

Funding Opportunity Community Outreach: Tip Sheet for Applying to a Funding Opportunity Announcement

If serving low-income children and families is important to you – **Apply to become a Head Start and/or Early Head Start provider in your area!** Apply for Funding Opportunity Announcements.

Are you a...?

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| ✓ current Head Start or Early Head Start Grantee | ✓ community-minded organization committed to early childhood education, youth development, health promotion and family support services |
| ✓ local school district | ✓ social support service organization |
| ✓ college or university | ✓ health care program |
| ✓ faith based organization | |
| ✓ community organization with outreach to children and families | |

Consider the following suggestions when applying:

- **Carefully AND completely** read the Funding Opportunity Announcement (FOA). Go to <http://www.grants.gov> or <https://www.acf.hhs.gov/grants> to obtain FOA information.
- Make sure your organization is eligible to apply based on the eligibility criteria described in the FOA.
- **Follow the guidelines** laid out in the FOA for page limits, formatting, submission, etc.
- **Start preparing** your application **early**. Don't wait until the last minute.
- Don't assume your application was received. Call and confirm with grants.gov.
- **Use the resources** listed in the FOA if you have questions about the competition. The OHS Operations Center is available to answer questions. Also the Applicant Support Website (<http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants>) is a very useful tool. It is an interactive website that offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Head Start and Early Head Start programs, the funding opportunity announcement, and evaluation criteria. A profile of current grantee services, equipment, inventory and a link to the virtual tours can also be found through this website. The website also includes helpful tips for applying via <http://www.grants.gov>.
- **Be concise in describing your proposed grant activities**. Remember, your application must adhere to the page limitations stated in the FOA.
- Applicants are strongly encouraged to bring new and innovative ideas that are evidence-based or evidence-informed to maximize the extent to which Early Head Start and Head Start, in collaboration with other partners and early childhood education providers, can prepare children and their families for school.
- **Check your application** to make sure all required information requested is included.