



# HCEF Project Proposal Form

Thank you for your interest in supporting the Homeless Children's Education Fund. Please fill out the below form in full and return it to the HCEF office. If you have any questions, please feel free to call us at 412-562-0154.

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## **Contact Information** (please complete in full):

Today's Date: \_\_\_\_\_

Name of Project Coordinator: \_\_\_\_\_

E-mail: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Are you 18 or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If no, what is your age? \_\_\_\_\_

How did you hear about HCEF? \_\_\_\_\_

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## **Group information if this is a group proposal** (only if applicable):

Group's name: \_\_\_\_\_ How many are in your group? \_\_\_\_\_

### **Type of group:**

- ☐ School: Elementary \_\_\_\_\_ Middle \_\_\_\_\_ High \_\_\_\_\_
  - ☐ College/University \_\_\_\_\_
  - ☐ Church \_\_\_\_\_
  - ☐ Business \_\_\_\_\_
  - ☐ Organization \_\_\_\_\_
  - ☐ Other (describe): \_\_\_\_\_
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**Project Information** (please attach additional pages if needed):

When do you plan to host this project (*start and end dates if appropriate*):

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Proposed location of project: \_\_\_\_\_

Please provide a short description of your event (i.e. what is it, theme, etc...): \_\_\_\_\_

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What is your goal(s) for this event/fundraiser? \_\_\_\_\_

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Describe how you will promote this event: \_\_\_\_\_

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**Projected Budget:** Please complete the below budget in full.

- I. **Projected Expenses** – Please list all projected expenses with cost associated with the event (i.e. location rental fees, food, printing/reproduction, sound equipment, decorations, materials, etc...)

a.	_____	\$ _____
b.	_____	\$ _____
c.	_____	\$ _____
d.	_____	\$ _____
e.	_____	\$ _____
f.	_____	\$ _____
g.	_____	\$ _____
h.	_____	\$ _____
i.	_____	\$ _____
<b>Total Projected Expenses:</b>		<b>\$ _____</b>

- II. **Projected Revenue** – Please list all areas of projected revenue with amounts associated with the event (i.e. tickets sold, sponsorships, program ads, donations, etc...).

a.	_____	\$ _____
b.	_____	\$ _____
c.	_____	\$ _____
d.	_____	\$ _____
e.	_____	\$ _____
f.	_____	\$ _____
g.	_____	\$ _____
<b>Projected Revenue</b>		<b>\$ _____</b>

**Projected Revenue Minus Expenses**                      **\$ \_\_\_\_\_**

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## **Additional Information to Remember:**

### **HCEF cannot do the following:**

- Due to limited staff time, HCEF must refrain from assisting with the following activities for external events and fundraisers:
  - Soliciting sponsorships and advertisements
  - Soliciting auction items
  - Event planning, financing, and registration
  - Graphic design: we cannot design materials, but we can assist by providing approved text and images (please see below)
- In addition, we regret that we cannot under any circumstances share contacts from our database or lists of sponsors, though we will make an effort to promote your event internally to our constituents.

### **HCEF can do the following:**

- We regularly promote special events on the HCEF website (Events page), in our quarterly e-mailed newsletter, Facebook, e-mail blasts when deemed appropriate by the HCEF webmaster, and other means.
- HCEF will provide materials such as annual reports, newsletters, and brochures to educate your guests about the population we serve.
- An HCEF staff member will also make an effort to attend and/or speak at your event if requested.

### **Event Promotional Materials:**

All promotional materials bearing HCEF's name or logo, or the names of HCEF staff members **must be approved by the HCEF office prior to publication**. We will be happy to provide HCEF-approved images and text upon request.

### **Event Solicitation:**

Additionally, all solicitation for HCEF-related events **must be approved prior to approaching a said company, business, or group** in name of the organization.

**Please return the completed form to the HCEF Events Manager. You may mail, fax, or e-mail it back to our office (see below).**

- Mailing Address: 2100 Smallman Street, 2nd Floor Pittsburgh, PA 15222
- Fax Number: 412-562-1109
- E-mail Address: [info@homelessfund.org](mailto:info@homelessfund.org)

**Final approval of every project proposal will be decided by the HCEF Development and Marketing Committee. The below evaluator is how the committee members will review your proposal formally.**

**FOR INTERNAL USE ONLY:**

	1: No	2: Somewhat	3: Yes
Does the proposal align with HCEF's mission?			
Is the proposal outlined in full/organized?			
Will the event raise funds/awareness for HCEF?			
Will the proposed take much staff time?			
Overall does this event seem beneficial for HCEF?			

**Total Scores =** \_\_\_\_\_

**Please Check One:**      **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Needs More Work** \_\_\_\_\_

**Comments/Suggestions:**

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**Authorized Evaluator:**

Printed Name: \_\_\_\_\_

Signature / Date: \_\_\_\_\_