



CalSFC Activity Proposal

1. Proposed By

Name & Title: _____

Date: _____

Brief overview of the proposed activity and how it supports CalSFC objectives

2. Program Overview

DESTINATIONS

Country-1/Cities: _____

Country-2/Cities: _____

PROPOSED TRIP DATES (or trip length, including travel)

Departure: _____

Return: _____

PLANNED ACTIVITIES

Briefly describe the activities (meetings, events) that would be the main reason for the trip

EXPECTED PARTICIPANTS (entities and/or persons)



Which U.S. government officials, organizations, business leaders, or individuals are expected to participate.

Which foreign government officials, organizations, or individuals are expected to participate.

Has contact been initiated with the above and if so, describe. If not, who will contact these entities?

3. Estimated Project Cost (to be paid by CalSFC)

Please provide itemized estimates for all major categories

	<u>Item Description</u>	<u>Estimated Cost (USD)</u>
Airfare	Number of roundtrip tickets	_____
	Estimated cost per ticket	\$_____
	Estimated TOTAL CalSFC Airfare cost	\$_____
	Tickets purchased for (e.g., elected officials, other known persons)	

Lodging	Number of rooms	_____
	Nights per room	_____
	Estimated cost per room, per night	\$_____
	Estimated TOTAL CalSFC lodging cost	\$_____
Local Transportation	Modes (please circle): Train, private car/van, domestic flights.	



(Estimated total cost for self-payers \$_____)

Estimated TOTAL CalSFC Transportation cost \$_____

Meals Estimated daily meal cost \$_____
Estimated total CalSFC meal cost \$_____

SPECIAL EVENTS

Special Event 1 Proposed "Event 1" description and participants:

Special Event 1 Costs

Facility rental: \$_____
Catering: \$_____
Other unique costs: \$_____
Other Costs (if any) \$_____

TOTAL ESTIMATED CalSFC EVENT 1 COST \$_____

4. Funding Plan

Total Estimated CalSFC Activity Cost: \$_____

Proposed Funding Sources

Please describe how funds will be raised to cover all estimated expenses. Include specific sources and amounts (e.g., sponsorships, donations, participant contributions, partnerships, etc.).

If additional funds are needed, explain any contingency plans

5. Additional Notes



Include any special considerations, funding partners, or other relevant details here
