

## HONORS COLLEGE ACADEMIC ENRICHMENT FUND

### SECTION I: APPLICATION INSTRUCTIONS

The Honors College Academic Enrichment Fund (HCAEF) is intended to provide financial support to Honors Scholars seeking to participate in scholarly activities related to their academic interests or to aid in the completion of their Honors thesis. This grant is available only to University at Buffalo students who are in good standing in the Honors College, including making satisfactory progress towards the completion of their Honors curriculum. The typical award amount is \$500; however students are welcome to make a case for funding beyond this amount, if warranted. Applications are accepted on a rolling basis and typically are reviewed at the end of each month by the Honors College. **Only applications that follow the instructions below and are submitted in their entirety to the Honors College at [honors@buffalo.edu](mailto:honors@buffalo.edu) or to 106 Capen Hall will be considered for funding.**

Examples of funded activities include but are not limited to: Presenting at conferences, field school participation, dance intensives, copies needed to gather data during the thesis process (i.e. surveys, questionnaires), presentation materials (poster printing, etc.). For thesis related requests, students must have their thesis proposal submitted and approved prior to requesting funds.

Students who previously received Academic Enrichment Funding may reapply if requesting funding for a different opportunity; however the committee will take this into consideration when reviewing the applicant for additional funding.

**Please note: Financial Aid will be notified of all awards in which a student receives direct funds. In the unlikely event that this award will affect a student's financial aid, the student will be contacted directly.**

### SECTION II: PERSONAL INFORMATION

**Student Last Name** \_\_\_\_\_ **Student First Name** \_\_\_\_\_  
**Person Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_@buffalo.edu  
**Telephone** \_\_\_\_\_ **Class Year (FR/SO/JR/SR/5)** \_\_\_\_\_  
**Academic Discipline Affiliated with Activity** \_\_\_\_\_  
**Activity** \_\_\_\_\_ **Location of Activity** \_\_\_\_\_  
**Dates of Activity** \_\_\_\_\_ **Total Amount Being Requested** \_\_\_\_\_

### SECTION III: IMPACT STATEMENT

Write a 3 to 4 page persuasive statement to support your funding request.

1. Describe this experience and explain how it fits in with your academics, career goals, and/or overall educational experience.
2. How does this opportunity complement or enhance your classroom experience?
3. Why should the Honors College support you in this endeavour?
4. If the Honors College provides funding for your request, how will you share what you learned from this opportunity with the Honors College or broader university community?

**SECTION IV: INDICATION OF SUPPORT FROM FACULTY MENTOR OR ADVISOR**

Applications will not be considered without some kind of correspondence in either paper or electronic form from the faculty advisor/mentor. In addition to having your faculty advisor/mentor sign off on this form to indicate their support of your funding request, applicants are encouraged to strengthen their application with a faculty letter of support.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

Department \_\_\_\_\_ Institution \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V: BUDGET FORM**

Please use this form or attach a spreadsheet to summarize all project related expenses (including dollar estimates) you expect to incur as a result of the project.

ITEM	DETAILS (IF APPLICABLE)	COST	FUNDING SOURCE (EXAMPLES: SELF, HONORS COLLEGE, OTHER)
Air			
Bus, Train, Car, etc.			
Local Fares (Bus, Taxi)			
Conference Fee			
Other Conference Fees			
Food			
Lodging			
Thesis Materials			
Other			

Total Costs \_\_\_\_\_

Total Amount Requested from the Honors College \_\_\_\_\_

Total Amount of Funding Received from other sources \_\_\_\_\_

If you are receiving additional financial support from your Department, the University, or elsewhere which will contribute to paying for your expenses, please detail them below.

**The Fine Print:** Tickets may be purchased prior to receiving confirmation that you will be awarded conference assistance. However, the Honors College is in no way liable for paying your tickets if your application is not funded. To purchase a ticket before being awarded the grant is to do so at your own risk. • This fund will pay for gas but will not pay a premium for “wear and tear.” • Tolls should be budgeted into the application in order to be claimed. • Be sure to keep all boarding passes, tickets, receipts, credit card statements, or payment statements (i.e. Expedia, etc.) to support all expenses incurred to document all travel. • The Honors College will fund travel based on the rates laid out by the State Department. These rates can be found at the following website: [State Department Travel reimbursement rates](#) The Honors College reserves the right to cap these amounts at their discretion.

**SECTION VI: SUPPLEMENTAL INFORMATION**

Please attach your resume and any additional supporting documents or letters of support that will strengthen your request.