



### Proposal Helpful Tips!

- Once you begin the Online Application, you will not be able to save your answers and return later. Therefore, prior to beginning the Online Application, you should draft your answers using the appropriate Application Template. Because the Application Template is a Microsoft Word document, you will be able to save your information as you develop it, use spell-checking and grammar-checking features, and use the word counter to ensure that your submission is not above the required limit. You may copy and paste your answers from the Application Template into the Online Application. Links to the Online Grant Applications and the Application Templates are posted to the Strengthening Communities website on the “How to Apply” page. Look for the gray bar on the right-hand side.
- Prior to beginning the Online Application, you should gather the documents listed in the appropriate Checklist of Attachments, which can also be found on the “How to Apply” page.
- When you are completing the sections that require a narrative, please strictly limit your responses to 300 words (*2000 characters including spaces*) per response unless otherwise noted. (*Please note that the application software counts characters, not words.*) Our reviewers will only receive the first portion of your response, up to the character limit. Any narrative that goes over the specified limit will be lost. Character counters are provided under each submission box on the Online Application to help you gauge the length of your submission.
- Your Budget Worksheet should automatically calculate a total for each section. However, you should double-check to make sure the total is correct.
- Once you hit the forward arrows on the very last page of the Online Application, you will get a report showing all of your responses. If you see this report, your application was successfully submitted. You can download a pdf of this report by clicking the red Adobe icon in the upper right of the page.
- PLEASE REMEMBER, your request MUST be submitted electronically through the online form. No other formats or submissions will be considered for funding.