

Creating a List and Checking it Twice: Supporting Documents for Award Applications

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Now that you have decided to submit an award application, take time to learn as much as you can about the award and the award requirements.

Start by making a checklist to stay on task. First, you will want to establish a timeline. Start early and allow enough time to have your application reviewed by colleagues within your practice area and outside of Extension.

Having multiple reviewers will provide valuable feedback, ensuring your application is well written, relevant and interesting, as well as meeting the application criteria.

When asking for feedback, be specific about the type of feedback you are looking for. Specify if you are having a reviewer review for grammar, content, and/or award criteria. If you are requesting feedback on award criteria, remember to provide the reviewer with both the award criteria list and the judging sheet.

Next, make a list of all program outline required fields, and include necessary supporting documents. Before writing, locate and organize all materials and compile data.

Address each section of the program outline using keywords and/or phrases, writing succinctly. Use powerful descriptive verbs when writing. If including tables and figures, ensure they aid in understanding and are not superfluous.

Your award application is a persuasive document, intended to convince the reader of the value of your project. Creating a list and checking it twice will not only help you stay on task but it will also contribute to the quality and clarity of a successful award application.