

## HELPFUL HINTS FOR COMPLETING THE FY24 ICASA PROGRAM DEVELOPMENT GRANTEE APPLICATION

- ✓ Note due date for submission of the application is May 1, 2023, by 11:59 p.m. Late fine applies.
- ✓ Read and follow instructions.
- ✓ Draft question responses using the word template. This will allow you to copy and paste into the AmpliFund application more easily.
- ✓ “Save” often within AmpliFund to ensure you do not lose progress.
- ✓ Include only requested attachments.
- ✓ Title attachments as instructed.
- ✓ Read completed application carefully before submitting and be certain all questions have been answered thoroughly.
- ✓ Be certain that a clear relationship exists between the program descriptions, staffing pattern, service projections and budget.
- ✓ Be certain budget is mathematically correct and all costs are allowable for each funding source.
- ✓ Proofread completed application carefully. Typos and misspellings can be distracting to readers.
- ✓ Make sure all signatories review the application, budget, and attachments and affirm stated assurances.
- ✓ Be prepared to attend an interview with Contracts Review Committee in Springfield during the week of May 23-26, 2023 upon request. Virtual attendance may be an option.
- ✓ Call Katrina or Rebecca at the ICASA Administrative Office at (866) 648-2272 to request technical assistance regarding the application.