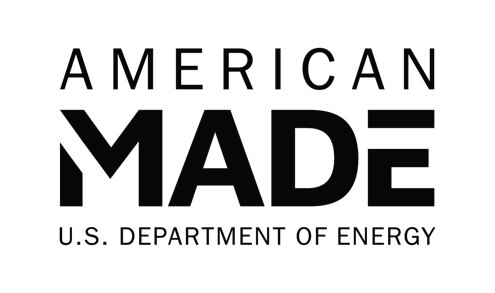
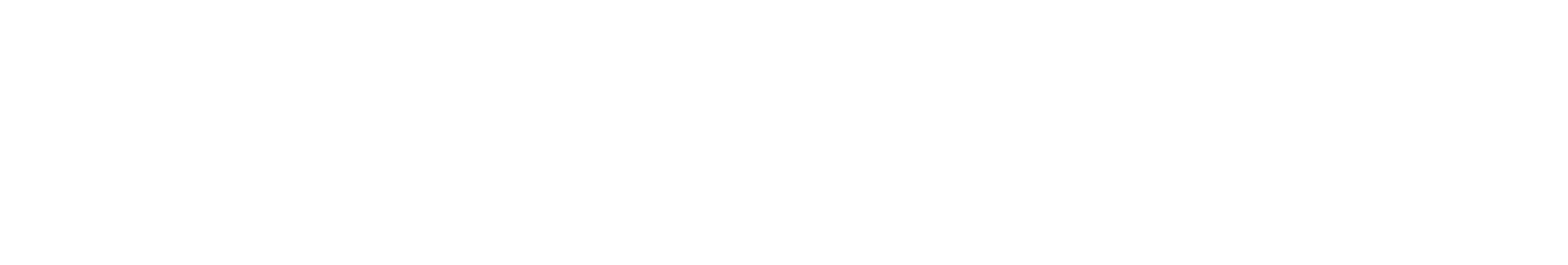
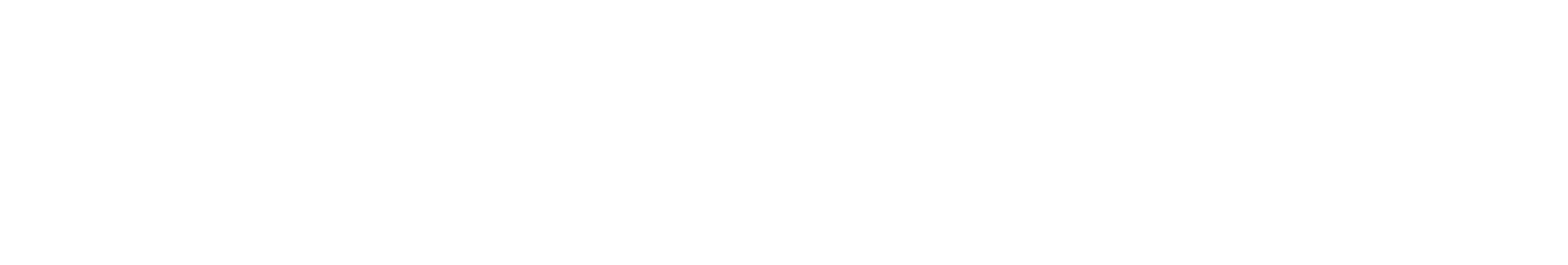
**[Official Team Name]**

**CONCEPT Phase – Narrative Document**



Community Energy Innovation Prize

Write a detailed Narrative Document describing the competitor’s responses to all scoring criteria. Competitors must submit evidence of commitment (e.g., letters of commitment, contracts, memoranda of understanding) from community leadership to verify engagement with the Location of Primary Benefits. This evidence should be submitted as a separate file and does not contribute to the word or visualization limit.

The total length of the Narrative Document cannot exceed **5,000 words**. This plan may include up to **five** supporting visualizations or graphics. Information contained in hyperlinks to external sources, and any text or graphics beyond the designated limits, will not be reviewed or considered by reviewers or the judge.

The plan must be submitted as a PDF, via the [HeroX](https://www.herox.com/communityenergyinnovation) platform, along with the other submission documents.

