2017-2018 Program Description and Application Form

**“Be the change you wish to see in the world”**

 **-Gandhi**

**Have you ever walked around campus and thought “Wow this would be a really cool thing to implement here?” or “I wonder if we created this, would make campus life better?”**

**The Prove It! may be right for you!**

**Prove It! is a challenge to UMBC’s undergraduates to create a project, service or event so innovative and valuable that it strengthens and inspires pride in the UMBC community.**

**Participants will be competing for up to $10,000 of SGA funding to support the implementation of their idea, and a stipend in the 2018-2019 academic year for developing the winning concept and making it a reality.**

**What kind of project, service or event will win this competition? The door is wide open. In 2013, a group of students won the Prove It! competition and received funding to create a campus garden which allowed students to grow and take care of fresh fruits and vegetables in order to have healthier meals. Last year’s winners included the Retriever Treasure where they have a campus wide yard sale that gives graduating students a chance to turn in objects that they no longer want for incoming and current students to utilize in their dorm room. Another winner was the SOLARetrievers who had the idea to install tables outside the Commons and the RAC that use sunlight to power the outlets connected to the tables. This year’s winning entry could be something like one of these projects . . . or something completely different. The important thing is that the idea must produce an important benefit for the UMBC community and make us all proud.**

**Statement of Eligibility:**

**Prove It! is open to submissions from all undergraduate members of UMBC’s campus community\*. Applicants must be in good academic standing with the university and must plan to return for the Fall 2019 semester\*\*. Applicant groups must consist of between three and seven members. Although any member of the UMBC community is free to work on/assist projects, only eligible undergraduates may submit proposals.**

\* Students who receive a stipend from the Student Government Association cannot apply

.\*\*At least one member of the group must be planning to stay at UMBC for the entire 2018-2019 school year

**Terms and Conditions:**

**A selection committee composed of students and staff will identify finalists based on the applications received. Finalists will be invited to discuss their proposals with the selection committee, and may be asked to change their plans and/or budgets to meet the selection committee’s criteria or expectations or to conform to SGA and UMBC policies. Making requested changes will substantially increase the likelihood that a proposal will be selected as the winner. SGA and the selection committee will determine the timetable and conditions for the release of all funds awarded through this initiative. Finally, each group will have the opportunity to create videos/other advertisements for their idea. These advertisements will ultimately be seen by the entire student body, whose vote will determine the winner.**

**All applications must be submitted in electronic form by the deadline set forth below.**

**Deadline for submission of applications in electronic form (except any letters of support) is: Thursday, March 15, 2018 at 11:59:59 p.m.**

**If there are any questions, please contact: Jason Mendries, Prove It! Coordinator (sgaproveit@umbc.edu)**

**Please read the entire Application Form before beginning to complete it. It contains important information about this program.**

**Section I: Due on Thursday, March 15, 2018 by 11:59 pm**

*In Section I of your application, you are required to name a core group of individuals who are presenting the proposal for your project. The first individual must be designated as the “Leader” or “Chair” and will be the official contact person for the SGA with regard to all aspects of the* **Prove It!** *program. You must include a minimum of two and a maximum of six additional contacts on this form who have agreed to be responsible your submitted project.* ***At least one member of your group must be planning on being enrolled at UMBC for the 2018-2019 academic year****. Student ID numbers (the number on the lower left portion of your Red Card) are required information for the purpose of verifying academic standing and undergraduate status.*

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UMBC Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Group Leader/Chairperson)**

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UMBC Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UMBC Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UMBC Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section II:**

*In Section II of your application, you are required to explain and detail your event/project. Please follow the directions for each part carefully.*

**Part 1: Overview**

Please give a brief (250 words or less) summary of your idea. Please include background information and describe the overall mission and purpose of your project.

**Part 2: Benefit to UMBC**

Please explain (in 250 words or less) how your idea would benefit all members of the UMBC community.

**The following sections are optional for the initial application, but will eventually need to be completed. Applications that include this information from the start will generally have a better chance of being selected. Due, March 3, 2018 by 11:59pm**

**(Optional) Part 3: Implementation Plan** Please present a detailed implementation plan for your project. More serious consideration will be given to descriptions that contain more specific information. You are responsible for doing the legwork necessary to ensure that your proposal will pass a “reality check.” For example, if your proposal would require the permission or cooperation of a campus administrator, you will increase your proposal’s chances of being selected if you can explain in this section that you have contacted the administrator and he/she has given the necessary permission or cooperation. Before you contact campus administrators, please consider taking advantage of the information SGA has made available on the **Prove It!** web site ([www.umbc.edu/proveit](http://www.umbc.edu/proveit)) and getting the advice and support of the people identified there as helpful resources.

**(Optional) Part 4: Timeline**

Please attach a tentative timeline for the project planning and execution beginning in mid-March 2018 (when the student body will choose the winning entry) to the final stage.

**(Optional) Part 5: Budget**

Please submit a line item budget detailing all of the expenditures that you anticipate. These numbers should be as accurate and detailed as possible. Seek out quotes and estimates (e.g. how much exactly do Commonvision banners cost?) whenever possible.

**(Optional) Part 6: Letters of Support**

Please submit letters supporting and/or expressing intended cooperation of any person, office or student organization that will play a role in implementing your proposal.