

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

This guide should be used for submitting proposals to the Moore-Hufstедler Fund. *Some requested information may not apply.* Please complete all applicable sections.

Proposals should be submitted by 5:00 p.m. on the appropriate proposal deadline date. Proposals will not be accepted after the 5:00pm deadline. See the MHF [Proposal Deadlines tab](#) for dates.

PROPOSAL FORM

MHF Proposal Cycle	List the cycle you are applying to (e.g., MHF Fall/Winter).
MHF Proposal Cycle Year	List the cycle academic year you are applying to (e.g., 2022-23).
Club or Organization Name	If the request for funds is for a campus club, department, event, House or organization please list the name of the sponsoring entity (e.g., GSC, PMA, ASCIT Formal, Avery House, Caltech Y).
MHF Proposal Title	List the title of the proposal (e.g., ASCIT Formal 2023).
Primary Requestor’s Name	This is the person who is filling out the form and submitting the proposal, and who will be the primary contact for the proposal and all reports (progress, impact, and budget), will be the main contact for questions about the proposal, and will receive correspondence from the MHF Committee, including the decision about the proposal.
Requestor’s Caltech Status	Select whether the requestor is a Caltech graduate student, undergraduate student, postdoctoral scholar, faculty, or staff.
Requestor’s Caltech Email Address	Only proposals received from a Caltech email address will be accepted.
Requestor’s Mail Code	List the requestor’s Caltech campus mail code (e.g., MC 100-31).
MHF Proposal Description	In 2-3 sentences, describe your proposal. What is it for and why is it important for the proposal to be funded.
Impact to the Caltech Community	In 2-3 sentences, describe the impact your proposal will have on the Caltech community. Collaboration among students, faculty, and staff should be encouraged and the results of these efforts should be included in the proposal.
Total Amount Requested from MHF	The total listed here should match the amount listed in your total budget on the detailed budget sheet.
What other resources have been contacted for funding?	List the organizations contacted for funding. Include support documentation with approved/declined funds.
Total amount requested from other sources?	List the total amount requested from other sources outside of MHF.
Total amount of funding secured from other sources?	List the total amount of funding received from all other sources. Attach any supporting documentation.
Is the proposal for an event?	Select “Yes” or “No”.

<p>As of today’s date, is the event registered with the Office of Residential Experience (ORE)?</p>	<p>Select “Yes” or “No”.</p> <p>All student-planned events that are sponsored or subsidized by Caltech and which include one or more of the following components must be registered:</p> <ul style="list-style-type: none"> - Events of 10 or more people - Off-campus events with 30 or more people and/or located 30 or more miles from campus - Events with alcohol service - Events that include construction activities or LN2 <p>See the ORE Event Registration Information webpage for more information.</p>
<p>Event Date(s)</p>	<p>List all dates the event will take place.</p> <p>“Multi-Date Event Range” field. Use this field if the event is being held over multiple days. Use the Month-Days-Year format, e.g., May 29 – 31, 2022.</p> <p>“Single Event Date” field. Use this field for an event that starts and ends on the same day.</p>
<p>Attach the MHF Proposal</p>	<p>Limit the entire proposal to 15 pages.</p> <p>PDF Files only. 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.</p> <p>Formatting Use 11pt or 12pt font In the header and top left-hand corner of your proposal, please be sure to include the:</p> <ul style="list-style-type: none"> - MHF Proposal Cycle and academic year (e.g., MHF Fall/Winter 2022-23) - Club/Organization Name - MHF Proposal Title - Requestor's full name and email address
<p>Attach Support Documentation</p>	<p>Attach any support documentation, including funding documentation from other sources. Include any supplemental information you feel would strengthen or clarify your application. The Committee will contact the requestor if further information is needed to decide on a submitted proposal.</p>

MHF PROPOSAL ATTACHMENT INFORMATION

MHF proposals should also include the following information, addressing in detail items in this order:

<p>Club or organization purpose, website address, and membership information</p>	<p>List the Club's/Organization's purpose Website address Membership Information:</p> <ul style="list-style-type: none"> • 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/or faculty
<p>Detailed project or event information and description</p>	<p>Clarify the nature of the project or event with details.</p> <ul style="list-style-type: none"> • Date(s), time, and location of event or time span when project will take place. • Is it open to all students? • Expected attendance. • Admission cost, if any. • If this is a capital expense (one time), please describe.
<p>Implementation Plan</p>	<p>Advertising:</p> <ul style="list-style-type: none"> • 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? <p>Tasks and Labor: Give a description of the major tasks associated with your proposal and the labor required to implement them. Consider the following:</p> <ul style="list-style-type: none"> • 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? <p>For capital expenditures, consider:</p> <ul style="list-style-type: none"> • 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? <p>For events, consider:</p> <ul style="list-style-type: none"> • The effort required to organize and execute the event, secure a location, purchase, and transport supplies, etc.

MHF PROPOSAL ATTACHMENT INFORMATION (CONT.)

MHF proposals should also include the following information, addressing in detail items in this order:

Implementation Plan (Cont.)	<p>Collaboration, Shared Resources, and Communication: Explain how your proposal might offer an opportunity to collaborate or share resources with other entities on campus.</p> <ul style="list-style-type: none"> • Which groups/organizations/offices/entities on campus are relevant to your proposal? • How does it fit in with current offerings at Caltech? <p>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.</p> <ul style="list-style-type: none"> • Include with your proposal written records of all such discussions. <p>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.</p>
Budget	<p>Detailed 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):</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Other Funding Sources Requested	List of organizations contacted for funding. Include support documentation with approved/declined funds and total amount received from other sources.

Include all the above information as an attachment and upload to the MHF [proposal form](#).