Competitors should address the Prize Objectives in Section 2.2 of the Official Rules Document and be guided by the scoring criteria (see Section 5.4.2 of the Official Rules Document to see suggested content to provide for these criteria):

* **Criterion 1:** Institutional Capabilities and Experience in Community Engagement
* **Criterion 2:** Proposed Activities and Goals Aligned to the Prize Award

*Use of this template is optional.*

**\*\* PLEASE DELETE THIS TEXTBOX FROM YOUR FINAL SUBMISSION \*\***

**[Please delete bracketed guidance text prior to submission]**

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# 1 Team Information

[Fill in the information below for each team member. The first team member listed should be the Team Lead. Does not count towards 5000-word limit.]

**Team Lead Name**: *[first, last]*

**Team Member 2**: *[first, last]*

**Team Member 3**: *[first, last]*

**Team Member n**: *[first, last]*

# 2 Short Description

[A clear and concise description of your team/organization, mission, and the goal of your activity and long-term clean energy project. Recommended length: 50-200 words, does not count towards 5000-word limit.]

# 3 Narrative Document

## 3.1 Institutional Capabilities and Experience in Community Engagement

[Describe your academic institution’s capabilities and experience in community engagement and how your team plans to leverage these for a successful project. Include examples of past successes and/or failures which may inform the proposed project plan and activities.

Suggested content:

* A description of the missions of the institution and the community partner and how they align with at least one of the prize goals. If applicable, describe how the project can be integrated into academic experiences (e.g., courses integrating competition elements or other programs that otherwise support competition-related work, scholarships, independent-study projects, or student clubs and/or groups designed to support successful student participation in the prize).
* A description of how departments or other university offices across the institution will participate to support prize goals.
* A description of how the student team, community partner, and the academic institution bring a unique perspective to the goals of this prize and how that perspective will make the team successful in engaging in this prize.
* A description of previous experience the faculty advisor, community partner, and/or identified student group have in engaging disadvantaged communities. If appropriate, describe a plan to obtain the necessary knowledge to implement a community-based project through other means (e.g., remote learning, industry partnerships, informal independent-study projects, industry mentorships, clubs, and so on).
* A brief overview of best practices for community engagement in the potential communities identified.
* A description of how this prize supports student career development goals...]

## 3.2 Proposed Activities and Goals Aligned to the Prize Award

[Describe your project’s planned activities, as well as your project’s goals and how they are aligned to the overall prize award. Include metrics to measure and planned milestones for self evaluation of progress.

Suggested content:

* A project plan, including planned activities, metrics to measure, and milestones to complete as specific, measurable, achievable, relevant, and time-bound (SMART) goals.
* A description of the role of the community partner and competing team in implementing the proposed activities.
* A description of the team’s role in enabling a just and equitable transition to a clean energy economy in the relevant community and region.
* A description of credible mechanisms to evaluate the team’s progress of activities through the prize.
* A description of potential risks pertaining to the team, working with the community partner, or engaging disadvantaged communities and how the team will mitigate these risks...]

[The following is an example of the types of roles Collegiate Track participants may play in implementing their activities for this prize. Please update to reflect your team’s division of labor and responsibilities.]

|  |  |  |
| --- | --- | --- |
| **Role** | **Individual(s) Assigned** | **Responsibilities** |
| Collegiate Team | Multiple | The Collegiate Team, referred to as “team,” carries out work on the project within the rules and requirements of the prize, based on direction and advice from their fellow team members, student leader(s), faculty advisor(s), community partners, and others contributing to the project. |
| Collegiate Team Student Leader(s) | Maximum of two per team | The student leader(s) serves as the primary representative of a participating institution in the prize. They will represent the team in all forms of communication including with the Prize Administrator and other teams, and disseminates information received from the Prize Administrator to the broader team over the course of the project, including monitoring communications. |
| Collegiate Team Faculty Advisor(s) | Minimum of one per team | The Faculty Advisor serves as the lead faculty member and is responsible for monitoring student conduct both related to internal team dynamics and in the broader community. This person also engages with the Prize Administrator throughout the project and ensures that the student leader(s) disseminates information received from the Prize Administrator.  The Faculty Advisor advises, provides input to, and coaches the students on the skills necessary to complete the various aspects of the prize. Some teams may specify multiple Faculty Advisors who contribute to the team. |
| Community Partner(s) | Minimum of one per team | Attend monthly meetings with the Prize Administrator and provide feedback on team progress, engagements with the community, and overall perception of the competition within the community.  Community Partner will support, advise, and contribute to the team’s success in the prize, but must not directly complete required deliverables. |

## 3.3 Concluding Remarks

[Briefly highlight any key points if desired and any other pertinent information for reviewers and administrators.]