



## ATHENS FOUNDATION

# Grant Application Tips & Troubleshooting

### DO

- Download the latest version of Adobe Acrobat [here](#).
- Be sure to download the grant application onto your computer. (Don't edit it from the website.)
- [Contact](#) the Athens Foundation at (740) 594-6061 if you have any questions concerning any part of the grant application process.

### DON'T

- Use a program besides Adobe Acrobat to complete the application.
- Save the file as a format other than a PDF.
- Scan in a written document unless it has been discussed with Jesse Stock (740-594-6061).
- Edit the PDF and/or change character limits.

### TIPS

- If a purple bar displays at the top of your screen and states, "You cannot save data typed into this form. Please print your completed form if you would like a copy for your records," print it and deliver it to the Athens Foundation. You can mail the application to the Athens Foundation, PO Box 366 Athens, OH 45701 and [contact](#) us with subsequent issues.
- Be concise with your application responses.
- Attend a Grant Workshop with the Athens Foundation.
- If you are unable to successfully send us a complete PDF application, please [contact](#) the office to schedule a time to finish your application.