



## INSTRUCTIONS TO DOWNLOAD AND COMPLETE

### THE APPLICATION FOR FUNDING FORM

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The Application for Funding form is available for download as a PDF document compatible with **Adobe Acrobat 7.0 or higher**. If you don't have the most current version of Adobe Acrobat Reader software, click on this link to obtain a free copy: [www.adobe.com](http://www.adobe.com).

This form may be completed by hand or directly on the screen.

#### Complete form by hand

1. To download, detach PDF document and save in a directory.

2. Open document in Adobe Acrobat software and print.

Note: If you are using a version below Adobe Acrobat 7.0, the following message may appear.

“This file appears to use a new format that this version of Acrobat does not support. It may not open or display correctly. Adobe recommends that you upgrade to the latest version of our Acrobat products. Please visit our product site at <http://www.adobe.com/acrobat>”.

If so, go to the product site and upgrade to the most current version **free of charge**.

3. Fill out the form, sign it and mail it to your Program Consultant.

#### Complete form on screen

1. To download, detach PDF document and **ensure that the blank form is saved** on your directory.
2. Open document in Adobe Acrobat Reader, Elements, Standard, or Professional software.



Note: If you are using a version below Adobe Acrobat 7.0, the following message may appear.

“ This file appears to use a new format that this version of Acrobat does not support. It may not open or display correctly. Adobe recommends that you upgrade to the latest version of our Acrobat products. Please visit our product site at <http://www.adobe.com/acrobat> ”.

If so, go to the product site and upgrade to the most current version **free of charge**.

3. Fill out the form on screen, using tab key to navigate from one field to another.
4.
  - a) **If you use Adobe Acrobat Reader go to step 5.** The Adobe Acrobat Reader does not allow users to save the completed form as an original downloaded PDF file. The form may be printed and the data returned by using the **Save/E-mail** button at the bottom of the Checklist. The data is then exported/saved separately as an FDF file.
  - b) **If you use Adobe Acrobat Elements, Standard, or Professional software,** you will be able to save the completed form. Print a copy for your records and then submit the completed form by using the **Save/E-mail** button at the bottom of the Checklist.

5. partial to compl save press button Check If the appea noted,

**Select Email Client**

Please indicate the option which best describes how you send mail.

☒ **Desktop Email Application**  
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

☐ **Internet Email**  
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.

☐ **Other**  
Choose this option if your preferred desktop email application is not available or you do not know which option to choose.

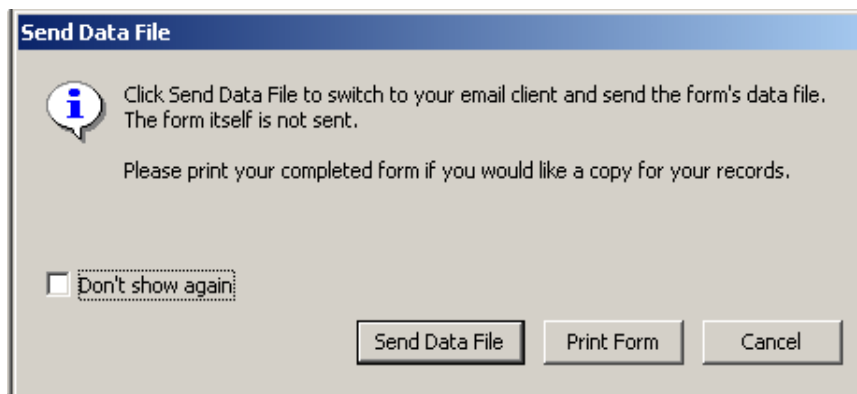
Help OK Cancel

If the form is ly filled and you need save it for later etion, or you want to the completed form, the **Save/E-mail** at the bottom of the list.

following message rs, choose Option 1 as and click OK.



If the following box appears, click on Send Data File.



**To save a partially filled form:**

- 1) E-mail it to yourself by pressing the *Save/E-mail* button at the bottom of the Checklist;



- 2) Detach it and save the FDF file in the same directory where you downloaded the original PDF file;
- 3) Open the FDF file in Adobe Acrobat Reader (File Open, Select All files (\*.\*) in Files of Type) and continue filling in the form;
- 4) Go to next step below.

**To save and send the completed form:**

Once completed, keep a copy of the form for your records and send the completed electronic form (c.c. yourself) to your Program Consultant using the ***Save/E-mail*** button at the bottom of the Checklist.