



Application Guidelines (For requests over 5K)

Please email applications to hello@sparkofhudson.org

Introduction

The introduction should be a short executive summary. It includes the name of your organization, the amount of money requested, and a description of the project.

Organizational Description

Be concise and concentrate on your organization's ability to meet the needs that you've stated. Give a brief history of your nonprofit and provide an overview of your programs. Make sure to connect directly what you currently do and what you want to accomplish with the requested funding.

Statement of Need

Explain the need that can be met by your project. Describe the target population and geographic area.

Methodology

How will you solve the need? Describe the project succinctly and include the major activities, names, and titles of key project staff, and your project's objectives. How many people will your project impact and in what ways?

Partnerships

Describe any current partnerships in the community and how your project meaningfully engages in collaborative efforts

Itemized budget and budget narrative

Please include an itemized budget for your proposed project and narrative description as necessary

Other Funding Sources

If you are approaching other agencies or nonprofits for support of this project, mention them in a brief paragraph. Include whatever funding you've already gotten and explain how you expect to support the project after the start-up period.

List of Board Members

Please include list of Board of Directors and/or Advisory Board members