



U-SPARK! Grant Application

Prior to completing this application, please ensure that:

1. You are **eligible** to participate in the program. (See the [U-SPARK! guidelines](#).)
2. The charitable organization that you choose meets the requirements for eligibility.
Review the [definition of an eligible charitable organization](#) in your region.
3. Ask the non-profit's permission for the follow-up story with this [consent form](#).
4. You choose course(s) that are approved for this grant.
5. You have discussed this opportunity with your employer and have approval to use your DDI standard, non-customized facilitator kit(s) and video(s) to facilitate the session(s).

Please take a few minutes to **complete the form below** and [submit](#) vial email. Send this completed form to SPARKgrants@ddiworld.com. You can also email us any questions.

Contact Information

Name:

Title:

Employer:

Website:

Address:

Country:

Phone:

Email:

Date:

When were you certified? Choose your DDI training certification from the dropdown options and indicate the year they were awarded.

Year:

Year:

Year:

Charitable Organization Information

Organization:

Website:

Address:

Country:

Organization Contact:

Title:

Phone:

Email:

Mission of organization:

Description of charitable organization (e.g., size, existing community programs and other relevant information)

Charitable Organization Information

How will DDI help to SPARK change in this organization?

Which DDI course(s) are you planning to facilitate? (Max. 5 course/50 workbooks combined total)

Approximate number of total workbooks needed: (Combined total from all courses may not exceed 50)

Planned date of the event:

Has this organization participated in another DDI SPARK opportunity in the past calendar year? If so, please list the:

Date:

Course(s):

Facilitator:

By signing and submitting this U-SPARK application to DDI, I certify the following:

1. That my employer is a current DDI client;
2. That the charitable organization for which I am requesting the SPARK training is not a DDI client;
3. That if I use a facilitator guide, wall charts, DVDs or other facilitator materials belonging to my current employer to facilitate DDI workshops to the charitable organization named above, that I have obtained permission from my employer to do so;
4. That I will inform all participants in the workshops I deliver to the organization named above that the DDI materials (workbooks, job aids and course journals) are copyright-protected works of DDI that they may keep for their personal use, but that these materials may not be copied, modified, or used for any other purpose within the organization or otherwise;
5. That any violation by me of the grant described herein may result in revocation of my certified facilitator status with DDI;
6. That I will obtain permissions from the eligible charitable organization by submitting the form titled, "Permission for SPARK Follow-up Story." I understand that my application will not be reviewed until this permission form is signed and submitted;
7. That it is my responsibility to work together with the charitable organization to gather and submit a follow-up story to DDI within 1 month of the SPARK event.

DDI will consider all information presented in this application when determining whether or not to approve a SPARK grant application. DDI reserves the right to deny any application, for any reason, in its sole discretion.

Client Facilitator Name

Signature

Date

We may choose to publish your work on our website and other future publications. We will include your name and the charitable organization that you worked with. However, if you would like the name of your employer omitted, please indicate below.

Yes, please omit.

Comments:



Email us if you have questions.