

Appendix 8

APPLICATION WRITING SUGGESTIONS

The proposal must clearly target priorities identified in the Applicant's Comprehensive Community Prevention Plan (CCPP) which is required at the time of application.

The CCPP must present a community consensus on priorities to combat substance misuse, describe and document the nature and extent of the substance misuse problem in the community, identify substance abuse service gaps, and contain a strategic plan to reduce substance misuse that includes stated goals, objectives, activities, time frames and methods of data collection and program evaluation.

For those applicants new to this funding process, the CCPP must be developed in collaboration with community sector representatives and updated every three (3) years. The plan should be based on current conditions in the service area and used to guide ongoing prevention priorities.

Proposals must describe methods that will be implemented to measure and report outcomes consistent with common indicators and evaluation protocols.

1. Application Writing Suggestions:

- a. Read each section of the RFP carefully before beginning;
- b. Complete all sections and include all required attachments;
- c. Observe page limits;
- d. Verify that you have responded specifically to the information requested in each section;
- e. Provide concise and consistent information. Use bolded subsection titles, bullets and appropriately labeled tables to display information;
- f. Indicate source of information or data;
- g. All sections of the application should make sense and be in the correct order;
- h. If an item or topic is addressed in one section of the application, it is not necessary to repeat that information in future sections. The applicant should simply reference the previous section and page of the application.