About the Knox College Power of Experience Grant

At Knox, we believe that every experience is a kind of education and that knowledge gains value—and power—when it’s applied. Experiences like research or creative work, internships, community service, or off-campus study allow you to apply what you learn in the classroom to hands-on, real-world situations. And these experiences help you gain the skills needed—to think critically and creatively, to communicate clearly, to adapt to new technologies, and to navigate today’s interdependent and interconnected world—for success after Knox. That’s the power of experience.

We also believe that every Knox student deserves to participate in these transformative opportunities. That’s why we created the Power of Experience Grant, which provides you with up to $2,000 to support experiential learning opportunities during your junior or senior year. The grant helps to fund the additional expenses that are often associated with research or creative work, internships, community service, or off-campus study.

Eligibility

- Registered Knox students who enrolled in Fall 2017 or later as first-year students are eligible to apply for a Power of Experience Grant to be used for one or two experiences (not to exceed a combined total of $2000) in their junior or senior year (including the summer prior to the fall term of the junior year).
- All students utilizing this program must have completed at least 16.5 college-level credits by the time the Knox Power of Experience Grant begins, be making Satisfactory Academic Progress, and be in good financial standing. Transfer students are eligible to apply after successfully completing three Knox credits and attaining junior status.
- Experiences must conclude by the student’s graduation date.

Application Process and Deadlines

To access your Power of Experience Grant, you must complete an application packet which includes an application questionnaire, brief proposal essay, and budget worksheet.

Applications are reviewed on a rolling basis and must be submitted according to the following deadlines:

<table>
<thead>
<tr>
<th>Timing of Proposed Experience</th>
<th>Application Due Date</th>
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<tbody>
<tr>
<td>Winter Break or Winter Term</td>
<td>September 15</td>
</tr>
<tr>
<td>Spring Break or Spring Term</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer or Fall Term</td>
<td>April 1</td>
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</tbody>
</table>

***Please keep in mind that for some experiences, such as off-campus study/study abroad, there is an additional application and deadline.
Frequently Asked Questions

What can I use my Power of Experience Grant for?
Qualifying experiences include: research, scholarship or creative work; internships; community service and engagement; or off-campus study, including study abroad. Students also may propose on their application a unique learning experience that does not fit into one of these four categories.

Eligible expenses may include, but are not limited to, travel, travel documents/immunizations, housing, utilities, food, workshop fees, project materials/supplies or, in rare cases, a stipend for an unpaid internship. Tuition is not covered by the Power of Experience Grant.

How do I make the most of my Power of Experience Grant?
As you begin your college career, start to think about how best to utilize the Power of Experience Grant in your junior or senior years. Talk with your faculty advisor. Visit the four centers in Alumni Hall to learn about the possibilities you have for community service or engagement, internships, off-campus study/study abroad, and research, scholarship, or creative work.

How many experiences can the grant fund?
Each eligible student has a total of up to $2000 to use toward one or two experiences. If a student has not fully used the $2000 after the first experience, the remaining funds may be used to support a second experience.

Are international students eligible for the Power of Experience Grant?
Yes! Be aware that Nonresident Aliens are required to have a 14% federal withholding and the payment will be reported as scholarship income (Income Code 16) on form 1042-S.

Do I pay for my costs up front, or will I be reimbursed?
In the majority of cases, you will be issued a check for the approved amount approximately 30 days in advance of the experience start date. Receipts must be submitted to the Power of Experience Coordinator for all expenses no later than 30 days following the experience end date.

If I am requesting an unpaid internship stipend, how much will I get and when will I receive it?
If you are engaging in an unpaid internship, you may request an internship stipend. This stipend is reserved for instances where you are giving up regular income to be able to participate in your Experience. The stipend will be calculated at an hourly minimum wage issued in advance of your experience.

What are the implications of the Power of Experience Grant on my income taxes?
All Power of Experience funds are considered taxable income, meaning you are responsible for reporting it as such.

What if my application is denied?
If your application is denied, you may revise and resubmit it. The Power of Experience Program Coordinator will provide you with feedback regarding how to strengthen your application.

Can I collaborate with another student on an experience?
Yes, but each student must submit an individual application.
Once I submit my application, how long does it take to receive my grant?
The deadlines are early because of the multiple steps that occur after you submit your initial application. You may be asked to revise your proposal or budget worksheet. After your application is approved, you are responsible for returning multiple signed forms to the Coordinator:

1. Conditions of the Grant
2. Assumption of Risk, Waiver of Liability, and Indemnification Agreement
3. Signed and dated W-9 or W-8BEN
4. Direct Deposit form (if not already on file with the Business Office)

After the Coordinator receives your signed forms, it may take 30 days for the Coordinator and Business Office to process your grant funds and for it to be direct-deposited into your bank account on file.

Do I have to do anything after I have completed my experience?
Yes, since your experience is a wonderful opportunity for you to apply what you learn in the classroom to the real world, you will want to reflect on what this experience has meant to you and how it has contributed to your learning and development. All students utilizing a Power of Experience Grant must submit a written reflection within 30 days of completing the experience. You may also be asked to write a thank-you letter to a donor.

