



## INSTRUCTIONS FOR COMPLETING THE MCA GRANT APPLICATION (FILLABLE PDF)

*The application is available in a fillable PDF version with Adobe Reader as the platform.  
Free downloads are available at [Adobe.com](http://adobe.com)*

### STEP 1. SAVING YOUR DOCUMENT:

- a. Open the application from <https://www.middletownct.gov/297/Grant-Information> and use "save as" to save to your desktop. You will then be able to return to this saved document that is now on your desktop.
- b. Title your document accordingly.
- c. **Please note** if you do not use "save as" before closing your document, all information will be lost.

### STEP 2. FIRST DRAFT OPTIONS:

- d. Print the application to use as your first draft and hand write your data into the form or;
- e. Begin your narrative statements in a word document and select "copy" from your word document and "paste" into the fillable PDF or;
- f. Type directly into the application.

### STEP 3. NAVIGATING THROUGH THE DOCUMENT:

- g. For check boxes (✓) to answer yes or no, click on the box to insert a check mark.
- h. All other fields require text to be typed in.
- i. Wherever dollar amounts are required, do not use the "\$" key but do use the period (i.e., 100.00) key to indicate dollar amounts.
- j. Use the "tab" button to move to the next field.

### STEP 4. INPUTTING YOUR INFORMATION:

When typing text into each field, the text will begin at a large font size and automatically adjust to the smallest font size as you type more data. This means the more you type, the smaller the font size becomes. Therefore, if your text goes below 9 point, please attach your statement to the application **and then** type in the box of the application, either:

- k. "See full text as an attachment for this section" or,
- l. "Tis text is continued on additional page provided"
- m. Please make sure to number and title any attachments.

### STEP 5. SUPPORT:

Please call the Arts & Culture Office with questions regarding your application at 860-638-4511 or email to [arts@middletownct.gov](mailto:arts@middletownct.gov)