

<b>RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES</b>	<b>Issued by:</b> RDP Statewide Director Daniel Regan	<b>Policy No.:</b> <b>OPR 010</b>
		<b>Effective Date:</b> 07/01/2009
<i>Grant Proposal Guidelines</i>	<b>Approved by:</b> RDP Statewide Director Daniel Regan	<b>Revision No.:</b>
		<b>Supersedes Policy:</b>

- I. **PURPOSE:** To publish standardized formats to be used when submitting written proposals to the Statewide Director for inclusion in RDP grant proposals to the Department of Labor.
- II. **POLICY:** The RDP Statewide Director will solicit written input from Project Directors relative to their proposed programs for inclusion in the Grant Proposal submitted to the DOL. The written materials from the Project Directors are consolidated by the State/Central office into one document, hundreds of pages long. In order to facilitate a seamless merger of all the various proposal portions, it is necessary that the formatting and styles used by all contributors be consistent.

Once all the proposal portions are merged, the State/Central office will insert budgets, page numbers and define the headings to be used for the Table of Contents.

### III. PROCEDURES

#### A. Page Set Up

Set up the page for your proposal portion document with the following formats and fonts.

Margins: 1" top and bottom; 1" left and right

Font: Times New Roman, 12 pt.

Spacing: single

Tabs: every 5 spaces

Styles: body text or normal (define body text or normal as Times New Roman, 12 pt.)

Alignment: justified

Paragraph: no point spacing before or after paragraph

Contrasting or secondary font: use Arial, 11 pt

- B. **Remove Embedded Formatting.** Automatic formatting is a feature that embeds formatting into a document. When a document that has embedded formatting is cut and pasted into another document, the auto formatting is pasted, too, and it is

very difficult to remove. Please, if you cut and paste from other documents into your proposal portion, remove all formatting (especially any automatic formatting features) first.

Before submitting your proposal portion to the Statewide Director, double check it to make sure you are not pasting in different fonts and formats. [To see if your document has automatic formatting embedded in it, check “options” under AutoFormat. If any of the boxes are checked in the fields *Apply*, *Preserve*, or *Always AutoFormat*, the document probably has automatic formatting embedded in it.]

Please follow these rules:

- Do not insert page numbers
- Do not insert or use any headers or footers in your document.
- Review document to ensure no “heading” styles are used in any part of the document, especially in tables or spreadsheets.
- Do not use automatic numbering or bullet features; disable those features in your document.
- Use EXCEL to prepare your project budgets.
- Use the table feature in WORD for non-budget tables and keep your table within the margins of your document.
- Avoid the use of boxes around text or other similar features.