



**Pierce County
Department of Community Services**

Notice of Funding Availability Youth Violence Prevention Program Funding Year 2010

APPLICATION INFORMATION AND INSTRUCTIONS

**FINAL DATE FOR SUBMISSION
Friday, March 6, 2009, 4:00 p.m.**

**SUBMIT TO
Pierce County
Department of Community Services
3602 Pacific Ave, Suite 200
Tacoma, WA 98418-6813
*(253) 798-7205***

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Suggested Items to Check Before Submitting Application

- Check math, spelling and formatting.
- Make sure application is signed on first and last page.
- Submit one complete signed original application.
- Submit one photocopy of application.
- Submit Standard Required Documents (see page 5).
- Submit one copy of organization's current operating budget.
- If available, submit one copy of most recent Annual Independent Audit.
- Submit financial statements, preferably audited financial statements.

(Please refer to page 13 for more detailed instructions on submitting financial information).

Allocation Advisory Committee for Prevention Programs 2009 Membership

Marcy Boulet ♦ Marcia Brickner ♦ Janet Detering ♦ Matt Hamilton ♦ Russ Humberd
♦ DeAnne Luedeke ♦ Carline Roads ♦ Alex Schauss ♦ Travis Smith ♦ Beverly Swan

Community Development Staff

Tom Hilyard, Community Services Director
Janice Miller, Fiscal Services Manager
Stephanie Bray, Planner
Mary Ellen Palmer, Contract Specialist
Darline Newton, Contract Specialist

Marlette Buchanan, Arts & Community
Development Manager
Becky Fredrickson, Accounting Assistant II
Kathy Benson, Office Assistant III

INFORMATION ON THE YOUTH VIOLENCE PREVENTION PROGRAM

Pierce County's Youth Violence Prevention program is dedicated to the long-term prevention, elimination, or reduction of violence to, by or among children, youth and their families. This goal may be accomplished by programs that are targeted to prevention of violence among those individuals, families or groups who have experienced violence or by intervention in the lives of those individuals, families and groups that have experienced and or participated in violence, no matter the degree, severity or duration.

Funding for this grant is obtained exclusively from taxes generated in unincorporated Pierce County. Therefore, the beneficiaries of this grant should principally be residents of unincorporated Pierce County. The following are incorporated cities and towns located within Pierce County and residents of those cities and towns are generally excluded from receiving benefits from this grant. Cities and towns are: Auburn, Bonney Lake, Buckley, Carbonado, Dupont, Eatonville, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Orting, Pacific, Puyallup, Roy, Ruston, South Prairie, Steilacoom, Sumner, Tacoma, University Place and Wilkeson. However, if funding is provided from other sources proportional to the number of clients served from those cities and towns than a mix of clients from incorporated and unincorporated areas is acceptable.

Application workshops are highly recommended. Once an application is determined by staff to be complete and eligible, applicants have the opportunity to give an oral presentation of the project to the Allocation Advisory Committee during a series of meetings scheduled for that purpose. Each applicant has five minutes to talk to the committee about their project, show examples of the work they will do, and provide any other pertinent information. The committee then has time to ask questions about the project. Please plan to attend the appointment that will be scheduled for you if your project is determined to be eligible for funding. Presentations will take place in the evening on April 14, April 21, and April 28, 2009.

This application is for funding for calendar year 2010. All projects receiving grants must begin after January 1, 2010 and be completed no later than December 31, 2010.

SUBMITTING APPLICATIONS

Applications for Community Development Youth Violence Prevention Grant funding are available on-line at: www.piercecountywa.org/cdev. Applications are due by 4:00 p.m. on Friday, March 6, 2009. Applications will be considered as submitted. Staff will not call for corrections. Even if postmarked earlier, applications will be considered ineligible if not received by the noted time and date. Applications will not be accepted on-line.

WHO MAY APPLY

Any person, non-profit or for-profit organization, neighborhood association or government agency serving residents of unincorporated Pierce County may apply to use these funds for eligible activities.

Funding for this grant results from a tax on residents of unincorporated Pierce County. Any organization receiving funding must demonstrate that eligible Pierce County residents residing in unincorporated Pierce County are the primary beneficiaries of program services funded by Pierce County.

Pierce County requires that all applicants that apply for funding be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.

Every successful applicant will be required to provide proof of liability insurance and fidelity bonding prior to issuance of a contract.

GENERAL CONDITIONS OF THE APPLICATION

To help ensure as equitable an allocation process as possible, the criteria below must be met for applications to be considered for funding. Applications will be screened for the following:

- Late applications will not be accepted.
- Applications must be complete, all applicable questions must be answered and applicable information must be included.
- Be sure to use the forms provided. While the basic form is common, the application also requests information specific to the Pierce County Violence Prevention program.
- Applications are limited to the pages as they appear within the original application. Do not re-format pages. Do not attach any materials unless it is specifically requested.
- Applications must be typed in 10, 11, or 12 point Times New Roman or Verdana.
- Do not include pages larger than 8½ by 11 and leave a minimum of 1-inch margins on both sides for binding purposes.
- Refer to page 13 to determine what financial information you must submit.
- Application must include one copy of the agency's current operating budget.
- All financial information must be complete and must balance. The amount requested on page 1 of the application must be the same as the total of the Amount Requested column on the budget page, and the same as the total of the costs for individual priorities.
- Applications must be signed by a person authorized to bind the agency in a contract.
- Applicants must submit one original and one copy of each application.
- The application form is a template form, meaning that it is "form-fillable." In order to complete the application refer to pages 14 & 15 in this document for instructions.

If you have any questions while completing the application please call Stephanie Bray, Planner at (253) 798-6917 or email at sbray@co.pierce.wa.us.

