

## Transitional Housing Grant Application Instructions

The Transitional Housing Grant (THG) provides funding for students experiencing a financial burden due to an unplanned gap in their access to housing. By funding temporary access to essentials like housing and storage, the grant aims to keep Purdue graduate students safe and healthy during difficult housing transitions.

### Before Applying

Read the [THG webpage](#) for eligibility requirements and review process

Read the [PGSG reimbursement procedures page](#)

Direct any questions related to the THG to the GRAC chair at [pgsg.grantreview@gmail.com](mailto:pgsg.grantreview@gmail.com)

Apply to the Transitional Housing Grant [here!](#)

### Preparing Your Application

#### Personal Statement

In a concise written report, explain the circumstances leading to the temporary lapse in housing access you will experience. Your statement should answer the following questions:

1. What led to a lapse in housing access or to insufficient housing access?
2. How did this lapse occur despite previous planning?
3. What expenses are necessary to meet your temporary needs, and why are they specifically needed?
4. How do these expenses exceed a reasonable expectation of financial burden?
5. What other support could you receive at this time, and what efforts have you made to request it?

#### Proposed Budget

Prepare a budget which explains how THG funds will be spent to address the circumstances described in the Personal Statement. Your budget should include the following:

1. Itemized values for each planned purchase, with the cost per day (or per unit) identified
2. A brief description of each purpose and its necessity
3. Your personal contribution or contributions from other support sources, such as your department
4. The amount you need the THG to cover

#### Additional Documents

Collect documentation for any claims made in the Personal Statement and for items in the Proposed Budget. These may include:

1. Copies of lease documents showing a gap
2. Communications from landlords, management companies, or sublessors

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3. Housing policies not included in the lease
4. Quotes, estimates, or invoices for repairs from repair contractors
5. Rates for storage, hotels, or movers
6. Photographs of housing condition

**Application Survey**

Submit all prepared documents in the application Qualtrics survey. Please remember the following:

1. Fill all required sections
2. Upload the Personal Statement, Proposed Budget, and up to three files of documentation
3. Email the vice chair if you have concerns about your submission
4. Respond to any Vice Chair communications asking for additional information or a resubmission

**Application Rubric**

	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>	<b>0 Points</b>
<b>Duration of Transition</b>	> 7 Days	4-7 Days	1-3 Days	Not Stated
<b>Description of housing transition</b>	Suddenness <i>and</i> financial burden of the transition are clear	Suddenness <i>or</i> financial burden are clear	Transition is described	Not clearly described
<b>Budget Justification</b>	All budgeted items are reasonably necessary and have clear justifications	Items are necessary, but justifications are unclear	Some Items are unnecessary, or no justifications are given	Items are not listed which connect to the Personal Statement
<b>Cost Reduction</b>	Reasonable efforts are discussed which reduce the costs of budgeted items	Cost reductions are recognized but not possible	Proposed cost reductions are ineffective	Cost reduction is not considered
<b>Descriptions of Other Aid</b>	Descriptions of multiple sources of aid are identified and pursued	A single source of aid is identified and pursued	Funding sources are identified but not pursued	Other aid is not considered