

Tips for Preparing a Strong Application

- ✓ **Keep the review criteria in mind when writing the application**
 - Applications will be scored based on the information that is contained in the application package.
 - Be sure the application forms and the information in your narratives are complete, clearly written and address the criteria that will be used when the application is reviewed.
 - Do not assume that reviewers are familiar with the applicant organization, service area, barriers to health care or health care needs of your community.

- ✓ **Start preparing the application early**
 - Allow plenty of time to gather required information from various sources.

- ✓ **Be concise and clear**
 - Make your points understandable.
 - Provide accurate and honest information, including candid accounts of problems and realistic plans to address them.
 - If any required information or data is omitted, explain why.
 - Make sure the information provided throughout is consistent.
 - Your budget should reflect proposed program activities.

- ✓ **Use the provided templates**
 - Provide all of the information requested in each section of the templates.
 - Be sure to follow the instructions at the beginning of each template.

- ✓ **Carefully proofread the application before submission**
 - Mis-spellings and grammatical errors will make it hard for reviewers to understand the application.

- ✓ **Carefully review a copy of your application package to ensure accuracy and completeness**
 - Print out the application before submitting. Review it to make sure that it is complete and that all required documents included.