

HELPFUL TIPS

This worksheet is adapted from material prepared by Dr. Barbara Pellegrini

1. **MAKE COPIES.** Make several copies of the application to use for rough drafts and make a copy of your final version for your own records.
2. **FOLLOW DIRECTIONS.** Carefully read and follow all directions. Include all of the requested information.
3. **RESEARCH YOUR TOPIC.** Verify the accuracy of any facts or figures that you use, and confirm the credibility of your sources.
4. **TIE YOUR PROJECT/STRATEGY TO THE STANDARDS.** Identify the Illinois Learning Standards that your project supports.
5. **USE ACTION VERBS.** Use strong, action verbs that enable the reader to visualize the project or instructional strategy. (create, discuss, design, research, deliver, identify, select, etc....)
6. **AVOID JARGON.** Do not use unnecessary jargon or “edu-speak.” Many of the people who review applications are not educators, and they should be able to understand your application.
7. **TYPE YOUR APPLICATION.** This will enable you to fit more information on the application, it will make the application easier to read, and it will make the application look more professional. **All Application forms are now available on CFE’s website at www.chicagofoundationforeducation.org!**
8. **USE A CATCHY TITLE** (Only applicable for Small and Study Group Coach Grants)
9. **HAVE AN EDUCATOR AND A NON-EDUCATOR REVIEW YOUR APPLICATION.** Use the question on “The Final Edit” worksheet to help focus their responses.
10. **AVOID USING COMMERCIALY PACKAGED MATERIALS OR CURRICULA FOR YOUR PROJECT/STRATEGY.** Teacher-designed units and lessons are preferred.