

FY2010 GRASSROOTS ARTS PROGRAM GRANT APPLICATION MS WORD DOCUMENT APPLICATION INSTRUCTIONS

After opening the GAP application file, go to page setup under FILE and make sure that your margins are set to .25 at both the top and bottom and .50 on the left and right sides.

Each box on the document is a cell in a table and will expand to fit the copy/type that you place into it. If the box expands to another page you need to adjust your copy.

To fill in the check boxes on page 1 & 4 place your cursor to the left of the box and double click. This will open a dialog box and mark the “checked” and that will put an X in the box.

To locate your Georgia House and Senate District as well as your US House District use the following link: www.vote-smart.org. Put in the zip code of your organizations location and submit. You should be provided a listing of your representatives and districts.

Budget Page: Be sure to follow the instructions from the GAP Guidelines to fill in the budget page.

Budget breakdown page: If you use the supplied MS Excel spread sheet change the listings to fit your organization and project. If you add additional lines, please check the formulas to make sure that the additions are included in the totals for that category.

As always if you have any questions, please call me at 770-534-2787 or send an email to hutch@theartscouncil.net