## Helpful tips for document preparation:

We have seen applicants run into a number of the same formatting problems when uploading documents. We created this tip sheet to provide guidance that may be useful, even beyond just this particular application.

Our application system will upload your documents as submitted but will then convert any that are not PDFs into that format for easier sharing with the board. Thus, if you are able to upload PDFs, you can better control what the final pages will look like. Even if you convert your documents into PDFs on your own, it doesn't guarantee the final product will be what you desire if you don't review it first. **Print Preview is your friend!** We often find that margins, centering and page cutoffs aren't what applicants expected to send. Whatever format you use, we recommend always previewing your documents.

1) Margins:
   Applications are presented to the board in bound books. That means there needs to be a margin on the left-hand side. We often see documents that are (nearly) flush with that margin and can result in data destruction in the binding process.
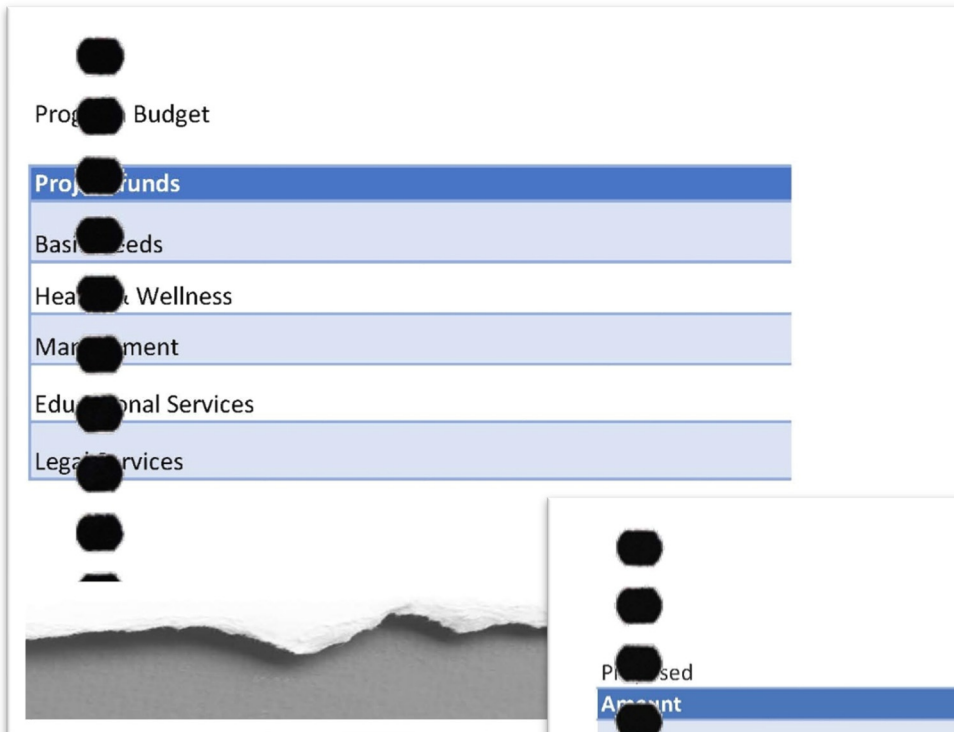


*Left (and top) margins should generally be at least 0.75"*

2) Column Widths:

The example above shows how column widths should also be monitored. The excessively wide columns cause this document to unnecessarily spill over onto a second page.

3) Centering & Scaling:

