Proof, Proof, Proof Your Application!
Judy Corbus (FL), Awards Training Committee

You've just finished your award application for that stellar program and you're ready to submit it. But wait! Have other eyes looked at it?

After you've composed and re-read your application multiple times, it's easy to miss grammar, syntax, and punctuation errors. Enlist the help of at least one other person with an editor's eagle eye to review your application before uploading it. Also, you know in your mind what you want to say, but have you expressed that clearly in your writing? Include a copy of the award application guidelines and judging criteria so the reviewer(s) can compare your application against them. Have you addressed each item in the Program Outline clearly? Can the reader understand the program and the results? Do the supporting documents, if required, further tell your story? Your reviewer(s) can identify areas that may need tweaking to make your application stronger.

Remember the Three Cs – make sure your application is clean, clear, and concise! In addition to a colleague, consider asking someone outside Extension, such as an English teacher, to review your application. If they can understand your program from your application, chances are the judges will understand it, too. Budget plenty of time for a review before your affiliate's submission deadline. Taking this extra step to polish your application will reflect you and your hard work in the best possible light!