

Spark Fund – Application Checklist

- **Project Narrative: 5 pages max** (Times New Roman or Arial, 12 point font)
 - Project Title (Specify application: COMMERCIALIZATION or INDUSTRY SPONSOR)
 - Description of the problem, technology solution and market application.
 - Description of potential customers and/or industry partners (path to market)
 - Intellectual property status (disclosure, patent application, or patent number) or IP development strategy
 - Project team and brief bios
 - Budget for use of funds over 12 months (detailed line item budget not required)
 - Description of the accelerator/lean startup program participation along with team members participating. (N/A for **INDUSTRY SPONSOR applicant**)
 - Anticipated commercial outcomes at project completion
- **One page Project Development plan** including milestones tied to at least two tranches of funding (initial and follow-on). Milestones must reflect measurable outcomes that can be achieved within a 12-month period and must include:
 - INDUSTRY/COMMERCIALIZATION: Technology Development (final design, prototype, testing)
 - INDUSTRY/COMMERCIALIZATION: Deliverables and Return on Investment (licensing, future funding)
 - COMMERCIALIZATION ONLY: Customer discovery (travel for customer interviews, conferences, etc.)
 - COMMERCIALIZATION ONLY: Accelerator/lean startup program acceptance or completion (I-Corps, Lean Startup)
- **Appendix:** 20-pages max. Supporting document examples may include:
 - Technology assessment or patent
 - Accelerator program registrations/acceptance
 - Evidence of industry support
 - Letters of support from industry partners