

THE MOORE-HUFSTEDLER FUND

FOR THE ENHANCEMENT OF STUDENT LIFE AT CALTECH

PROJECT PROPOSAL GUIDELINES

This guide should be used for submitting proposals to the Fund. Use the same numbering and use a word processor to type your proposal. **Depending on your status (individual, group, club, etc.) and the nature of your project, some requested information may not apply.** Please complete all applicable sections.

GENERAL INFORMATION

- I. Project title, purpose, and intended impact on student life.
- II. Total amount requested from the Moore-Hufstedler Fund (\$).
- III. Contact information, including names, campus mail stop, e-mail addresses, status (undergrad, grad, faculty, staff, postdoc, etc.) of:
 - Individual(s) submitting the proposal, include date
 - Individual(s) responsible for submitting the follow-up report to the Moore-Hufstedler Advisory Committee
 - To whom to make checks and where to send them
 - Alternatively, campus account in which funds should be deposited
- IV. Project description:
 - Activities or Events: date, time, location, expected attendance (grad & undergrad), admission cost. Will the event be open to the entire student community or just club members? Clarify the nature of the event with details.
 - If this is a capital expense (one time), please describe.
- V. Club or organization information:
 - Club/Organization purpose and URL
 - Membership Information: age of the club, number of active club members, number of members paying membership dues, annual club membership dues, number of undergrads, graduate, faculty, staff, postdocs and non-Caltech “friends”

DETAILED BUDGET

- I.** A detailed, item-by-item breakdown (with timeline) of all costs related to your proposal (not just those you are requesting from the Moore-Hufstedler Fund).
 - List specific items and specify whether they are known costs or estimates
 - Include copies of all price quotes you have obtained.
 - Tell us about the research you have conducted in determining your budget. Which vendors have you contacted? Have you obtained several price quotes? Explain.
- II.** Is the project being subsidized by other funding sources? For what other funding sources are you (considering) applying? What has been approved? List dollar amounts and be specific!
 - Past funding: If this is not a new initiative, how has it been funded in the past? Include a detailed breakdown of funding sources and expenditures.
- III.** Does your proposal entail ongoing costs such as maintenance, insurance, repairs, salaries, etc.?
- IV.** The Moore-Hufstedler Fund do not provide for ongoing costs. If your proposal entails ongoing costs, tell us how you plan to cover them.
- V.** If your proposal is intended to remain at Caltech longer than those who initially are to implement it, explain how you plan to achieve continuity and ensure the project remains successful in the long term.

IMPLEMENTATION

- I.** How will you advertise your project?
 - On Campus: What individuals or groups will you target?
 - What non-Caltech locations, societies, and organizations will be targeted for advertising?
- II.** Give a description of the major tasks associated with your proposal and the labor required to implement them. Consider the following: Do you have the manpower to realize this project? Will your project require the recruitment or hiring of additional help? If so, how will you recruit or hire additional help?
 - For capital expenditures consider the effort required to design, purchase, install, maintain, and operate equipment, etc.
 - For events, consider the effort required to organize and execute the event, secure a location, purchase and transport supplies, etc.
- III.** For capital expenditures, where will the equipment be stored and/or used? Has storage or usage space already been arranged?
- IV.** What kind of experience do you have with projects of the nature you are proposing? Have you attempted anything on this scale in the past?

- V. An important component of any proposal is its context - how it fits in with current offerings at Caltech. We need to know which groups/organizations/offices/entities on campus are relevant to your proposal. (For example, if your proposal is athletic in nature, you should answer “Caltech Athletics”.)
- *You should discuss your proposal with all relevant entities on campus. Failure to do so can be reason alone for the Committee to recommend against funding your proposal.*
 - Include with your proposal written records of all such discussions.
 - Explain how your proposal might offer an opportunity to collaborate or share resources with other entities on campus.

Please include any supplemental information you feel would strengthen or clarify your application.

All proposals should be sent via email to mhf@caltech.edu by the appropriate 5pm deadline. No hardcopies will be accepted.

Contact mhf@caltech.edu with questions.