10 Tips for Completing Your Intern Grant Application

1. Carefully **read the look-fors** and the directions in the application, reread your responses, 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 (per question) – responses should not be one paragraph.
   3,000-character limit does include spaces

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 29, 2024.

7. Make sure to hit the 'send request now' button on all signatures, entering the name and email address does not automatically send the notification. You can track these requests in the main application portal. You can see if they have been sent and received.

8. 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.

9. **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.

10. Have your application proofread at least twice by two different people, preferably one person from your preparation program (director, instructor, etc.).