

## **BLI STUDENT PROJECT PROPOSAL**

### **INTRODUCTION**

BLI Student Project funding is intended to (1) stimulate learning about leadership through practice, (2) encourage and support student initiative, and (3) seed innovative projects that will contribute to the Institute, campus community, and/or society. This program provides BLI Fellows with grants **up to \$1,500** and other forms of support to launch projects that address issues about which they are passionate.

### **STUDENT ELIGIBILITY**

All proposed projects must involve at least one BLI Fellow (one who has completed the BLI Leadership Lab) in a significant leadership role.

### **PAST EXAMPLES OF PROJECTS INCLUDE:**

- An original theatrical production
- Tutoring and college prep mentoring at local, under-privileged high schools
- Development of a resource center for youth with an international non-profit organization
- Building water tanks in rural Brazil
- Providing iPads to cancer patients
- [Insert your project here!]

### **THE INSTITUTE'S EXPECTATIONS OF STUDENTS**

- **Leadership** – Each project should include leadership as a key element. Applicants should state which BLI Leadership Habit(s) this event or activity will help to cultivate. This habit(s) can be:
  - The focus and driving force of the initiative (i.e. bringing in a leadership panel)
  - Or the byproduct (i.e. your team will develop this habit during the planning/implementation process)
- **Collaboration and Organization** – Leadership happens in teams and groups. Your project proposal must include a description of how you will work with and through others to achieve your project and learning goals. We are particularly interested in your plans for organizing and coordinating the work of your team. Your project may call for collaboration with other groups or organizations on and off campus. Include any potential partners you may need to work with for your project.
- **Team Learning Goals** – We want to know what you as a team hope to learn from and gain (personally or professionally) from your work on the proposed project.
- **Project Goals** – The BLI prioritizes funding for projects that make a meaningful contribution to a community larger than the members of the project team. Describe your aspirations for the project as a whole and the broader impacts the project might have. NOTE – Ongoing long-term projects that have previously received BLI funding must provide proof of innovative elements being introduced into the project.
- **Support Expectations** – Sketch and justify the monetary and non-monetary support you hope to receive from the BLI. Also include any support you are receiving from other units on and off campus.

- **Advisor Involvement** – Faculty and staff are an integral part of the BLI community, and each project must include an advisor who is a UM faculty or staff member. It is important to address the role of the advisor in your project as well as your expectations for his/her involvement. Ways that an advisor may be involved in your project include but are not limited to: regular reflection meetings, strategic planning, active collaboration, and budget review. Make sure to discuss your ideas with your advisor prior to submitting your proposal, incorporating his/her input and feedback as a part of the application process. Your description of the advisor's role will play an important part in the committee's decision-making process. Please be aware that there will also be a BLI staff member serving in some advising capacity for your project as well.
- **Reflection** – In every experience, reflection is key to learning. As you prepare this proposal, keep in mind the element of reflection and how this will be integrated into your project implementation plan. What reflection methods will work best for the team? How will you share the results of your reflection with the BLI Team? Each other? The BLI community?
- **Reporting** – You will be expected to present your project and the lessons you've learned to the BLI community in some form. Examples include participating in the Institute's annual Fall Leadership Experience Showcase, writing an article for the Institute's website, or presenting to a group of BLI Fellows.

#### **LEADERSHIP FOR PEACE OPTION**

Student Project applicants may apply for additional funding beyond the \$1,500 maximum through the Leadership for Peace Initiative. The BLI Leadership for Peace Initiative aims to cultivate active citizens of the world who can utilize research and critical thinking skills to engage with different cultural perspectives and make a positive impact in the global community. We support experiences that allow students to engage in local and global challenges in order to contribute to ongoing solutions in these areas. Preferences will be given to opportunities that allow students to meaningfully engage in situations defined by conflicting interests. Applicants can apply for up to \$500 of additional funding through this option by adding a section in your proposal that specifically addresses how your project/event fulfills the goals of the Leadership for Peace Initiative.

#### **SUBMISSION INSTRUCTIONS AND DEADLINES**

Please submit the application form, proposal, and any additional materials you would like to include **as one PDF document** via the [BLI Online Application Site](#). Specific dates will be announced on the [Barger Leadership Institute website](#).

