Default Question Block

ANNUAL SYMPOSIUM

THE UNIVERSITY OF **ALABAMA**® | *Division of* **Student Life** **Blackburn Institute**

Civic Project Pitch Competition

Thank you for your interest in the 2019 <u>Civic Project Pitch Competition</u> as part of the Blackburn Institute's Annual Symposium and 25th anniversary.

Before proceeding, be sure to read all the information on the Blackburn Institute's website about the competition, including eligibility, scope, format, conditions, and restrictions.

Note that the questions asked in each narrative section are designed to guide your response and provide sufficient information to determine if you are prepared to make a pitch. Ultimately, you decide how much information to include, but each section must be completed. The most successful proposal will address most, if not all, of the questions.

It is strongly recommended that you use the .pdf version of this form to plan your project and write your responses in a Word document and then pasting the answers into this form.

Timeline:

- <u>11:59pm on Sunday, June 30</u> - Deadline for submission of written proposal
- <u>11:59pm on Wednesday, July 31</u> - Notification of Semi-Final Pitch Round status by email to those submitting proposals

- <u>6:45-7:45pm on Friday, August 23</u> - Semi-Final Pitch Round
- <u>10:00pm on Friday, August 23</u> - Notification of Final Round Pitch status by email to those in Semi-Final Pitch Round
- <u>12:00-2:00pm on Saturday, August 24</u> - Final Pitch Round
- <u>6:30-9:00pm on Saturday, August 24</u> - Announcement of first and second place winners at community dinner

Submitter's Information

Your Name

Your Phone Number

Your E-mail Address

Are you submitting this proposal in collaboration with any other Fellows?

