



10 Tips for Completing Your Intern Grant Application

1. Carefully **read the rubric** and the directions in the application, reread your responses and score them yourself using the rubrics. Did you clearly respond to everything being asked?
2. Use the language of the question in your response.
3. Use the 3,000-character max – responses should not be one paragraph.
4. Clearly highlight your leadership experiences in your responses.
5. Write to what **you** have done, “I did this” not “we did this”.
6. Make sure your recommending principal understands this recommendation holds great weight and is not a means for them to give you constructive feedback.
7. Encourage your recommending principal to read the scoring rubric and write to it.
8. Start early. You are able to save your progress as you go through the application system. Allow time to review and make edits to your responses.
9. Each response will be read by a different scoring team so each needs to stand alone.
10. Have your application proof read at least twice by two different people, preferably one person from your preparation program (director, instructor, etc.).