#### **REVIEW PROCESS**

After receiving your application, the selection committee will review the application and provide feedback and a decision to the group. The selection committee will either accept the project as is, suggest modifications for proposal re-submission, or deny financial support. For more information or if you have any questions, please contact the Institute at [bargerleadershipinstitute@umich.edu](mailto:bargerleadershipinstitute@umich.edu).

## SMALL GRANTS AND STUDENT PROJECT ALLOWABLE EXPENSES AND DISBURSEMENT OPTIONS

Funds awarded by the Barger Leadership Institute may be used for the following types of expenses provided they are directly pertaining to your awarded project or event:

- Food and refreshments
  - For event
  - For team meetings
  - Meal reimbursement (for costs incurred while travelling for awarded project)
- Supplies and materials
- Marketing
  - Copying/Printing costs
  - Website/Domain acquisition
- Reasonable travel costs related to your project which could include:
  - Plane/train tickets
  - Ground transportation reimbursement
  - Public transportation reimbursement
  - Van/car rental
  - Mileage reimbursement
- Room/venue reservation costs

Funds may **not** be used for the following purposes:

- Salaries
- Direct financial donations to non-profits organizations
- Direct financial donations to political campaigns or lobbying organizations
- Direct financial donations to established and registered corporations/LLCs
- Personal expenses not directly related to your project
- Purchase of alcohol or illegal substances/services
- Annual budget for a student organization
- Financial contributions to or support of terrorist/hate-driven organizations or movements

Funds awarded by the Barger Leadership Institute may be disbursed in multiple ways:

1. Direct disbursement of grant amount to a [student organization account](#)
2. Direct purchase of goods on behalf of the student team by the Barger Leadership Institute staff
3. Reimbursement to the individual member of the student team for expenses related to the awarded project/event (original receipts must be provided)

## STUDENT PROJECT PROPOSAL GUIDELINES

Total proposal should not exceed five single-spaced pages and must include the following components (The page limit does not include your project timeline and budget):

### Project Goals and Objectives

- State your *overall goal* for the proposed project (Your project goal should be expansive and ambitious)
- List at least 3 concrete *objectives* the project seeks to accomplish. (Objectives should be specific, doable, and measurable)
- Use these pages to explain why we should fund your project
- Explicitly address the integration of the BLI Habits in your projects
- Include any team learning goals

### Implementation Plan

- List *roles and responsibilities* of each team member and the faculty advisor overseeing the project, including leadership roles
- Plans for Implementation: Specify the “*who, what, when, where, and how*” of your plan to accomplish your concrete objectives including collaboration plans and potential partners
- Describe and justify your expectations about non-financial BLI support

### Timeline

- From your implementation plan, indicate timing of key events

### Evaluation Plan

- Describe how you will know if you have reached your team learning and project goals.
- *Look back at your overall goal and measurable objectives* to think about this in planning your evaluation.
- *Specify your process evaluation*: How will you know whether your events and activities have gone well?
- *Reiterate your expected project outcome and impact*: Who or what will benefit from your project? How will you know?

### Reflection and Reporting

- Describe your specific plans for ensuring that your team reflects together on the project's progress.
- Reflection opportunities should occur while the project is underway and upon its completion.
- Focus on the project's process and outcomes, the workings of your team and the BLI Habits that your team has cultivated from this experience.
- Also outline your plan for reporting what you learn to the larger BLI community.

### Budget and Justification

- Your budget should reflect your plans for *all activities you propose* including implementation, evaluation and reflection activities.
- Create a *line item for each key expense*.
- Your budget must have a *budget justification* for each major item.

- The budget should also document any plans to seek additional funding from other sources.

**Advisor Support (Separate letter to accompany the proposal)**

- Your *UM faculty or staff advisor* must
  - Agree to serve in that role
  - Review your proposal
- Your advisor should send a signed statement stating explicitly how they plan to support your student group in his/her role as advisor directly to [bargerleadershipinstitute@umich.edu](mailto:bargerleadershipinstitute@umich.edu) by the proposal deadline.