Submission Tips

These submission tips answer frequently asked questions about the submission process. Use this as a reference when submitting your application.

Required Documentation

Verify the documents needed to complete your application. Are they in the correct format?

Each NOFO includes a submission checklist, with items to be submitted, the naming convention for each document, and the required format.

Submission Checklist:

1. Uniform Application for State Grant Assistance
   - PDF (signed and scanned)
   - Microsoft Word file

2. Program Narrative (Do not change the format of this document.)
   - Microsoft Word file

3. Budget/Budget Narrative (No signatures are required for this document at this time.)
   - Excel format

4. Other documents
   - United States Internal Revenue Service 501(c)(3) determination letter as a PDF (nonprofit agency required)
   - Letters of support or memorandum of understanding as a PDF with signatures

Submitting Documentation

Allow yourself at least 24 hours to email the application during regular business hours. That way, if you encounter issues, someone will be available to assist you in the submission process.

The NOFO identifies the email where the application will be sent. Remember to type the NOFO email address correctly.

It is strongly encouraged that ONE email containing ALL documents for the application is sent, both to the email listed in the NOFO and to yourself. The best way to include all documents in ONE email is to zip the files.

How do I zip my files?

1. **Creating a zip file of materials on a Mac**

    1. Locate the items to zip in the Finder (file system) screen.
    2. Right-click on the file, folder, or files you want to zip.
    3. Select **Compress Items**.
    4. Find the newly created .zip archive in the same directory.

2. **Creating a zip file of materials on a PC**

    1. Locate the file or folder that you want to zip.
    2. Press and hold (or right-click) the file or folder, select (or point to) **Send to**, and then select **Compressed (zipped)** folder.
    3. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and type the new name.

Question: How do I convert a document to a PDF?

1. Click the Microsoft Office Button, point to the arrow next to Save As, and then click **PDF** or XPS.
2. In the File Name list, type or select a name for the document.
3. In the Save as type list, click **PDF**.
4. If you want to open the file immediately after saving it, select the Open file after publishing check box.
5. Click Publish.