[COMPANY NAME]

FUNDING REQUEST FORM

A funding request template is used to formally request financial support, investment, or funding for a specific project, initiative, or business. This template can be customized for various funding requests, whether you're seeking investment for a startup, funding for a nonprofit project, or a grant for a specific initiative. Make sure to adapt it to the specific requirements of the funding organization or investor you are approaching.

|  |
| --- |
| **APPLICANT INFORMATION** |
| **Organization/Individual Name:**  **Contact Person:**  **Title/Position:**  **Email Address:**  **Phone Number:**  **Mailing Address:**  **Website (if applicable):** |
| **EXECUTIVE SUMMARY** |
| Provide a concise overview of the funding request, including the amount requested, the purpose of the funding, and the anticipated impact. |
| **PROJECT / INITIATIVE DESCRIPTION** |
| Explain the project or initiative for which you are seeking funding. Include the following details:   * **Project Title:** [A clear and concise title for the project.] * **Project Objectives:** [Clearly state the objectives and goals of the project.] * **Project Scope:** [Describe the scope of the project, including its duration and geographic reach.] * **Target Audience/Beneficiaries:** [Identify the individuals or groups who will benefit from the project.] * **Project Timeline:** [Provide an estimated timeline for project implementation.] |
| **FUNDING REQUEST DETAILS** |
| * **Amount Requested:** [Specify the exact amount of funding you are seeking.] * **Use of Funds:** [Describe how the requested funds will be used in detail.] * **Budget Breakdown:** [Provide a breakdown of the project budget, including key expense categories.] |
| **JUSTIFICATION AND NEED** |
| Explain why the funding is needed and the rationale behind the request. Address the following points:   * **Problem Statement:** [Clearly articulate the problem or need the project aims to address.] * **Market/Research Data:** [Include relevant data, research, or statistics that support the need for funding.] * **Impact:** [Highlight the positive impact the project will have on the community, organization, or market.] |
| **SUSTAINABILITY PLAN** |
| Outline how the project will be sustained beyond the funding period. This may include revenue generation, partnerships, or long-term strategies. |
| **PREVIOUS ACCOMPLISHMENTS** |
| Provide information on your organization's track record, past successes, and experience in handling similar projects. |
| **COLLABORATION AND PARTNERSHIPS** |
| Highlight any existing or potential partnerships that support the project's success. |
| **RISK ASSESSMENT** |
| Identify potential risks or challenges associated with the project and explain how they will be mitigated. |
| **REPORTING AND ACCOUNTABILITY** |
| Explain how you will report on the use of funds and project progress to the funding entity. Include any reporting requirements or milestones. |
| **CONTACT INFORMATION** |
| Provide your contact information, including email, phone number, and mailing address, and invite questions or further discussions. |

**SIGNATURE:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTACHMENTS:**

Include any relevant attachments, such as project proposals, financial statements, or supporting documents.