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## Get Organized

1. Review the Application Package

[Download the most recent version at the [Kentucky Work Ready Communities web site](#)]

2. Form a committee or consider using an existing community committee, such as a P-16 Council, and select a Committee Leader.
3. Submit your county's letter of intent for Work Ready

[Available on the [web site](#)]

### KEYS TO SUCCESS

Engage business and industry as much as possible during this step.

Keep sign in sheets and meeting notes from all meetings, calls and events. You can submit these as part of your Community Commitment evidence.

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## Inquire/Inform

1. Review your county's data

[Available on the [Resources page of the web site](#)]

2. Committee leader should assign tasks.
  - Create sub-committee leads and teams for each of the criteria.
3. Committee leader should establish and manage a timeline and subcommittee goals.

### KEYS TO SUCCESS

Don't be discouraged if you discover there is a lot of work to do. Remember, success only comes before work in the dictionary, not life.

Ask for technical assistance from the state or your local workforce partners.

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## Write Your Application

1. Committee leader should select the application editor.

2. Draft of the sub-committee plans submitted to editor, to compile the complete application.

3. Committee Leader should submit final application
  - All committee members should have the opportunity to review and comment before submitting the application.

### KEYS TO SUCCESS

Be innovative, the panel looks for creativity and unique approaches to challenges.

[workready.ky.gov](http://workready.ky.gov)