

FORM DOWNLOAD AND COMPLETION INSTRUCTIONS

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 .

This form may be completed by hand or electronically.

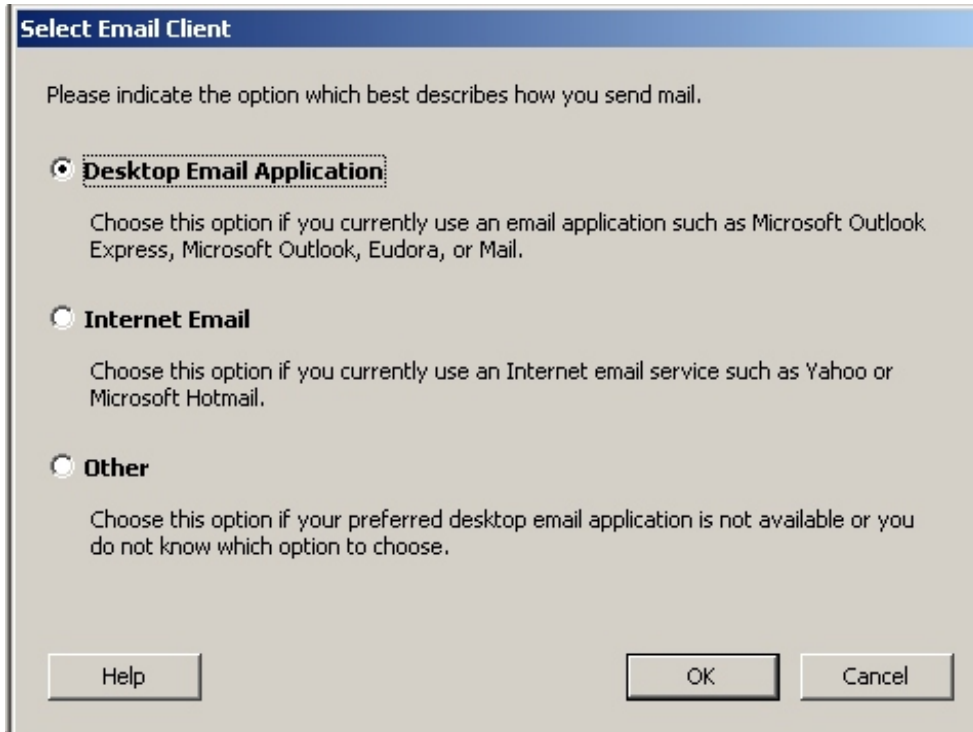
Complete form by hand:

1. To download, detach PDF document and save in a directory.
2. Open document in Adobe Acrobat software and print.
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.
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. If the form is partially filled and you need to save it for later completion, or you want to save the completed form, press the Save/E-mail button at the bottom of the Checklist.

If the following message appears, choose Option 1 as noted, and click OK.



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

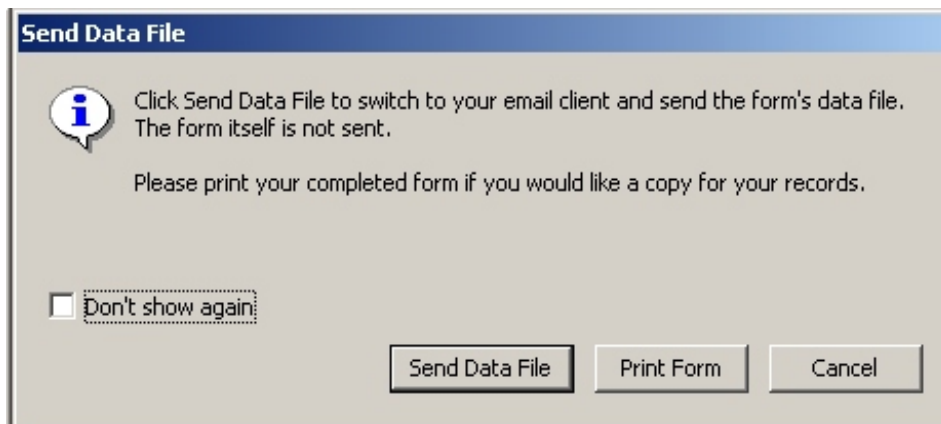
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.

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 following box appears, click on Send Data File.



Send Data File

 Click Send Data File to switch to your email client and send the form's data file. The form itself is not sent.

Please print your completed form if you would like a copy for your records.

Don't show again

Send Data File Print Form Cancel

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 (cc. yourself) to your Program Consultant using the Save/E-mail button at the bottom of the Checklist.