Yes

No

Additional Fellow 1

Your Name

Your Phone Number

Your E-mail Address

Additional Fellow 2

Your Name

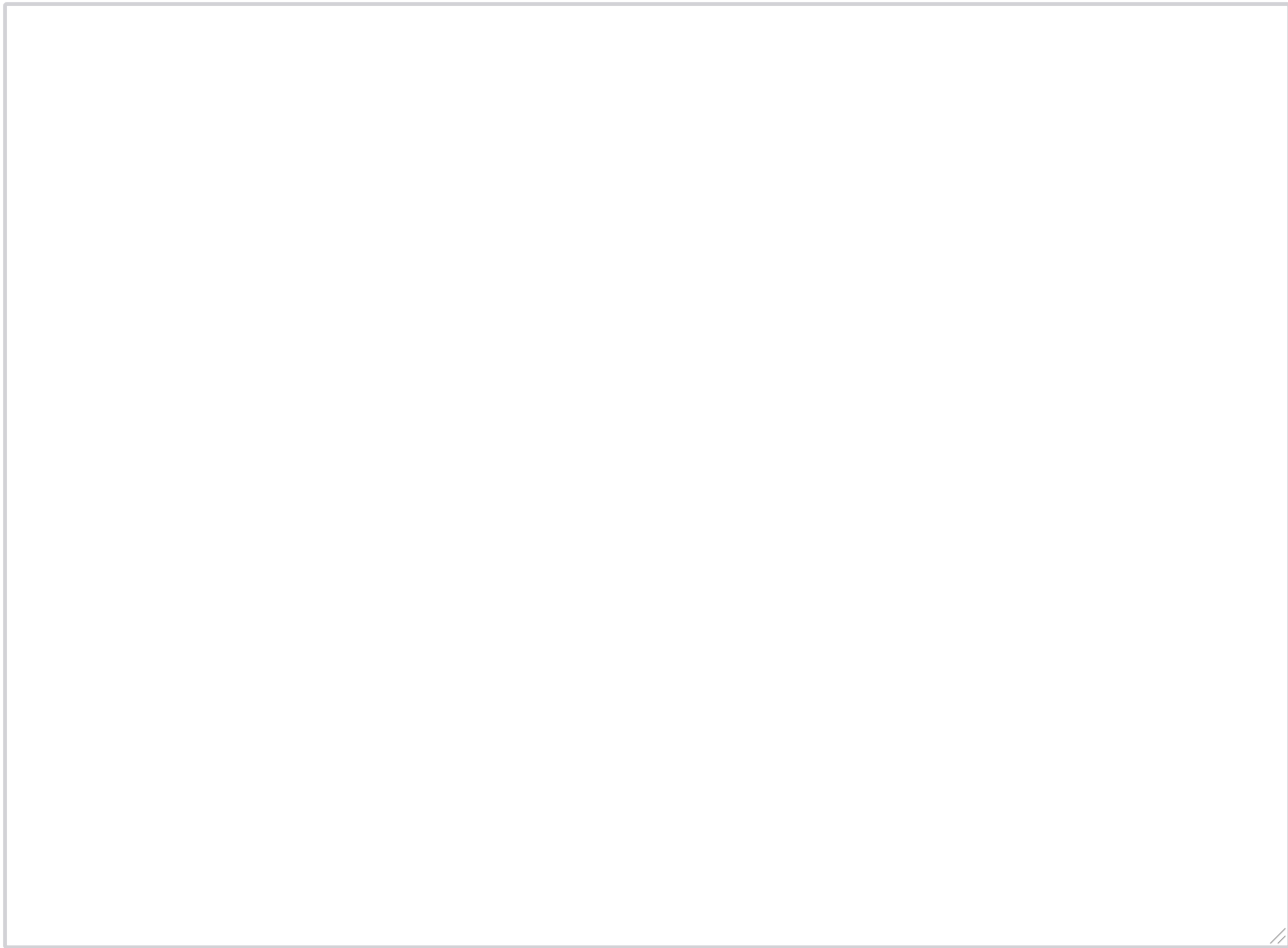Your Phone Number

Your E-mail Address

Additional Fellow 3

Your Name

Your Phone Number

Your E-mail Address

Issue or Community Need and Historical Context

- Why does this issue resonate with you? Have you previously been involved with the issue?
- Provide background on the issue you intend to address through your project. Include relevant data that supports the need for the project in your community. Data should put the problem in a local or statewide context; a problem in Detroit or Los Angeles is not