



## Instructions for Completing Friends' Grant Application

### For electronic application (fillable pdf):

- Open document - **best if opened and completed using either Adobe Acrobat or Adobe Reader** (a free download). Other apps/programs may open it and allow you to complete, but may not have all the following options/functionality listed below – specifically, the “Submit” button to email will not work unless you are using an Adobe program.
  - **Important! Click “Fill & Sign”** (In the Adobe apps, found in “Tools”)
  - Complete sections of application by typing info in fillable spaces. You **can** copy & paste from other sources, but **cannot** drag & drop.
  - Once completed and **ready to sign, click the “pen icon/sign”** near the top of the document (underneath the tool bar). If pen icon is not present, chances are you forgot to click “Fill & Sign” at the beginning. You can still do that, and your completed info should not be affected.
  - After pen icon at top of doc is clicked, a box will appear to “Add signature+” or “Add initials+”
  - Click “Add signature” and choose one: type, draw, image
  - If choosing “type”:
    - Type name (style can be changed, if desired)
    - Click “Apply”
    - Signature will be available to place on signature line
    - Choose size font
    - Signature placement can be adjusted, if needed
  - If choosing “draw”:
    - Use mouse to “draw” signature
    - Follow remaining steps as under “type”
  - If choosing “image”:
    - A dialog box will appear from which you can choose a saved signature and click “open”
    - Follow remaining steps as under “type”
  - (Optional) Print copy of application for your records
  - Submit form by clicking red button at bottom of page and following email prompts. If no email prompts appear, check your email settings. (Also, will not work unless using an Adobe program.)
- NOTE: You can also save the document to your computer and then email it as an attachment to [grants@friendsofgwinnettseniors.org](mailto:grants@friendsofgwinnettseniors.org) (Once saved, the “Submit” button will no longer have functionality and **application will have to be sent** as an attachment using the email address above.)

### For hard copy applications:

- Submission by hand-written forms is acceptable but must be legible
- Once form is completed, scan document to **pdf format** (no jpg, pls.)
- Email scanned pdf to: [grants@friendsofgwinnettseniors.org](mailto:grants@friendsofgwinnettseniors.org)
- Or mail to: Friends of Gwinnett Seniors, PO Box 1680, Lawrenceville, GA 30046