Another trick that enhances the look of a document is to take advantage of the Horizontal Centering that can be found in a number of programs. In Excel, for example, you can access the Page Setup screen either through File/Print/Page Setup or through the Page Layout Ribbon (under the Page Setup section, click the arrow in the bottom-right corner).
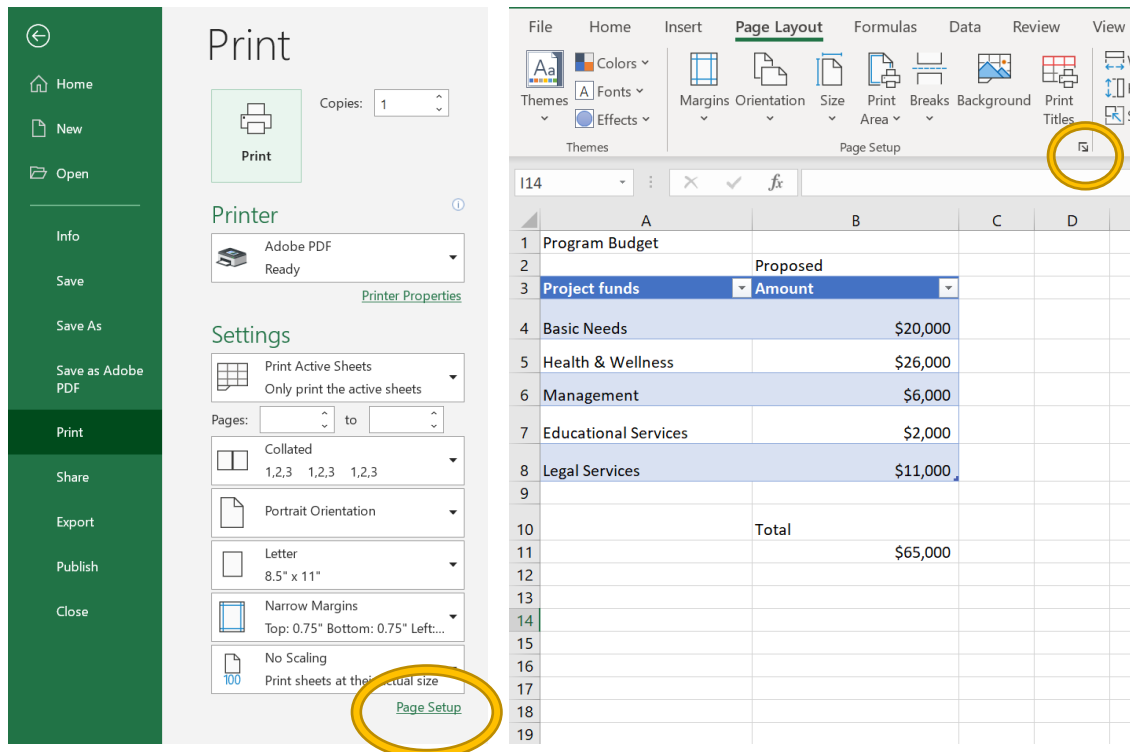


In Page Setup, click on the Margins Tab and then check the "Center on page/Horizontally" check box. You can also double check the page margins in this same place.
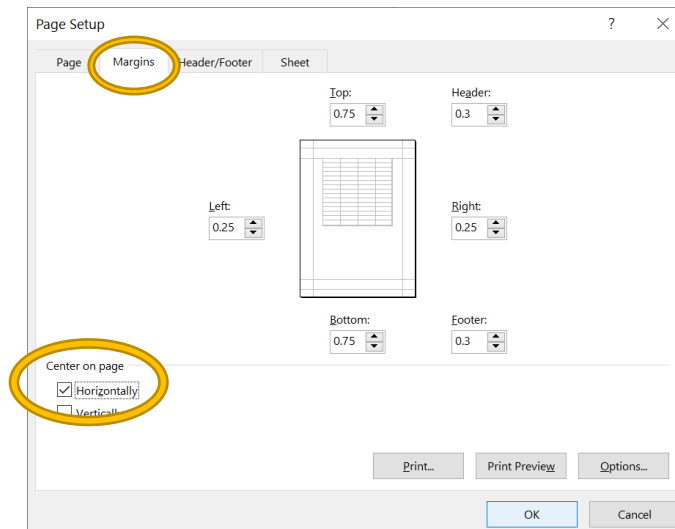
Center on page/Vertically is also an option here, but is generally less helpful as it has the potential to create a more (not less) awkward look.



Additionally under Print Preview, some documents that nearly fit onto a page can benefit from Scaling. For example, if one column spills off the page to the right, and all columns & margins are already appropriately sized, you can click on "Fit All Columns onto One Page" and Excel will condense the worksheet down to the size of a single page. [This won't be helpful, of course, if too much data extends onto other pages as the final result may be too small to read.] Alternatively, changing the page orientation may achieve a similar result if there aren't too many rows.
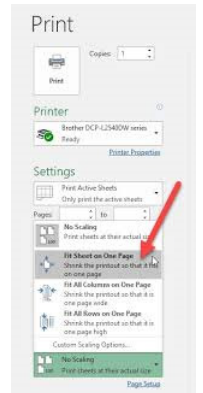
With these three easy steps – along with careful attention to alignments, text size, & page orientation – the final document can put forward its best appearance.

Program Budget

| Project funds | Proposed Amount |
|---|---|
| Basic Needs | $20,000 |
| Health & Wellness | $26,000 |
| Management | $6,000 |
| Educational Services | $2,000 |
| Legal Services | $11,000 |

Total $65,000

*If anyone has better or complementary tips, please let us know and we may eventually be able to incorporate them into this tip sheet. {info@fsllc.net}*