



INSTRUCTIONS TO DOWNLOAD AND COMPLETE

THE APPLICATION FOR FUNDING FORM

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 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 include it as part of your complete application package. Please send **one (1) signed original and four (4) copies** of your complete application package by **courier** to the Program Consultant identified in the Invitation to Submit an Application letter.

PLEASE ENSURE THAT YOU OBSERVE THE DEADLINE FOR SUBMISSION OF APPLICATION PACKAGES



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. If the Application for Funding 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 COURIER THE COMPLETED FORM

Once completed, print a copy of the Application for Funding form for your records and submit **one (1) signed original and four (4) copies** of your complete application package by **courier** to the Program Consultant identified in the Invitation to Submit an Application letter.

THE PUBLIC HEALTH AGENCY OF CANADA WILL NOT ACCEPT APPLICATIONS THAT ARE SENT ELECTRONICALLY, BY FACSIMILE, OR TIME-STAMPED AFTER THE DEADLINE.

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE APPLICATION PACKAGE IS RECEIVED ON TIME.