GCAA Application Tips

Start in Microsoft Word

Although our software allows you to save and return whenever you wish, it might be easier to write your information using Microsoft Word. Word allows you to check your **word count** and you can easily see your entire submission and alter it. Once you are happy with your submission in the Word document, you simply open the online application and use cut and paste to move your text.

Word Count Restrictions

The online application has a word count limit for each question. This ranges from 75-200 words and was decided by taking the average words used on former applications. We tried to be generous and know that some will need far less and others sad to not have more.

This limit is a maximum amount of words and not the required or expected amount. If you have far less than the limit, but a good answer, you will be fine. When reviewing we look for the question being answered and the legitimacy of the information. You will not be graded on style or creativity so focus on getting your point across. Words such as- I, a, it, the, is - will be counted as a word.

The software will not stop you from going over the word count. A count of your words will show up beneath the text box, so be sure you stay under the maximum amount for words.

Using Word Count in Microsoft Word

Microsoft Word automatically counts the number of words in a document while you are typing. You can view this information at the bottom left of your screen. To count the number of words in only a section of your document, i.e. each question, highlight the text you wish to count, go to the "Review" tab at the top and click on "Word Count" at the top left. If your version of Word is different or you are using another word processing software, consult the "Help" section to learn how to count your words.

Supplemental Material

When including pictures, include the category which your picture applies to (e.g. "Litter – City employees judge the local winners of the DMWT Art Contest"; "9 CLEANUP students painting main street parking lot rails").
You do not have to include a date in the caption, but the photo must be from 2018. Your photo should be named Promo Ex. 1, Media Ex. 2, etc.

Miscellaneous Tips

Answer every question and leave no questions blank or unanswered. Do not put n/a or other dismissive text showing you cannot answer. It is better to have something you hope to do in the future or that you are working on than to say you did nothing last year or leave a blank. Answer all questions and if you do not have an answer, explain why.

Word count limits your writing space so make sure to be direct and get your point across. We are interested in the creativity of your program, not your writing.

The questions are the same as they have been for the past several years. Do not get tripped up by it being online or by word counts. We are asking for the same information as always.

Only the first-place winners will receive monetary assistance from TxDOT, but anyone can be recognized for strong programs. Anyone receiving a score of 90 or above for the first time will get the *Award of Excellence* and anyone that has scored 90 or above for multiple years will get the *Sustained Excellence Award*.

For those of you with both a City and County Affiliate, you may both apply but using separate data. There can be no crossover or duplication.

All applications due online by Friday, February 15, 2019 by 5 p.m. CT.

More questions?
Visit www.ktb.org
Email us at programs@ktb.org
Phone: 512-961-7793