Hometown Collaboration Initiative
Guidelines for Crafting a Successful Capstone Project Proposal

This document provides important information for developing a strong HCI Capstone Project Proposal. Please give careful attention to each question you are being asked to address.

The HCI Capstone Project Proposal **Should**:

- Delineate how the team who underwent HCI will apply what they learned throughout the Foundation and Building Block Phases to conduct the Capstone Project. Please note that in most cases, the Capstone Project should be connected to the Building Block your team examined in Phase II of your HCI work

- Indicate how your Capstone Project addresses an important need, concern or opportunity discovered in the Building Block phase.

- Demonstrate how the project represents your team's commitment to collaboration. Show how multiple organizations, representing a diverse mix of residents, will be helping carry out the project. List the groups and organizations that have agreed to be a part of your Capstone Project.

- Outline a plan on how the HCI Team plans to sustain their community-improvement efforts on a longer-term basis beyond the Capstone Phase. What organizational structure do you plan to establish to help sustain the work over the long-term?

- Document how you will be reaching out to local residents during and after the project to help ensure that the work of the HCI Team continues to align with the needs or aspirations of local residents.

The HCI Capstone Project Proposal **May**:

- Include additional funds (cash and in-kind) supplied by local organizations or donors.
- Incorporate a fundraising plan.
- Seek the input and advice of local and outside experts.
- Mobilize additional local people to take part in the Capstone Project.

The HCI Capstone Project **Should Not**:

- Pay for an outside organization or consultant to conduct or sustain the efforts.
- Be the product of a single local organization.
- Be a one-time effort with short-term impacts.

1. Name of your HCI Community/County:
   Click or tap here to enter text.

2. Title of your proposed Capstone Project:
   Click or tap here to enter text.

3. What specific HCI Building Block did your HCI Team select?
   Click or tap here to enter text.

4. Describe the key activities your team undertook during the Building Block Phase of HCI. In particular, respond to the following:

   a. Briefly list and describe the **specific activities** your HCI Team undertook during the Building Block Phase:

      Click or tap here to enter text.

   b. Indicate your team's **key achievements** during the Foundation or Building Block Phase and how they have shaped your proposed Capstone Project:

      Click or tap here to enter text.

   c. Provide information on the **level of participation** of original members of your HCI team. That is, how many of your original team remained involved in the Building Block phase of HCI (for example, 15 of the original 20 members)? How many new members were added to your HCI team during the Building Block phase?

      Click or tap here to enter text.

5. What does your HCI team propose to do as part of your Capstone Project? In particular, address the following in your write-up:

   a. Identify and describe your Capstone Project. What important local need, concern or opportunity is your project seeking to address? (400 words or less).

      Click or tap here to enter text.

   b. Indicate the major goals your team is planning to pursue as part of its Capstone Project. In addition, describe the strategies you will pursuing to achieve each of the stated goals.

      Click or tap here to enter text.

   c. Explain how the collaborations you have built with one another as an HCI Team, along with the partnerships you have built with other groups in your

community/county, have helped guide the selection of your Capstone Project and its major goals.

Click or tap here to enter text.

d. List what activities of the organizations/agencies that have been part of your HCI effort during the Foundation and/or Building Block phase(s) will be actively helping with the Capstone Project. Additionally, list new organizations/agencies that have been recruited to help implement various Capstone Project activities.

Click or tap here to enter text.

e. As a separate document, develop a timeline of your team's Capstone Project activities. What will be done and over what period of time? [See the final pages of application for the recommended format for detailing your timeline. An example of a project goal and activities is provided as a guide].

f. Describe how you plan to sustain the work of the HCI team beyond the Capstone Project.

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g. Share details about your budget. The budget should include the proposed $5,000 funding from OCRA, as well as the $5,000 cash match that your team has committed to the HCI program.

Click or tap here to enter text.

NOTE: If you have secured local funding for your project beyond the original $5,000, a signed letter of commitment from the organization(s) that has agreed to fund your Capstone Project must be provided.

IN ADDITION, funds cannot be used for any of the following: operational expenses, salaries, purchase of facilities, Wi-Fi, tax payments, demolition/clearance, or alcohol/food.

6. Contact information of the person submitting this application:

Name: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Example of the Format for Showing Your Goals, Activities and Timeline

GOALS AND ACTIVITIES	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
EXAMPLE:												
GOAL 1: Launch Business Retention & Expansion Program targeted to main street businesses												
GOAL 1 ACTIVITIES:												
1. Organize BR&E Task Force	X											
2. Meet with Main Street, Chamber of Commerce, and other key organizations to seek their support/involvement	X	X										
3. Build list of businesses to target . . . and so on!		X										

HCI Capstone Project Goals, Activities and Timelines Template

GOALS AND ACTIVITIES	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
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