Tips for Preparing a Strong Application

✓ Keep the review criteria in mind when writing the application
  o Applications will be scored based on the information that is contained in the application package.
  o 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.
  o 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
  o Allow plenty of time to gather required information from various sources.

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

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

✓ Carefully proofread the application before submission
  o 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
  o Print out the application before submitting. Review it to make sure that it is complete and that all required documents included.