

# Tips for Wisconsin Forward Award Applicant Organizations

- Read all instructions one last time before submitting an intent-to-apply or finalizing your application. Go through the checklists provided on the intent-to-apply and application form and be sure that all items are included in the order listed.
- Call the WFA office at (608) 663-5300 with any questions.

## ***When Submitting Your Intent-to-Apply***

- Include all required items, including a cover letter, the Intent-to-Apply Form (including Form A, Business Factors and, if applicable, Forms B, Site Listing, and C, Subunit Designation), and line-and-box-style organizational charts, including the name of the head of each division or work unit and, if applicable, showing the relationship with a parent organization.

## ***When Submitting Your Application***

- Be sure that page limits are strictly adhered to. All organizations are allowed 5 (five) pages for the required Organizational Profile, and narrative response to Criteria Items is limited to fifty (50) pages, including charts, diagrams, and appendices. The fifty-page limit does **not** include the title page, table of contents, intent-to-apply materials, organizational charts, or the glossary of terms and abbreviations.
- Category and Item headings are helpful in assisting examiners in identifying required responses.
- The Glossary of Terms and Abbreviations should include definitions—not just titles for acronyms. Remember that industry- or organization-specific jargon may not be understood by Examiners, especially those from sectors other than your own, and the glossary presents an opportunity to prevent misunderstanding or misinterpretation of the information you provide.
- Mark one **unbound** copy as ORIGINAL with the original intent-to-apply documents.
- Each of the twelve application copies must have a front cover with only the intent-to-apply confirmation number (e.g., **09-A23**) visible and a blank back cover. The purpose of this rule is to prevent identification of the applicant organization to non-Examiners who may casually glance at a copy of the application.
- All copies should be bound, but WFA does not prefer any particular method of binding. Each application copy being bound with a single binder clip is equally acceptable to comb, spiral, or glue binding. However, in order to facilitate the distribution of applications to Examiners and Judges, we ask that you do **not** use three-ring binders.
- All copies should include intent-to-apply materials, including applicable subforms and organizational charts.
- Don't forget to include all intent-to-apply and application materials on a CD or USB flash drive.
- Refer to page 3 in the 2009 Application Instructions booklet for instructions on calculating your application fee. Checks should be made payable to Wisconsin Forward Award, Inc. You may call (608) 663-5300 to supply Visa, Mastercard or Discover information if you prefer to pay via credit card.
- Type size on all materials should be no smaller than 10-point Times New Roman or Arial.
- Pages in the narrative response to the Criteria Items must be numbered.
- One person should be responsible for the final document to ensure that the language and tone are one voice rather than multiple voices. We suggest having someone not involved in the application-writing process carefully proof the document for readability and flow of content.