

2014 JHSSF Application

Completing the New Application Form

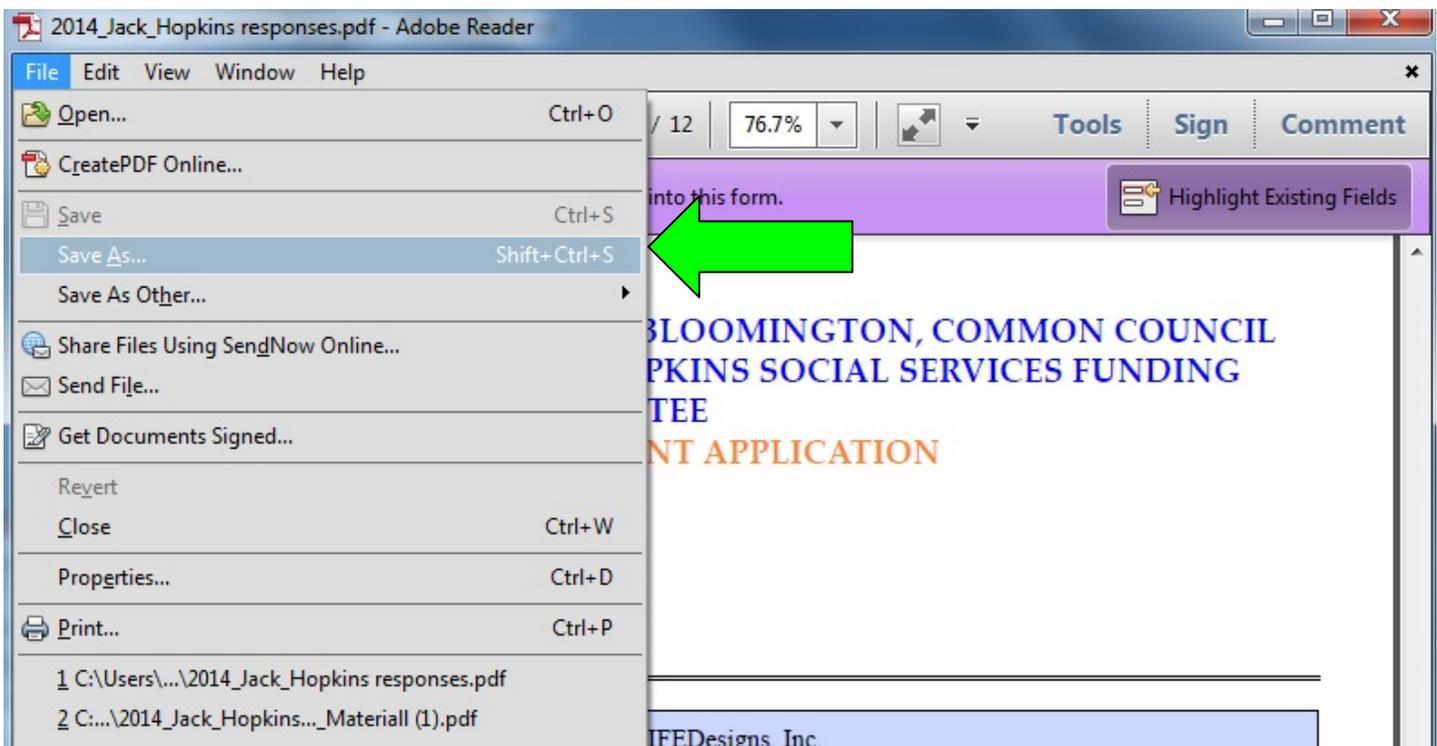
Tip 1: Please note that some of the open-answer fields are word limited. The form will stop you when you reach this word limit, but it will not tell you when you are close to reaching it. To save you time and effort, it may be easier to type your response first in Microsoft Word or another word processing application, so you can gauge your word count as you write.

Instructions

Step 1: When you are ready to begin work on your application, go to the <https://bloomington.in.gov/jack-hopkins>. The application file is a PDF that will open in Adobe once you click on it. Note that this is a SAVABLE document, so you do not need to print it out.

Please Note: If you do not have Adobe Reader, you can download it for free at <http://reader.windowdownload.net/lp/adobe-reader/MzIzMzYwMzU4Ni81MzIzMGVmY2JjMWZm/?kw=+adobe%20pdf%20reader>.

Step 2: Once you have downloaded the file as described in **Step 1**, save the blank form to your computer. To do this, go to the file menu, click “Save As,” and save it to a file on your computer.



Step 3: Begin filling out your form. Click or tab to move between fields.

Step 4. Again, for some of the longer responses, you may want to compose your response in Word or another word processing program and cut and paste into the form. Be sure to save the form periodically as you complete it. After you're done filing out the form, save it with a recognizable name (i.e. Agency Name – JHSSF 2014) and e-mail the **form, narrative, project budget, and year-end financial statement** to council@bloomington.in.gov.

Step 5: While we encourage agencies to submit applications via e-mail, you can also submit your application in person to the Council Office at: 401 N Morton St, Suite 110 Bloomington, IN 47404

Questions or Difficulties?

Please call the Council Office at 812-349-3409 or e-mail us at council@bloomington.in.gov.

**ALL APPLICATIONS ARE DUE MONDAY, 31 MARCH BY 4:00P.
NO LATE APPLICATIONS ACCEPTED.**