



Application Best Practices

Please review the following which are based on common scenarios

- **Complete the eligibility quiz honestly**, especially regarding location and faith-based status. We very carefully verify eligibility and want to save you time and effort if you're not a match.
- **Enter the correct Executive Contact name and email.** This should be the individual authorized to sign a grant agreement. Be sure to use their *direct* email address.
- **Use proper capitalization.** Avoid typing in all uppercase or all lowercase—this includes titles, names, and addresses.
- **Draft your responses in a Word document first.** This helps prevent data loss. You can then copy and paste your answers into the portal. A downloadable version of the application is available on our website to assist you..
- **Save your work frequently.**
- **Double-check your attachments.** Make sure all required documents are uploaded in PDF format and are properly formatted (e.g., no tables running off the page). Make sure your files match up with the appropriate upload space.
- **Start your portal application form early.** Don't wait until the deadline—open and review the form well in advance so you can identify any questions or technical issues ahead of time. (e.g., login trouble, character length,).
- **Contact us early if you have questions.** We're happy to help but we may not be able to respond quickly on the deadline day.
- **Avoid complex formatting in text fields.** Tables and other specially formatted elements may lose their structure when pasted into the form.
- **A signed form is required to complete your application.** Please secure the necessary signature early to avoid delays. Uploading a blank form just to submit will result in an incomplete application.