



## **Proof, Proof, Proof Your Application**

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You have worked hard on your award application and are ready to submit it. But have you completed that key final step? Proofread your application! Taking time to carefully check your work can make all the difference when submitting an award-winning application. Here are some tips:

### **Check and Follow Directions:**

Pay close attention to the information to include for your specific award. Check and adhere to word and page limits. Review the score sheet (in the awards manual) to make sure you have met all requirements. Do not inadvertently lose points or disqualify your application because you did not follow directions.

### **Practice the Four Cs:**

**Clean** – Check carefully for spelling, grammar, and formatting errors.

**Clear** – Explain your program in such a way that virtually anyone reading your application can understand what you have done. Consider asking someone outside of Extension, such as a teacher, to read your application for clarity. Spell out any acronyms at their first mention in the application.

**Concise** – Avoid wordiness. Review each section to see how you can “tighten” your narrative to convey your activity clearly; this also will help you to stay within the page limit.

### **Call on a Friend:**

Enlist the help of your “Comma Queen” colleague or “Grammar Police” friend to proof your application. A fresh set of eyes can pick up punctuation errors more easily and offer suggestions for re-wording incomplete or unclear sentences.

Give your application that final “wipe down” before you click Submit so your best effort shines brightly!