



Indoor Air Quality Tools for Schools

AWARDS PROGRAM

Indoor Air Quality (IAQ)

## ***Indoor Air Quality Tools for Schools (IAQ TFS)*** **2008 Competitive Awards Application Checklist**

### ***Suggested Preparation Activities***

- Visit the [IAQ TFS award winner map](#) to view all prior winners in your area. Consider contacting a prior award winner for insights into their program.
- Read the requirements and eligibility of both competitive *IAQ TFS* awards to determine the award that your district intends to apply for.
- Familiarize your IAQ team with the concepts and framework of the six key drivers in *Envisioning Excellence—The IAQ TFS Program Change Package*.
- Attend the [IAQ TFS Webinar](#) on writing your *IAQ TFS* award application.
- Contact your EPA *IAQ TFS* [Regional Representative](#). Let them know about your intention to apply for an award and ask them any initial questions about the application.
- Consider asking a school district that you mentor for a letter describing your district's contributions to their IAQ program implementation. This information will be helpful when writing your application.
- Solicit feedback on the narrative portion of the application from other IAQ team members as well as non-team members, to ensure a complete and cohesive application.

### ***Steps to Complete Your Application***

- Obtain a Letter of Commitment signed by senior management in the district.
- Review the Evaluation Criteria on the Web site prior to drafting the narrative portion of the application.
- Begin outlining or drafting the narrative portion of your application.
- Establish and compile metrics tracking for program evaluation. Examples of indicators to track include student and staff health, performance, and/or productivity.
- Compile all supplemental materials to be included in the application.
- Compile all required components of the application and send to the address on the [IAQ TFS Awards Web site](#). This includes your Letter of Commitment, school district information, narrative, and optional supplemental information.
- Submit your application before the awards deadline on **September 12, 2008**.