



Bridging an Ordinary Grant/Scholarship Application into a Winning Application

HELPFUL HINTS FOR COMPLETING TSO SCHOLARSHIP APPLICATIONS

- **Know the territory:** Read the guidelines and criteria in their entirety before you begin your proposal. Determine the due date of the application and give yourself ample time to complete the application process.
- **Make a plan:** Determine the specific information that will be needed. Begin early when gathering your letters of recommendation. Applications need a letter from your chapter president. If she is not familiar with your history of participation in your chapter, provide her with your DKG resume or at least a list. You will also need other letters of recommendation, so provide ample time for these to be completed.
- **Tap the power of description:** Develop your goals/purpose/justification portion of your application, including specifically how the activity will enhance your professional skills. Paint a clear picture with your words; provide as many details as possible. Those reading your application need to feel they are in class with you or at the conference you will be attending.
- **Be persuasive:** Remember that you want those who read your application to realize the worthiness of your plan.
- **Think it through:** Provide the specific goals you will achieve, include precise dates, and if a budget is required, provide details of the cost of each item.
- **Write like a pro:** Write clearly and concisely, avoid ambiguity, and do not include abbreviations that might not be understood. (TCTELA might not be as easily recognized as Texas Council of Teachers of English Language Arts!) Follow the guidelines to the letter. Never skip over or omit any item.
- **Final touches:** Proofread your application. Correct grammar and spelling are a must. Ask another person to read your application and check your items against the guidelines for that scholarship/grant.
- **Last, but not least:** SUBMIT YOUR APPLICATION ALONG WITH ALL REQUIRED ATTACHMENTS ON TIME.