



## 2009 SPECIAL PROJECTS FUND

### INITIAL INQUIRY FORM

Potential applicants for the Special Projects Fund (SPF) are strongly encouraged to complete this Initial Inquiry Form, which will assist NYSHealth staff in determining whether projects fit the funding criteria and is competitive.

We highly recommend this pre-inquiry prior to completing and submitting a full application. All inquiries should be one page in length and must follow the format below.

When complete, e-mail the SPF Initial Inquiry Form to [SpecialProjectsFund@NYSHHealth.org](mailto:SpecialProjectsFund@NYSHHealth.org). You will receive a response in one to two weeks time.

**Organization Name:**

**Project Title:**

**Proposed Grant Amount:**

**Background:**

Provide a brief description of the issue or the problem that the project will address and why the topic is important and necessary.

**The Project:**

Briefly describe the work that would be conducted using grant funding. As appropriate, include details on specific activities, methods, sites, and products that would result from the grant. Be sure to state the expected impact of the project and explain why this is a special project as described in the RFP.

**Project Management:**

Briefly describe your organization, its ability to carry out this project, and relevant experience to the project.

**Sustainability:**

Briefly describe how your organization(s) plans to sustain the project after the grant period ends.