

Application Tips



1. Complete the Application Planning List

- Plan and organize your thoughts on paper – visually see items requested, cost, and total
- Be specific with your requests – Graco car seat (\$100) @ Target
- Make sure the items are on the approved list on the Application Guide (refer to the Spending Categories on the application guide, page 5-8)

Application Tips



2. Participation Page of the Application(Priority Narrative Page)

- Include the “What” it is you are requesting - “Item(s)” column on the Application Planning List
- “How” it will support the priority in that spending category – the “Goal” column
- Short, concise, and to the point – short and sweet!
- Spelling and Grammatical Check
- Have another person check your work
- Before going into your narrative, indicate the Priority # at the top of each box
 - Example Box1:
Priority #1
Start narrative....