



MINI GRANT APPLICATION INSTRUCTIONS

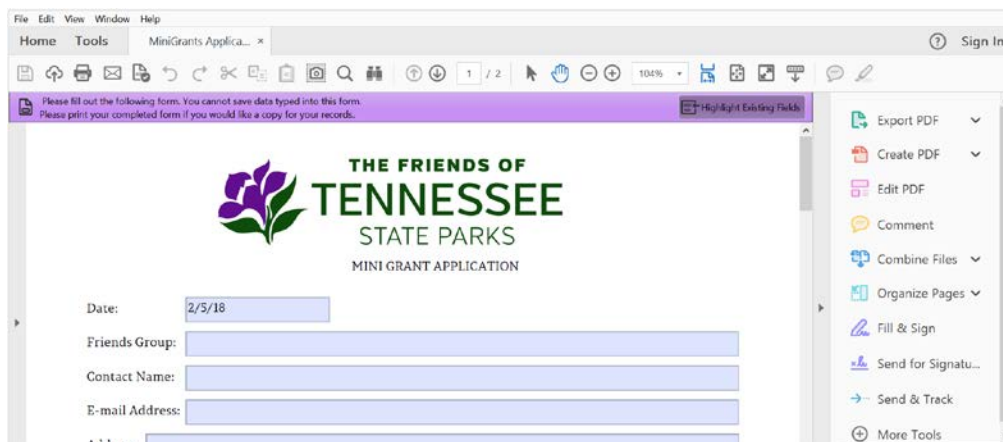
In order for you to be able to fill out the Mini Grants Application and attach the required documents, you must use Adobe Acrobat Reader DC. You can download this for free by [clicking here](#). There are additional options for download on the site, but they are not required for this program.

Please be sure that you have completely downloaded the program before proceeding to the next step; you may try opening a PDF file already saved on your computer to be certain it is complete. If a box comes up offering to open the PDF on your internet browser, the program has not been completely downloaded.

If you have a netbook, Chromebook, or a similar type laptop, this program will not be available for download on your system.

****PLEASE REMEMBER TO SAVE ALL OF YOUR WORK****

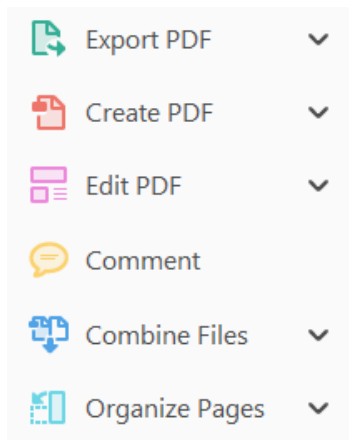
1. Once the program has been downloaded, proceed to Dropbox to download the Mini Grants Application [here](#).
2. Once this PDF document has been downloaded, go to the folder where the document has been saved. Do not continue to fill out the application in the internet browser.
3. Right click the document in the folder where it has been saved, hover over “Open with...” and select “Adobe Acrobat Reader DC”.



This is what the Adobe program will look like!



4. Fill out the application. Once you have come to the last box requiring you to attach documents (Letter of Approval and consent of Park Manager, Budget, Other), please continue to the next step.
5. On the right, there is a list of actions you may choose. Please click “Comment”



A horizontal box above the document will pop up:



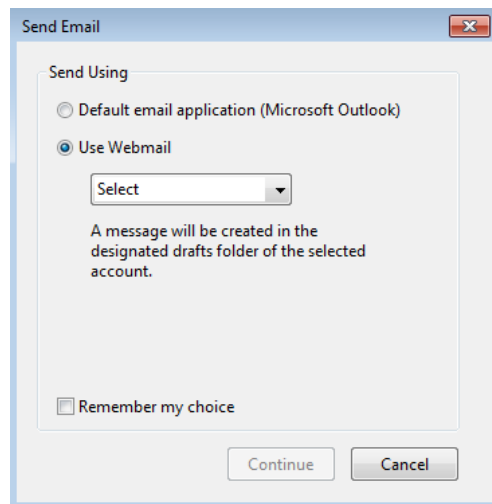
6. To attach a file, click the paperclip icon:
7. Choose “Attach File” then click next to or below the type of document you are attaching (i.e. Letter of Approval, Budget, photos, etc). This will prompt you to attach the file.
8. Select the file you would like to attach. A paperclip (or thumb tack) icon will show up where you clicked. You may move these documents around, but please keep them organized.

- Letter of Approval and consent from Park Manager (required):





9. Once you have double checked all the information in your application and have attached all of the required files, you may click the “Submit by Email” button. This will prompt you to choose your email server; by default it goes with Outlook, however you may choose other options such as *Gmail* and *Yahoo!*.



10. After choosing your preferred email server, a pre-written email will show and you may personalize the body of the email for your particular Friends Group. **Please keep the Subject titled as is, but please add the name of your Friends Group at the end.** Example: “Mini Grants Application Submission Nathan Bedford Forrest State Park”
11. If you are unable to get you files embedded into the pdf application, you can attach them to the email that is generated by the “Submit” button.

If you have questions regarding the application, feel free to reach out to:

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