necessarily the same problem in Opelika. You may include links to more detailed information, but your proposal should provide sufficient information to demonstrate the need for your project.
- How has this problem changed in the community? Is this a long-standing issue that has continued to worsen or did it develop recently?
- What efforts have been aimed at addressing the issue previously? Were they successful? Why or why not?
- Are there competing interests in addressing the problem? Can a solution be identified that meets the needs of all parties?
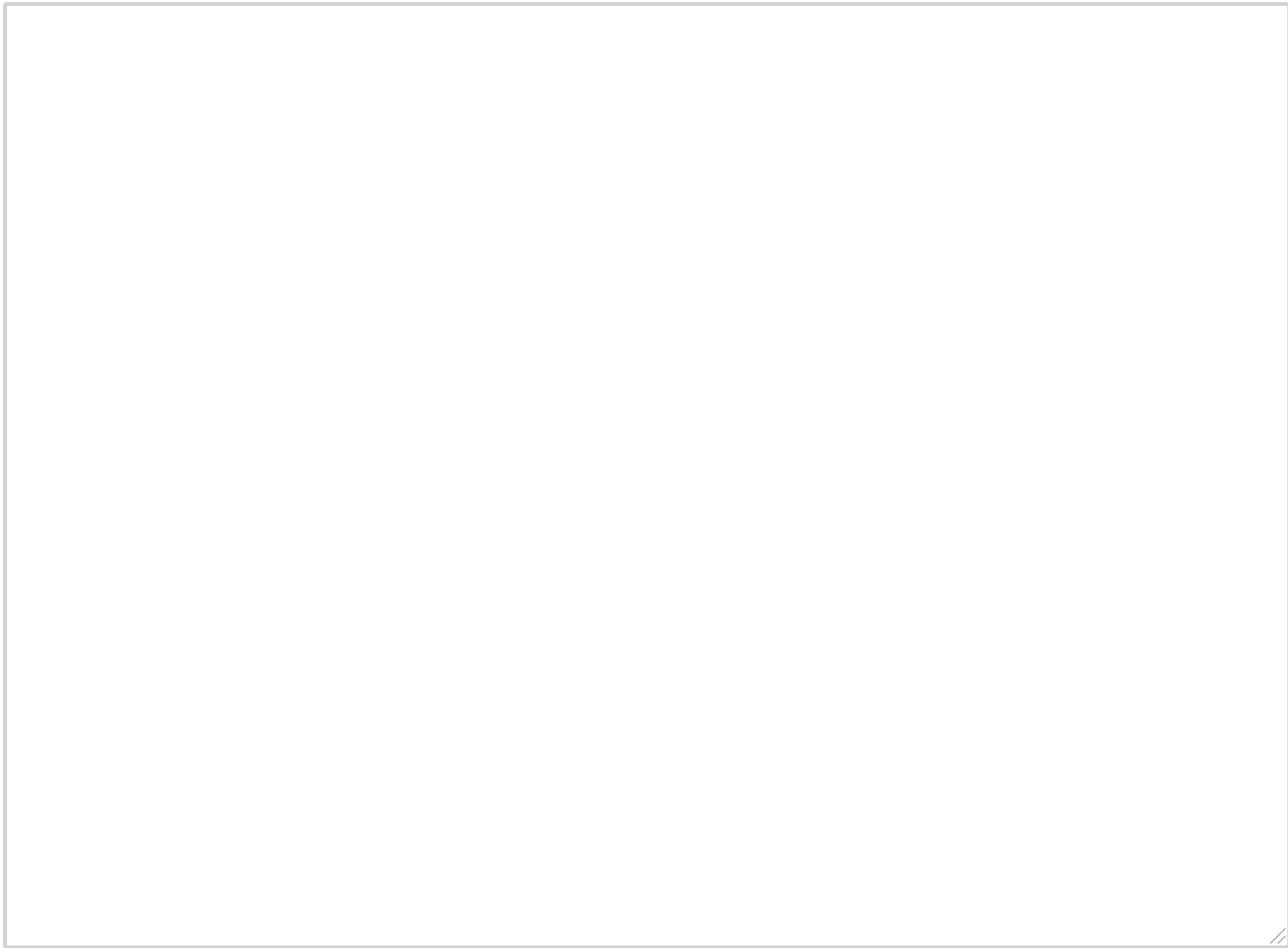
Have you identified a community partner with whom you wish to work?

