFAB funding for the current period/year are eligible to apply.

# POLICY COMPLIANCE

It is the responsibility of all RSOs to read and understand all the policies and procedures of Purdue University, Purdue Student Government, SAO, and Business Office for Student Organizations (BOSO). RSOs that receive this funding must comply with all policies and procedures. RSOs that are found to be in violation of any policy of Purdue University, PSG, SAO, or BOSO may be refused access to any funds they received during the time they were in violation of these policies. Furthermore, any RSO that attempts to defraud or mislead Purdue University, SAO, PSG, or BOSO will be subject to disciplinary review by the office of the Vice Provost of Student Life (VSPL), and those involved may be held individually responsible and criminally liable for any funds received illegally or under false pretenses.

#  GUIDELINES

1. Programs, services, activities, and events should be directed primarily to the Purdue (West Lafayette) undergraduate student community.
2. Approved RSO applications will be awarded one (1) small grant that can be used to fund multiple events throughout the given period.

a. The RSO must include a separate application budget for each individual event and specify the details of each event in the application. The maximum amount awarded will not exceed $500 regardless of the number of events included in the application.

1. An Activity Planning Form [APF] must be completed in BoilerLink at least two (2) weeks prior to the event/activity. It is highly suggested that you apply to this grant before filling out an APF so financial disclosures related to event expenses can be included in the initial APF submission.
	1. You are more than welcome to submit an APF for this activity while you await updates on your small grant application. Make sure to note that you are waiting to hear back from Purdue Student Government about a small grant for funding.
2. RSO must fill out the PSG Small Grant 2023-2024 form on BoilerLink appropriately. One representative from the organization may come, or may be asked to come to answer questions.
3. Funds will be allocated via an up-front transfer to the RSO’s BOSO account. If the entire grant is not used, the funds shall be returned to PSG. Purchases made after the day of the event will not be reimbursed by PSG.
4. If a new problem arises that is not addressed in these guidelines, PSG reserves the right to look to other Purdue funding guidelines for guidance.
5. Precedence is established each school year by decisions made. Just because a decision related to interpretation of the grant guidelines was made in a previous school year does not mean that same decision will be made this school year.
6. RSOs will be expected to submit a follow-up report no more than sixty (60) days after receiving the Small Grant funds.
	1. Once the transfer of funds is complete in COOL, the sixty day follow-up report timeline will begin
7. RSOs must spend the grant money on the approved line items specified in the initial budget report. Funds may only be used as approved by University Policies and as set forth by BOSO and PSG.

#  RESTRICTIONS [THINGS THE PSG SMALL GRANT WILL NOT FUND]

1. No individual application shall receive more than $500.
2. Food shall be reviewed on a case-by-case basis depending upon the event. Food expenditure in applications will not be awarded more than $200 for food.
3. Events must be open to the entire Purdue West Lafayette undergraduate student body to attend.
4. Travel for organizations to attend events off-campus, even if the travel is open to all students/non-members of the organization.
5. No funding for food will be given if the total requested for food exceeds the $200 limit specified in the PSG Small Grant Guidelines.
6. Purchase of single-use costumes (PSG Small Grants will fund rentals) will not be funded.
7. Uniforms or merchandise meant to identify members of the RSO or event staff, including but not limited to polos, nametags, t-shirts, etc.
8. All activities intended to generate a profit to fund the RSO EXCEPT fundraising activities that will go to a recognized charitable organization(s).
9. Items given out to raise money for a recognized charitable organization must go directly to the charity.
10. The student organization must also contact BOSO@purdue.edu to discuss if a charity account needs to be established or not.
11. Plaques, prizes, scholarships, awards, trophies, medals, or other related award items.
12. Payments to invest in or provide capital for any business or commercial enterprise.
13. Purchase of beer, wine, or other alcoholic beverages or any activity or communication, which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, retail operation, sales organization, or vendor.
14. Any court actions.
15. Costs or litigation against Purdue University, of its employees in fulfillment of their duties, or against its students.

# APPLICATION REVIEW PROCESS

1. RSOs must fill out the PSG Small Grant 2023-2024 BoilerLink form with appropriate and relevant information necessary for the financial affairs committee to make a decision. PSG will exercise viewpoint neutrality in reviewing ALL funding proposals.
	1. If there are less than 5 applications submitted per reviewal session, then The Financial Affairs committee will review applications on a rolling basis.

If more than 5 applications, the committee will assign applications priority.

* 1. Priority will be given to groups based on the criteria laid out below in the section titled “General Funding Prioritization.”
1. Need for funding will be assessed based on an RSO’s application. Annual RSO income (including income from dues, grants (SOGA/SFAB), departmental funding, and other incomes sources), the highest balance of the current fiscal year in the RSO’s BOSO account, and time since the creation of the organization will all be taken into consideration. Information not provided will not be taken into consideration in order to follow viewpoint neutrality. It is recommended that the

RSO shares as much information as possible about their need for funding. RSO’s must be honest in the financial information provided.

1. If funding is awarded, the RSO must sign the PSG small grant agreement form within 2 weeks of receiving the notification that the grant was accepted. Failure to do so will result in the funds being revoked.
2. One successful application is granted to an organization per period. Period One starts the second week of the Fall semester and goes until the end of the Fall semester. Period Two starts the second week of the Spring semester and goes until the end of the Spring semester.
3. An RSO may apply again if their application is denied. Organizations may only have one application being reviewed at the same time. All denied applications will have feedback included in the decision.

# GENERAL FUNDING PRIORITIZATION

1. The RSO has not received funding for any SOGA grant in the funding period they are applying for the Small Grant. The RSO has not received an SFAB grant in the same school year they are applying to the PSG Small Grant.
2. The RSO has received funding for a SOGA grant in the funding period they are applying for the Small Grant.
3. The RSO has received an SFAB grant for the same school year they are applying to the PSG Small Grant.

**Any applications that fall into the same funding category will be sorted by application date, starting with applications that were submitted earlier.**

## CONCLUSION

The Financial Affairs Committee and/or PSG reserve the right to dismiss applications that do not meet the qualifications and expectations of the Purdue Student Government. See top of document for the 2023-2024 application review schedule.

For questions and/or help with the grants, come to the office hours of a financial affairs committee member. That is the most direct way to learn more about the PSG Small Grant program and how to best follow the rules. Office hours can be found on the [PSG website.](https://www.purduesg.org/) You may also email studentgovernment@purdue.edu with the subject line “PSG Small Grant Application”.