Caltech Student Affairs

The Gordon and Betty Moore Fund
and
The Honorable Shirley M. Hufstedler Fund for Enhanced Quality of Student Life
PROPOSAL GUIDELINES

This guide should be used for submitting proposals to the MHF Fund. Please number each item in your proposal as indicated in the table below. *Some requested information may not apply.* Please complete all applicable sections.

You may include any supplemental information you feel would strengthen or clarify your application but limit the total number of pages to fifteen (15) pages. The committee will contact the requestor if further information is needed to make a decision on a submitted proposal.

Only electronic proposals in PDF format will be accepted. Please do not submit reports in other formats (Word, Excel, PowerPoint), by link to a cloud service for downloading (SharePoint, Google Drive, Box), or in the body of an e-mail. No hardcopies will be accepted.

In the top left hand corner of your proposal, please be sure to include the MHF Proposal Cycle, Club Name and MHF Proposal Title in the header of your proposal, along with the page number.

All proposals should be sent via email to mhf@caltech.edu by the appropriate 5pm deadline.

Proposal Coversheet: Use the provided proposal coversheet for items 1-9 below.

1.	MHF Proposal Cycle:	See the "Deadlines" table here. List the cycle you are applying to (e.g. Winter 2018/2019).
2.	Club Name and MHF Proposal Title:	If the request for funds is for a campus club, department, event, House or organization please list the name (e.g. GSC, PMA, ASCIT Formal, Avery House, Caltech EXPLiCIT, Caltech Y) along with the title of your proposal.
3.	Brief Proposal Description:	In 2-3 sentences, describe your proposal.
4.	Impact to the Caltech Student Community:	In 2-3 sentences, describe the impact your proposal will have on the Caltech student community.
5.	Total Amount Requested:	The total listed here should match the amount listed in your total budget on the detailed budget sheet.
6.	Event Date(s): Use MM/DD/YYYY format	List all dates the event will take place on.

7.	Progress Report Deadline(s): Use MM/DD/YYYY format	List date(s) that progress reports are due. Progress reports are due every 30 days until the proposal event or activity occurs.
8.	Impact Statement Deadline: Use MM/DD/YYYY format	List date that the impact report is due. Impact reports are due 30 days after your proposal event takes place. Failure to turn in an impact report can result in future proposal requests to be denied.
9.	Primary Contact Information:	The person submitting the proposal will be the primary contact for the proposal and all reports (progress, impact and budget). List the primary contact's name, Caltech status, email address, and campus mail code. • Primary Requestor's Name: • Caltech status: Undergrad or Graduate Student with Year, Staff, Postdoc or Faculty • Email Address • Campus Mail Code

Proposal Detailed Information: Proposals should also include the following information following the coversheet, addressing in detail items 10 – 14, in this order:

10.	Club or organization purpose, website address, and membership information:	List the Club's/Organization's purpose Website address Membership Information: • Age of the club • Annual amount for club membership dues • Number of active club members • Number of members paying membership dues • Number of undergrads, graduate, staff, postdocs and faculty
11.	Detailed project information and description:	Clarify the nature of the event with details. • Date, time, and location of event • Is it open to all students? • Expected attendance (grad & undergrad students) • Admission cost If this is a capital expense (one time), please describe.

| 12. | Implementation Plan | **Advertising:**
• How will you advertise your project?
• What individuals or groups will you target?
• What non-Caltech locations, societies, and organizations will be targeted for advertising?

Tasks and Labor:
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 work force 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?
• 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?
For capital expenditures, consider:
• The effort required to design, purchase, install, maintain, and operate equipment, etc.
• Where will the equipment be stored and/or used?
• Has storage or usage space already been arranged?
For events, consider:
• The effort required to organize and execute the event, secure a location, purchase and transport supplies, etc.

Collaboration, Shared Resources and Communication:
Explain how your proposal might offer an opportunity to collaborate or share resources with other entities on campus.
• Which groups/organizations/offices/entities on campus are relevant to your proposal?
• How does it fit in with current offerings at Caltech?

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.

Long-term Plans:
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. |

13.	Other Funding Sources Requested	List of organizations contacted for funding. Include support documentation with approved/declined funds. Total amount received from other sources.
14.	Detailed Budget	**Budget:** A detailed table with the item-by-item breakdown and 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. • Is the project being subsidized by other funding sources? • What has been approved? List specific dollar amounts. • If this is not a new initiative, how has it been funded in the past? Include a detailed breakdown of funding sources and expenditures. **Future and Ongoing Costs:** The Moore-Hufstedler Fund does not provide funding for ongoing costs. If your proposal entails ongoing costs, tell us how you plan to cover them. • Describe in detail your proposal ongoing costs such as maintenance, insurance, repairs, salaries, etc.

Selection criteria and guidelines for use of funds:
- Proposals should demonstrate a significant effort to "increase the quality of student life" and promote interaction between large groups of students. Collaboration between students, faculty and staff should be encouraged and the results of these efforts should be included in the proposal.
- Equipment purchased with the Moore-Hufstedler Funds is Caltech property and must be treated as such by users/borrowers.
- Awards generally will not be recommended to cover items that are typically funded from Caltech's administrative or division budgets.
- All awards must be in accordance with Caltech regulations and in accordance with Caltech's non-profit status.
- Successful applicants will be required to submit progress reports (due every 30 days until the event), an impact report/statement (due 30 days after the event) and if requested, an additional detailed financial report/review.
- Requests for major events should be submitted in the fall cycle.