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