

Tips for Successful Responses

Before you start any application, you should consider what successful responses look like. You should make sure that the narrative addresses each section – writing to and responding to each section of the NOFO. Use this checklist as your final checklist before you submit your application.

Meet Requirements of the NOFO

- ☐ Applicant must be eligible to apply.
- ☐ Applicant must meet all of the eligibility requirements.
- ☐ Applicant must read through the entire NOFO.
Tip: Identify the due date and outline a timeline for application development. Review each section in detail.
- ☐ Follow all materials for a comprehensive approach.
Tip: Ask a neutral party to review your application packet.
- ☐ Use the narrative to respond to the required information, and place requested information in the sections, as outlined in the NOFO.
Tip: Remember, the application must speak for itself; if it's not in the application, the reviewer will not know it.
If information is not in the appropriate section, as outlined in the NOFO, points may not be awarded.
- ☐ The application packet must adhere to NOFO requirements.
Tip: Check, check, and triple-check the application packet before submission.
- ☐ All components of the NOFO must be submitted before the deadline.
Tip: Assign appropriate staff to each component of the application and coordinate efforts.
SUBMIT EARLY!

Focus on Goals and Objectives

- ☐ The application must address the goals and objectives of the funding opportunity.
- ☐ The goals and objectives must be supported by current and relevant data and research.
- ☐ The goals and objectives must be clear, concrete, and measurable, and they must support the purpose of the program.

Focus on Project Design

- ☐ The application packet must demonstrate an understanding of the project.
- ☐ Program design must address all issues raised in the funding opportunity.
- ☐ Project design must be effective and efficient for the targeted population.