You will need to submit receipts showing how your funds were used.

How should I submit my receipts?
Keep track of your expenses using a categorized spreadsheet- the Coordinator can provide you with this resource if you ask. Please remember the following:

- Receipts must be itemized and show the exact items purchased
- Bank statements do not qualify as receipts
- Emailed receipts should be forwarded and paper receipts should be scanned and sent as PDFs
- Translations should be provided for receipts in a foreign language
- If you are submitting food receipts, alcoholic beverages should not be included
- The Power of Experience Grant does not cover the purchase of regular toiletry items, clothing, etc.
- Turn in your categorized spreadsheet along with your receipts, and include totals for each category of expenses and a grand total

What if I do not use my entire grant?
Unused funds must be returned within 30 days of the end of your experience. You may submit a new application for a second experience to use any unused funds.

Who should I talk to if I have other questions?
For general questions, please email PowerofExperience@knox.edu. For questions about a specific learning opportunity, please talk with staff in the relevant center in Alumni Hall:

- Community service or engagement: Kleine Center for Community Service, AH 201
- Internships: Bastian Family Career Center, AH 222
- Off-campus study/study abroad: Stellyes Center for Global Studies, AH 226
- Research, scholarship, or creative work: Vovis Center for Research and Advanced Study, AH 231

If you have specific questions regarding finances and funding, please contact Melody Diehl in the Business Office at 309-341-7316 or mdiehl@knox.edu.
Experience Type (select the one that best describes what you plan to do):
___ Community Service or Community Engagement
___ Internship
___ Off-Campus Study/Study Abroad
___ Research, Scholarship, or Creative Work
___ Other Experiential Learning Activity

Student Information
Name: ___________________ Student ID: ___________________

Date: ____________________

Phone: ____________________ E-mail address: ___________________

Declared/Intended Major(s): ____________________

Declared/Intended Minor(s): ____________________

Intended term and year of Graduation: ____________________

One sentence summary of your proposed experience: ____________________

Location: ____________________

Name of organization sponsoring your experience, if applicable: ____________________

Name and title of person overseeing/supervising your experience, if applicable: ____________________

Start and end dates: ____________________

Number of hours per week you will engage in this experience: ____________________

Do you plan to collaborate with another student on this experience? If so, who? ____________________

Yes ______ No ______

Have you previously utilized part of your Power of Experience grant? ____________________

Questions? Email PowerofExperience@knox.edu
**Application Checklist**
- This application cover sheet with all information completed, including signature of a Knox faculty or staff member who has endorsed this experience
- Proposal Essay
- Budget Worksheet

Knox Faculty/Staff Signature:  
Date:

*By signing below, I affirm that I have completed this application truthfully and to the best of my ability. I understand that if I do not participate in this experience, or if the funds I receive exceed the amount necessary to complete the experience, I am obligated to return the unused funds.*

Student Signature:  
Date:

Questions? Email PowerofExperience@knox.edu
Name:

Knox ID:

Please respond to the following in a typed, double-spaced (approximately one page) essay:

- Describe your proposed experience: What will you be doing, and what do you hope to accomplish?
- Explain how this experience will help you achieve your academic and career aspirations.
- What coursework or co-curricular activities have prepared you to meaningfully engage in this experience?
**POWER OF EXPERIENCE GRANT APPLICATION**

**BUDGET WORKSHEET**

Name:

Knox ID:

Use this worksheet to estimate the amount of money needed to support your experience. Please only fill out the cells that are applicable to your proposed experience.

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Explanation</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Will you need to fly, drive, or take the train or bus to the location where you will engage in your experience?</td>
<td></td>
</tr>
<tr>
<td>Travel Documents/Immunizations</td>
<td>If you do not already have a valid passport, how much will you need to acquire one? Does the country in which you will be studying require a visa and, if so, how much will that cost? Are any immunizations required?</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Where will you live during the experience? Will you need to pay rent?</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>Will you need to pay for utilities like electricity, gas, or water in addition to rent? What do you estimate that will cost?</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>What do you estimate you will need to spend on food that is not already covered by your program?</td>
<td></td>
</tr>
<tr>
<td>Workshop/Instruction Fees</td>
<td>Is there a costs associated with a participating in workshop?</td>
<td></td>
</tr>
<tr>
<td>Project Materials/Supplies</td>
<td>Are there materials such as art supplies, lab materials, etc., that you need for your experience?</td>
<td></td>
</tr>
<tr>
<td>Stipend for Unpaid Internship</td>
<td>Describe what income you are giving up to be able to participate in this Experience. Calculate at an hourly wage of $9.25/ hour.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Are there other costs you can think of associated with your experience?</td>
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<tr>
<td><strong>TOTAL FUNDING REQUESTED</strong></td>
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</tbody>
</table>

Please submit your completed application packet to PowerofExperience@knox.edu