

TEEP Application Checklist


Applicant Name:.....

Application Deadline:.....

Intended Submission Date:.....

Application Instructions

To be selected for the next Tony Elumelu Foundation Entrepreneurship Programme, you must submit a complete and compelling application. Competition is fierce, so follow this checklist to improve your chances of success.

	Activities (Check the boxes as you complete each step)	Comment (Leave Notes Here)
<input type="checkbox"/>	Read all website content about the programme's mission, values, and criteria. Doing thorough research will ensure you understand what the foundation looks for in applicants.	
<input type="checkbox"/>	Review past application essay questions and winning essays. Analyzing previous successful applications will show you what makes a compelling essay.	
<input type="checkbox"/>	Research the backgrounds and success stories of past winners. Learning from previous entrepreneurs selected will reveal what it takes to stand out.	
<input type="checkbox"/>	Assess if you and your business are a good fit for the programme. An honest self-evaluation enables you to objectively determine if you align to the core mission and desired candidate profile.	

<input type="checkbox"/>	<p>Identify any gaps between where you are versus an ideal candidate. Recognizing shortcomings allows you to address them to strengthen your candidacy.</p>	
<input type="checkbox"/>	<p>Create a 1-minute elevator pitch summarizing your business. A concise yet compelling overview prepares you to concisely explain your concept at a moment's notice.</p>	
<input type="checkbox"/>	<p>Practice and refine your elevator pitch until crisp. Rehearsing out loud polishes your delivery to sound natural yet sharp.</p>	
<input type="checkbox"/>	<p>Select the best business idea or project to showcase. Focusing on your most promising venture provides a compelling narrative and demonstrates your potential.</p>	
<input type="checkbox"/>	<p>Brainstorm compelling essay themes and outline content. Mapping out ideas before drafting improves essay structure and impact.</p>	
<input type="checkbox"/>	<p>Write a strong first draft of the application essay. A complete initial version gives you raw material to refine and perfect.</p>	
<input type="checkbox"/>	<p>Ask 3 people to review your essay draft and give feedback. External perspectives reveal areas for improvement you may have overlooked.</p>	
<input type="checkbox"/>	<p>Revise your essay draft based on the feedback. Incorporating robust input enables you to tighten and amplify your message.</p>	
<input type="checkbox"/>	<p>Explain your business model and projections clearly. Succinctly conveying your operations and outlook proves feasibility and scalability.</p>	
<input type="checkbox"/>	<p>Quantify your traction with specific metrics and numbers. Hard statistics demonstrate momentum and underline achievements better than general claims.</p>	
<input type="checkbox"/>	<p>Highlight your team's background and capabilities. Profiling expertise establishes you have the ability to execute on plans.</p>	
<input type="checkbox"/>	<p>Share historical finances and forecasts. Transparent finances and projections show you have a solid grasp of money</p>	

	management.	
<input type="checkbox"/>	Document how you will use investment capital. Explaining your strategy for using investments demonstrates thoughtfulness and responsibility.	
<input type="checkbox"/>	Profile any current investors or partnerships. Validating your venture's credibility with external confirmation establishes proof points.	
<input type="checkbox"/>	Review your online presence and update as needed. A polished, professional online image aligns with your brand identity and position.	
<input type="checkbox"/>	Assemble all required documents and supplemental items. Carefully gathering a complete set of requirements prevents overlooked components that could disqualify you.	
<input type="checkbox"/>	Collect high-quality graphics and images to include. Impactful visuals reinforce key points and make your submission more memorable.	
<input type="checkbox"/>	Triple check essay and all components for errors. Meticulous attention to detail reflects preparation and prevents easily avoided mistakes.	
<input type="checkbox"/>	Ask 3 people to proofread your full application. Fresh eyes catch errors you may have become blind to after working on it extensively.	
<input type="checkbox"/>	Fix any errors or inconsistencies identified. Correcting issues spotted strengthens your final submission.	
<input type="checkbox"/>	Submit your application early if possible. Applying ahead of the deadline provides a buffer in case of unforeseen issues.	
<input type="checkbox"/>	Follow up to confirm your application was received. Confirming submission reduces the anxiety of whether it went through properly.	
<input type="checkbox"/>	Respond promptly if contacted for clarification. Being responsive shows you are serious, professional, and accountable.	

<input type="checkbox"/>	Stay active posting entrepreneurship updates on social media. Maintaining relevance reminds the foundation of your innovation and commitment in the interim period.	
<input type="checkbox"/>	Connect with TEF alumni entrepreneurs on social platforms. Building relationships taps into mentorship opportunities and shows your initiative.	
<input type="checkbox"/>	Develop an action plan for if accepted into the programme. Being strategic about maximizing the opportunity contributes to long-term success.	