

Completing the RTP Application Using Adobe Acrobat Reader

The Florida Office of Greenways & Trails is pleased to offer the Year 2012 Recreational Trails Program Application in Adobe Acrobat (PDF) with “live fields” and “user rights enabled”. To get the most benefit of these features, you will need to open the file in Acrobat Reader 9.0 (free from www.adobe.com).

These features enable a grant writer the ability to write the complete application directly on the computer without the hassle of either converting it to another file format or downloading, printing and typing or handwriting answers on the form.

We would like to offer a few suggestions on how to make this grant writing experience as pleasurable as possible.

- The submitted application must look exactly as originally developed by the Office of Greenways & Trails.
- The fields have been formatted for font (**Comic Sans**), size (**11 pt.**) and location in the actual application.
- Be certain the Hand tool (on your tool bar) is selected and a cursor appears in a field box when you press the Tab key, or click in the field area.
- To move between fields, either tab or click on the answer area (the cursor will automatically be placed at the beginning of the data field).
- As your pointer moves over the field, a short field description will appear.
- The multi-line answer fields will not allow scrolling. **Your response must fit within the space allowed.** Do not attach additional sheets as they will not be considered part of the application. We will **not** request a shorter answer during the deficiency period.
- **Only those attachments requested in the application will be accepted.**
- The number fields in the funding portion of the application on page 7 (where you indicate amount funds requested, amount match provided, etc.) have been validated. However, as the three different matching ratios are permitted, the fields cannot determine if your ratios are correct. Please check your math prior to entering a response.

- Some questions are multiple choice. Just click on your choice and a checkmark will appear.
- When you finish completing the form, print the file, sign and submit per the application instructions.
- Acrobat Reader 9.0 will allow you the ability to use all the file's features. You can even save the file using your naming protocol. Please note that this feature is limited to 500 downloads. Should you download a file that does not allow the "enable user rights" feature, and you wish to use this feature, please contact the Office of Greenways & Trails to obtain one that does.

You are more than welcome to simply download the PDF file and type or print directly onto it, or convert it to Word or similar program. **Please remember, the application format must remain as originally developed by the Office of Greenways & Trails.**

Should you have questions about the PDF form, the submission cycle or the Recreational Trails Program in general, please contact:

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