Yes

No

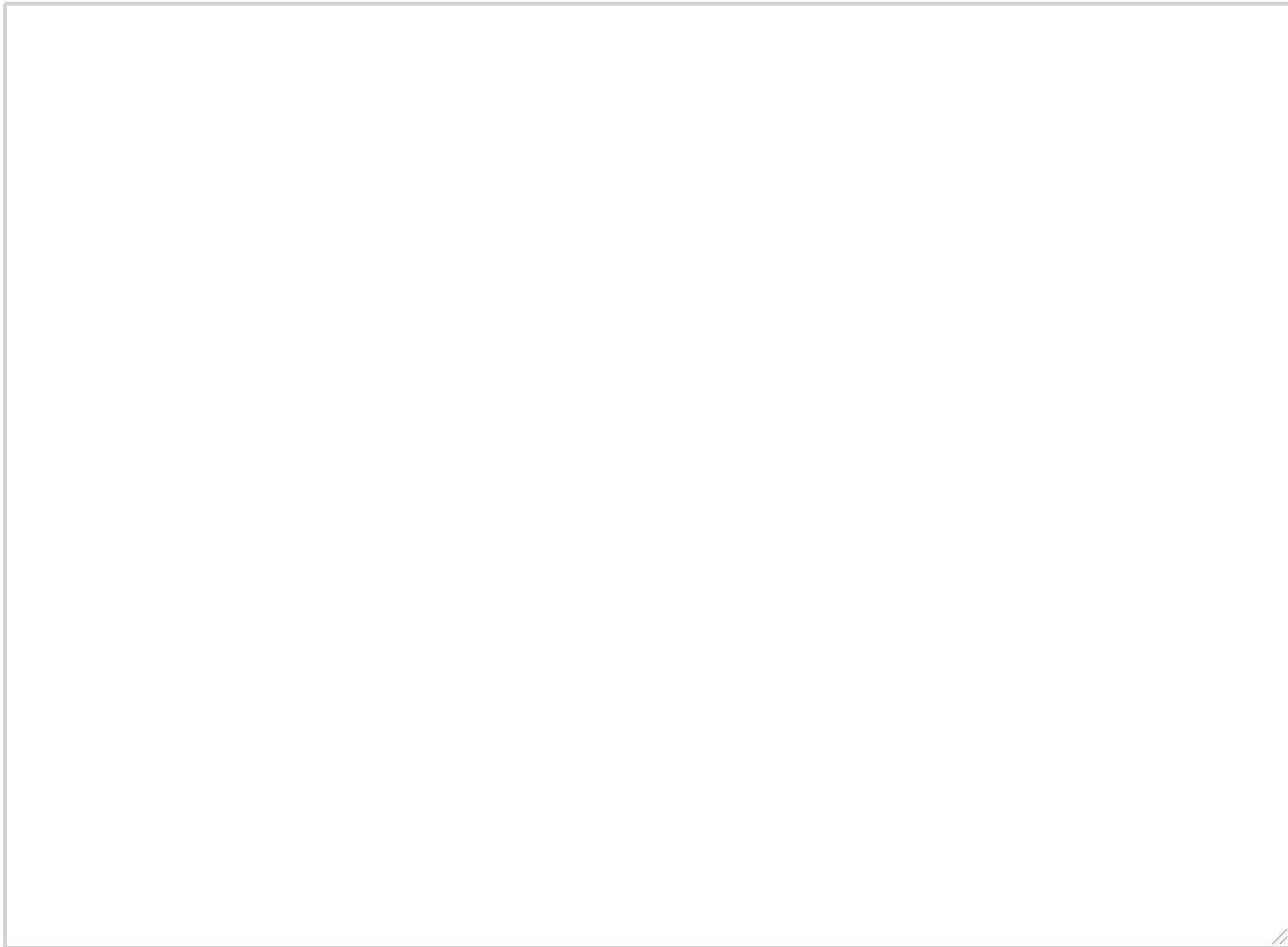## Relationship With Community Partner

- How did you begin your relationship with your community partner? Did you already have an existing relationship?
- How has the partner helped you define the scope of the problem and what you can do to assist them?
- What expectations for involvement do you have of the community partner? What staff time will they need to dedicate to the project? Has this been discussed?
- How will you work with the partner to evaluate the project's success? How will you close out the project?

