10 Tips for Completing Your Intern Grant Application

1. Carefully **read the look-fors** and the directions in the application, reread your response - 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. Send the requests for signatures early – you can do this before completing your application. All signatures must be received in order for your application to be complete by March 20, 2020.

7. Make sure to communicate with your building principal, university program director, and district superintendent to ensure they are aware you are applying and are expecting the signature requests.

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.).