OFD-Bridges Award

Tips for a successful application

1. **Answer all questions, and all parts of questions** posed – (e.g., if the proposal form asks for a timeline, remember to provide a timeline). Be sure the proposal is complete and within page limits.

2. **Format Properly**
   - Use "1" margins all around on documents
   - Use at least 11pt font, . no less than single spaced
   - Include applicant primary contact name and brief title in header on each page.
   - Use page numbers

3. **Use a standard, consistent, organized format** to make reading easy. (Make it easy for reviewers to understand your proposal) Use Bold font, headings and subheadings to organize content.   Make it easy for reviewers to understand your application.

4. **Assure your application is complete, with all the** appropriate forms and attachments. (Application with budget and timeline, CVs, letters of support, references, letters of cooperation, etc).

5. Have someone **proofread** your application for typos and clarity before submitting.