



## Tip Sheet for Applicants

- Read all instructions one last time before finalizing the application. Go through the checklist provided in the instructions and be sure that all items are included in the order listed.
- Be sure that page limits are strictly adhered to. All levels are allowed five pages for the required Organizational Profile. The narrative response is limited as follows: Award Level – 50 pages; Progress – 25 pages; Commitment – 15 pages and Engagement Level 12 pages.
- Category and Item headings are extremely important for assisting examiners in finding the required responses.
- Include required items, i.e. Letter of Confirmation of Eligibility, Eligibility Forms, Line and box organization chart, including the name of the head of each unit, Line and box organization chart showing relationship with a parent organization, if applicable. All items should be included with your eligibility forms and must be included in each of the twenty copies for Award Level, and ten copies for Progress, Commitment and Engagement Levels. **REQUIRED:** A CD of the entire application should be sent with the copies, including Org Profile and any charts/graphs, org charts, etc.
- The Glossary of Terms should include definitions – not just titles for acronyms.
- Remember that industry or organization specific jargon may not be understood by the examiners. Include *definitions* in the Glossary to avoid misunderstanding or misinterpretation of the information you provide for non-industry related examiners
- Mark one copy as ORIGINAL with the original signature pages.
- All copies must have a blank cover and back that prevents identification of the applicant organization.
- All copies should be bound (preferably spiral bound) and index tabbed for easy handling by examiners.
- The appropriate fee as identified in the confirmation of eligibility letter should be included with the application. Checks should be made payable to QUALITY TEXAS.
- Be sure that all charts/graphs, etc. have the printed copy with type size no less than 10 point (Times New Roman or Arial). When items are reduced to fit the page, the reduced type size frequently makes it difficult to read for the examiners to assess the data provided.
- Pages in the narrative response to the criteria 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.
- Have someone not involved in the writing carefully proof the document for readability and flow of content.
- Submit your application by the deadline through an overnight parcel delivery service.