Proposed Action and Sustainability

- What <u>exactly</u> do you intend to do to help alleviate the problem? "Conduct a workshop," "bring children to campus," and "expose people to the issue," are all examples of vague actions. What is the content of the workshop and how will it be developed? What will you do with children while they are on campus and how do these activities address the identified problem? How will exposure translate to action or a change in behavior?
- How many people will you need to assist with the project and how do you intend to recruit and, if necessary, train them?
- Projects that have opportunities for the larger Blackburn community (students, Fellows, and/or Advisory Board members) will be viewed favorably.
- You must provide the level of detail necessary to explain this project to an uninformed evaluator.
- If this is a technological solution, do you have the technical expertise to complete it?
- Include a detailed implementation timeline as part of your proposed action, including any necessary training of volunteers.
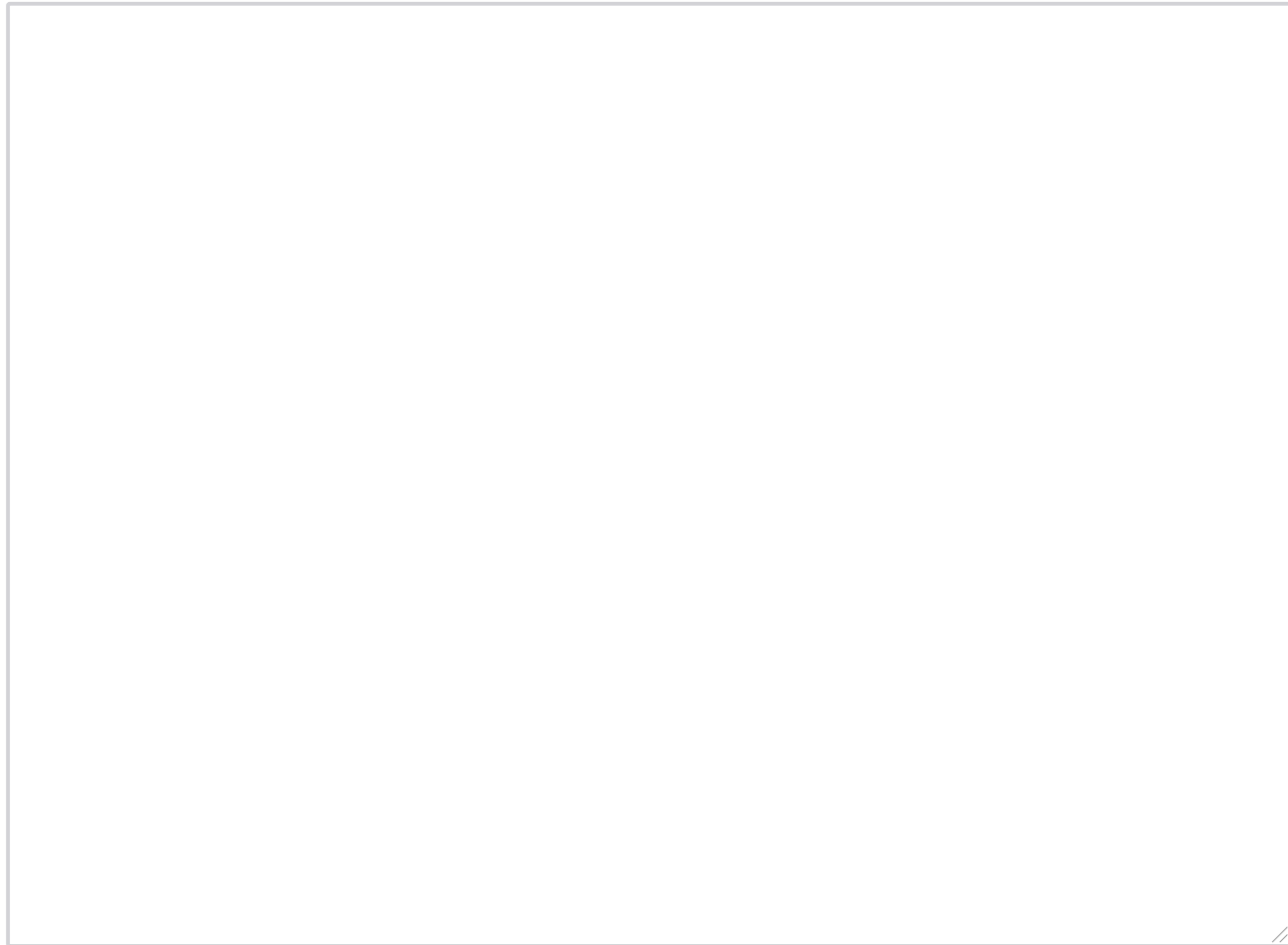
- What associated risks have been identified with the project? Do you have a general understanding of how to mitigate these risks?
- If this is anticipated to be a one-time project, how will you demonstrate that the project outcomes will have a long-term, sustainable effect in the community? If this is anticipated to be a sustained project, what plans have you developed for leadership succession, funding continuity, and volunteer support?
- What are your plans for assessment of the outcomes for your project?

Budget Narrative

- Include a budget narrative, but it will likely be short, as much of the necessary information will be included on the spreadsheet.
- Items that may be relevant in a budget narrative could include:
  - If this is not a one-time project, what are the long-term costs of sustaining the project?

- If your project requires the purchase of equipment, what is the plan for storage, ownership, and disposal of the equipment? Have you explored shared or free usage of equipment?
  - Are there any unknown costs associated with your project at this time? How have you arrived at your estimates?
- Will this funding fully cover your project's needs? If not, what additional funding have you secured or plan to pursue?

Budget Upload

- Budgets must be uploaded in Excel (.xls or .xlsx) format. Other formats, including .pdf, are not acceptable.
  - Have you included all anticipated revenues (income) and expenses (costs)?
  - Have you reviewed the funding restrictions from the website?
- All expenses must be fully itemized, including quantity and unit cost.

Proceeding beyond this point will finalize and submit your proposal.

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