**Let’s Make It Happen! Competition Q&As**

1. **What is the competition?**

‘Let’s Make it Happen’ is a competition to award up to £1,000 to fund a project that will allow students to do something extraordinary and to enhance their University experience.

Is your dream to build a robot? Planning a festival? Do you want to explore the past and share stories?

There are 3 project themes to consider:

1. **Innovation**

Is your dream to build a robot? Or maybe you’re creating a new website or app? If your project is forward-thinking, embraces new technology or advances students experience at Glasgow then this is the competition for you!

1. **Community**

Could your idea make a difference? Perhaps you’re planning an event, workshop or festival? If you’ve got a vision for an exciting project that will engage UofG students or our local community then we would love to hear from you!

1. **Legacy**

What will you pass on to the next generation of students? Will your project capture memories, explore our past or share stories? Whether it’s through writing, researching, recording or filming, if you’re passionate about the heritage of our University, community and city and you have a project to get off the ground then we can’t wait to find out more!

The winning group will be selected through a live vote at a celebratory event on 15 March 2018.

1. **Who can enter the competition?**

You must be a student group, organisation or society with a project that is in need of funding and which meets one or more of the three themes of the competition. Every member of your team must be a UofG student who is enrolled for the academic year 2017/18.

1. **How much funding is available?**

The competition will award a single grant of up to £1,000 to the winning student team. It is essential that you tell us how much funding you need and that you demonstrate how your team would spend the money that you have asked for in your application.

Please note that the final of the competition will be held on 15 March 2018 and at least one member of your team must be available to attend and pitch your idea at the event. The funding will be made available to the winning team thereafter, so please do not make a submission if you require the funding for a project that will take place sooner than this date.

Please read the application guidelines carefully before starting work on your submission.

1. **Are any projects ineligible?**

The competition will not fund tuition, maintenance or other course fees, scholarships of any type or individuals involved in a personal project.

The competition is also not intended to fund field trips or other educational trips/study weekends etc. as part of your degree or course.

The funding cannot be use to fundraise for other charities, because the University itself is a charity.

The competition cannot fund projects retrospectively - where the event or project has already taken place.

Note, if you have an idea for a commercial enterprise then you are strongly recommended to engage with the University’s support for entrepreneurs and student enterprise, run by the Careers team. /www.gla.ac.uk/studententerprise

1. **Can I apply for funding for research projects?**

This competition is not aimed at research projects.  Applicants would have to display good reason why other more conventional sources of research income were not available to the group.

1. **How do I enter the competition?**

Entering the competition is simple and fun!

* 1. 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 grant and how you will measure the success of your project.
	2. In addition to the film, your team must submit a written application form, which can be downloaded on our website:
	3. Once you have completed your video and application form they should be submitted via <http://www.wetransfer.com>to alumni@glasgow.ac.uk.

Before you begin work on your video please read and follow our guidelines on how to shoot and submit your video and check out our tips and advice video, both are available on our website: [gla.ac.uk/letsmakeithappen](http://www.gla.ac.uk/letsmakeithappen)

 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 about the submission process, or if you require any additional, please contact the Development and Alumni Office on 0141 330 3631 or email alumni@glasgow.ac.uk.

1. **Can I submit more than one application?**

Yes, if you or your group are involved in more than one project that is eligible for the funding we would love to hear about them. However, please ensure that you submit a different application for each project.

1. **What happens next?**

Once you have submitted your film and application form it will be reviewed by a Competition Committee comprising members of the Development and Alumni Office, Communication Office, Assistant Vice-Principal (Learning & Teaching) and a Student Representative.

A shortlist of applicants will then have their film shown to an audience of University of Glasgow alumni and friends, who have supported Glasgow through donations and volunteering their time. The audience will have the opportunity to vote on their favourite submission. On Thursday 15 March 2018 the winners will be chosen at a special celebratory event at the University of Glasgow. If you are shortlisted, your team must be available to attend this event as you may be required to present your idea and to answer questions about your project before the winning team is announced.

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.

**Competition Timeline**

Competition open: Friday 8 December 2017

Deadline for student applications: Sunday 21 January 2018

Shortlisting by Competition Committee: w/c 22 January

Finalists announced: Thursday 1 March

Finalists to pitch at celebratory event and winner announced: Thursday 15 March 2018

**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
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.