**Let’s Make It Happen! Application Form**

**Group/Club/Society name**

**Team members’ names, student number and course details**

**Team rep email**

**Team rep telephone**

**Title of the project/activity**

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**Please give a brief description of your project (Aim for 150 words)**

**Where are you with your project/activity, i.e. what have you done so far? (Aim for 200 words)**

**Who will benefit from your project/activity? (Aim for 150 words)**

**How much funding does your project require? Please let us know how you would spend a prize of up to £1,000 and include an outline of the estimated costs of your project. (Aim for 150 words)**

**Explain how your project meets one of the themes of the competition (Aim for 200 words)**

1. Innovation
2. Community
3. Legacy

**How will you measure and record the success of your project? (Aim for 200 words)**

**Submitting your application**

In addition to completing the application form, your group must make a 4-5 minute video showcasing your vision for your project. You need to tell your audience what your project is and who is involved, what you hope to achieve and how the project will meet the aims of the competition. We also want to know how you will spend the money and how you will measure the success of your project.

Your application form and video should be submitted via www.wetransfer.com to [alumni@glasgow.ac.uk](mailto:alumni@glasgow.ac.uk).

The deadline for submitting your finished video and completed application form is midnight on **Sunday 21 January 2018.** Any application forms and videos submitted after this date will not be accepted.

If you have any questions or if you would like any help with your application, please contact Rosie in the Development and Alumni Office on 0141 330 3631 or email [alumni@glasgow.ac.uk](mailto:alumni@glasgow.ac.uk).

**Terms and Conditions**

# By entering the Competition you agree to be bound by these terms and conditions:

# The Competition is open to University of Glasgow students enrolled in the academic year 2017/18. You must enter as a group of two or more students and each team member must be a University of Glasgow student.

1. You can enter the Competition from Friday 8 December 2018 to midnight on Sunday 21 January 2018. Entries made after this time will not be valid. Entry into the Competition is free. To enter the Competition, you must submit a project idea that fits one of the following three Competition themes: Innovation, Community, and Legacy. If your idea fits multiple categories, choose the one you think is most appropriate. You must submit an application form and a video as part of your application. Videos must be submitted through WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)) , with a completed application form, and sent to [alumni@glasgow.ac.uk](mailto:alumni@glasgow.ac.uk)
2. By entering the Competition you agree for your application form and video to be used for promotional purposes by the University of Competition Committee comprising members of the Development & Alumni Office, Communications Office, Assistant Vice-Principal (Learning & Teaching) and the SRC President will judge the merits of your idea and decide if you will make it through to the second round of shortlisting. The shortlist will be decided by the Competition committee and a decision will be made by Friday 26 January 2018. The shortlist will be those that projects are judged to be the best by the Competition committee and which meet the aims of the Competition. The decision of the committee is final. Feedback to unsuccessful entrants cannot be guaranteed.
3. The finalists will be selected through an online vote open only to a select number of University of Glasgow alumni volunteers and donors. The three student groups with the largest number of votes will be successful to the Competition final.
4. The finalists will be announced on Thursday 1 March 2018.
5. By entering the competition you agree that, as finalists, your team will attend the Competition final event on Thursday 15 March.
6. The winners will be selected by a live vote on Thursday 15 March. The team with the most individual votes will win the Competition. The outcome of the vote is final and will be announced at the event.
7. The Competition winners will win only the sum that is outlined in the application form submitted by the group of up to £1,000.
8. The Competition finalists are responsible for their own expenses incurred in connection with the Competition, including travel and accommodation expenses.
9. The Competition funds will be transferred via MyCampus to the winning team following the announcement of the prize winners on 15 March 2018.
10. The University reserves the right to publish names and photographs of the winners after it has been announced.
11. We will only collect, store and use your personal information, such as name, age, telephone number and email address for the purposes of entering you into and administering the Competition as set out in these rules, and not for any other purpose without your consent.
12. Owing to exceptional circumstances outside its reasonable control, the University of Glasgow may choose to withdraw or amend the Competition.
13. By submitting an entry, you warrant that all information submitted as part of the entry is true, current and complete. The University of Glasgow reserves the right to verify all entries.
14. The prize winners will be required to demonstrate how all the Competition funds have been spent and to submit a progress report(s) within a timeframe as agreed with the Competition organisers.