NISN FACILITIES PROGRAM

Grant and Proposal Development

Topic 6: Finalizing and Submitting your Application

This slide set is part of a learning module for school leaders who are writing grants and other types of funding proposals.

For access to other slides in this series and referenced tools, visit the Facilities Resource Hub and Preparing Grant Requests module.

TOPIC OVERVIEW

This topic covers tips and best practices for finalizing, compiling, and submitting your proposal. Proposals for facilities projects are often larger and more complex. This means final checks and preparation are keys to success. In addition to specific tips covered in the following slides:

- Prepare responses to online applications outside of the portal, in Word or Google Docs.

- Explore the submission instructions early to understand needs.

- Plan to submit several days early to give yourself time to resolve any issues.

PACKAGE COMPONENTS

Application Forms, Summaries

Narratives & Supporting Items

Package

Budget & Supporting Items

Assurances, Disclosures, Certifications
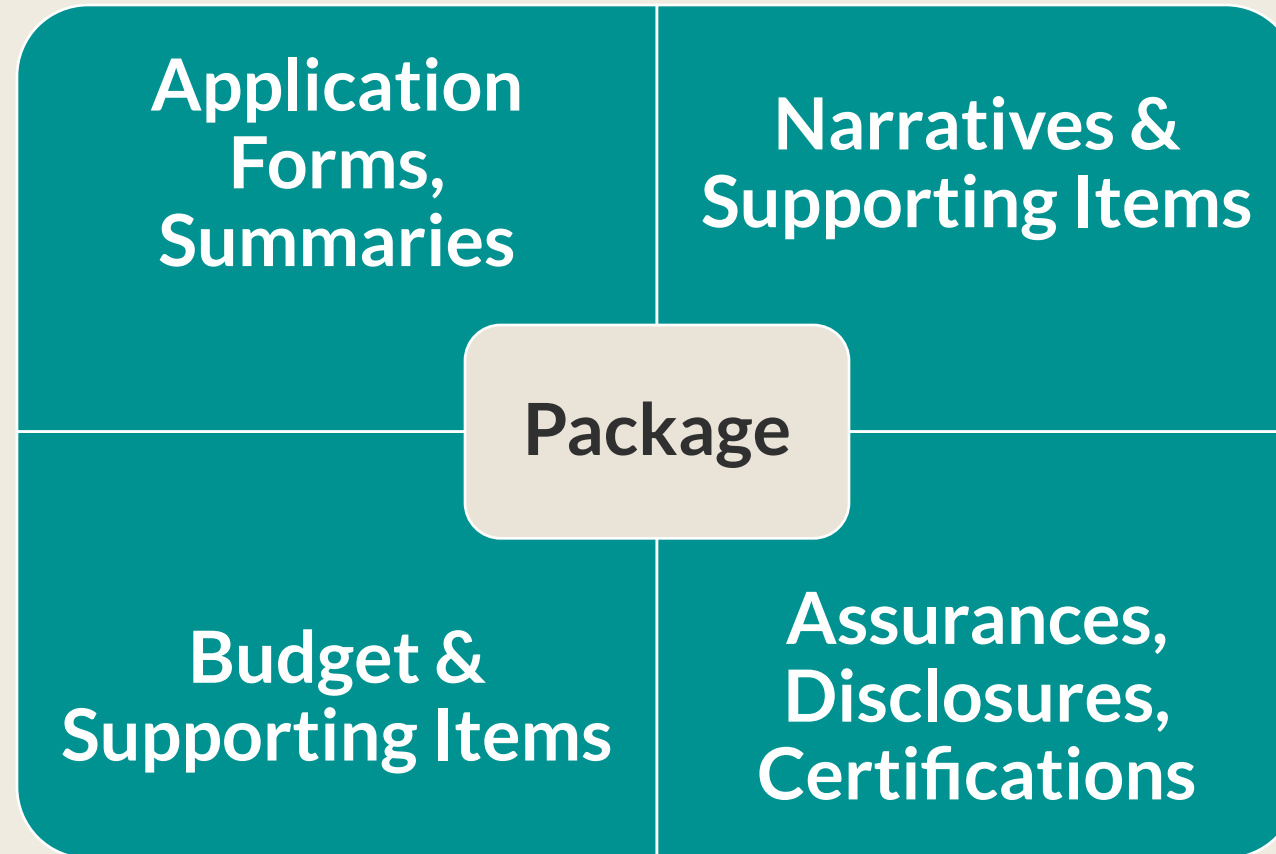
QUALITY CONTROL

Quality Control (QC) Checks - Documents

- Proofread documents and run spell check and grammar check
- Clear and document editing marks (accept changes, remove comments)
- Reread review criteria for any last adjustments
- Check adherence to document formatting requirements
- Check adherence to length requirements
- Refresh location references (e.g., table of contents, section/subsection numbering)

QUALITY CONTROL

Quality Control (QC) Checks - Budgets

- Confirm the final budget conforms to award amount restrictions
- Verify budget costs add up to totals
- Confirm that calculations explained in a budget narrative match totals in the budget and meet instructions about detail
- Ensure any required match/cost-share is shown and information meets instructions
- For federal budgets with 10% de minimis indirect cost applied, ensure ineligible costs are excluded
- Confirm any required costs (e.g., evaluation, construction contingency) are included

QUALITY CONTROL

Universal Quality Control (QC) Checks – The Compiled Package

- Make sure all necessary signatures are complete

- Check components against your workplan (see Topic 2)

- Check consistency of key information that appear across multiple components (e.g., number of students served, funding requested, partners involved)

- Ensure contact information is accurate

- If there is an overall page count restriction, ensure you meet it

- If you are instructed have page numbers run sequentially through the entire package complete and check accuracy

HARDCOPY/MAIL SUBMISSIONS

Submission Tips for Hardcopy Applications

- Check and follow binding/compilation guidance
- Create a Table of Contents or sequence guide if allowed or required
- If the funder requires multiple copies, mark the original (with real signatures) and the copy versions and check each set against content requirements
- Box and label as instructed
- Get proof of delivery

SUBMISSION TIPS - EMAIL

Submission Tips for Emailed Proposals

- Prep, combine, and name files as instructed
- Run attached documents to PDF
- Check file sizes to ensure nothing is too large to send
- Title the email as instructed (or clearly)
- Include a short email message
- CC or BCC the message to an address outside of your school system, like your personal email, to ensure it made it out of your email host
- Add delivery receipt and verify receipt if you don't see confirmation or get a reply after a couple of days

SUBMISSION TIPS – ONLINE APPLICATIONS

Submission Tips for Online Applications

- Run attached documents to PDF (unless instructed otherwise)

- Check/review the application in the online system to ensure responses match questions, that answers are not getting cut off due to length limits, and that attachment appear as they should

- Check for format and character issues – online systems may glitch on certain characters and often simple formatting like paragraph breaks, bolding, or bullets will not hold

- Screengrab/print the submission confirmation

CLOSE OUT STRONG

- Rename all files as final

- Ensure you have all documents in your grant files

- Save proof of submission in files

- Create a close-out message to celebrate a job well done and to notify the project team and partners of successful submission and anticipated timing for notification

Photo Credit: NACA