Application Workshop Dates

Application workshops are highly recommended. Two workshops are offered to assist applicants in completing their applications. Pierce County staff will provide an overview of the application and the application process. They will also be available to answer questions. Please come prepared with your application and instruction packets and any questions that you may have. Applicants must choose from one of the two following sessions:

Workshop 1: 1 pm, Thursday February 12

Workshop 2: 10 am, Tuesday February 24

All workshops will be held in Conference Room A at the Department of Community Services, 3602 Pacific Ave, Tacoma, Washington. Please call 253-798-6917 for directions.

STANDARD REQUIRED DOCUMENTS

Community Services is requiring all agencies to submit the following documents. These documents are important to obtain a better understanding of the organization, systems, and personnel of a potential sub-recipient.

Standard Required Documents

Non-profit Determination

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

List of the Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

Authorization to Request Funds

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement might consist of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded. Examples of such documentation would include:

- "The board approves for (name of the individual) to apply for the 2010 violence prevention grant through Pierce County Department of Community Services."
- "(Name of the individual) has the governing body's authorization to make funding requests for (name of the agency)."

Designation of Authorized Official

Documentation must be submitted of the governing body's authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number for each authorized individual.

Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.

Resume of the Chief Program Administrator

Resume of the Chief Fiscal Officer

POLICY FOR APPEALS

A. Introduction

This policy establishes procedures and responsibilities for the appeal of the declination of a proposal by Pierce County's Department of Community Services.

Applicants whose application for funding was rejected may appeal to Pierce County's Department of Community Services for reconsideration. The aim of the appeals procedure is to ensure the Pierce County Department of Community Services review process has been fair and reasonable. Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for an appeal.

B. Appeal Procedures

Within 7 business days of the date of the declination letter, an applicant may appeal the decision by submitting in writing a letter to the Community Services Director, setting forth the reason why the decision should be reversed or otherwise revised.

Within 7-10 business days after the receipt of the appeal made by the applicant, the applicant will be notified in writing whether the declination decision has been upheld, revised, or reversed.

Award of violence prevention funding is discretionary and the appeal process is not an adversarial one. A formal hearing, therefore, is not provided. Pierce County Community Services cannot ensure applicants that the appeal will result in a funding award, even if error is established in connection with the initial review.

INSURANCE REQUIREMENTS IF FUNDED

A Certificate of Insurance listing Pierce County as additionally insured and including these minimum requirements will be required for all Contractors:

- 1) Bodily Injury Liability and Property Damage Liability Insurance: \$1,000,000 each occurrence and \$2,000,000 aggregate, with a deductible of not greater than \$5,000.
- 2) Automobile liability insurance with an insurance carrier licensed to do business in the State of Washington and with minimum coverage as follows, Bodily Injury Liability and Property Damage Liability Insurance: \$1,000,000 each occurrence or combined single limit coverage of \$1,000,000.
- 3) Maintain, throughout the life of this agreement, an annual fidelity or performance bond in an amount not less than 25 percent of the value of this Agreement. Coverage for employee dishonesty in the amount not less than 25 percent of the value of the Agreement may be maintained in lieu of bond.

INSTRUCTIONS FOR COMMON APPLICATION

PAGE 1 of the Application

1. Program Information: This is information relating to the specific program for which you are requesting funding. Name the program you are applying for, provide the specific amount of funding you are seeking in this application, list any funding you received from this funding source in the last funding cycle, list the total budget for the program including funding from all sources, list the street address where services will be provided (if multiple addresses, please note and list as many as possible), and provide the name, phone number, fax and e-mail address of the person responsible for the program covered by this application.

The application form must be signed by a person authorized to commit the agency, preferably the Executive Director.

2. General Agency Information: This is information about the applicant's agency. Print the name of the agency, list the mailing address, identify the type of agency (corporation, partnership, sole proprietor, nonprofit, municipality, etc.), indicate if the agency is a 501(c)(3), list the agency's federal tax ID number, UBI number and expiration date, and the local agency's total budget covering all programs.

PAGE 2 of the Application

Section 3 of the common application provides specific information about the program you are proposing.

3a. Purpose: In one or two sentences, briefly describe the program. Please be specific and focus on what the program does and who it serves. For instance, you may provide up to 60 days of emergency shelter for homeless families, or intensive case management for women and their children who are victims of domestic violence.

3b. Program Description: Describe in detail the program for which you are requesting funding. Begin by noting the type of program you are providing (homeless shelter, case management for victims of domestic violence, substance abuse counseling, etc.). Include the process and activities performed to serve the clients. Explain how the program satisfies the needs described in 3c, and serves the target population described in 3f.4. You might identify the length of time staff spends with each client (intensity) and the length of time the client needs to be involved in the program (duration) to achieve your program goals. For instance, if as noted above, you were providing emergency housing for homeless persons, describe exactly how you intend to accomplish that purpose. Would you operate a 24 hour shelter, make arrangements to house persons in area churches or hotels/motels, would you have case managers onsite to work with each homeless person or family to assess their overall needs and to direct them to appropriate services? How would you get the individuals or families on-track for an all-encompassing continuum of care?

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3c. Need: Clearly, and in detail, explain why the program is needed. Use statistics, demographic information, quote recognized publications, first person accounts or other factual information. Do not conjecture or draw unsubstantiated conclusions. Using the homeless example in 3a, you might cite from the county's homeless survey the number of homeless

persons in your target area, the number of existing shelter beds available to serve that population, and demonstrate that the proposed facility is centrally located and easily accessible by the target population.

3d. Partnerships: Cooperation and collaboration are important in the long-term solution of social service issues. Provide up to two thorough examples of how your program works closely with another program to benefit your clients or program. Please indicate how resources and/or activities are shared. For instance, again using the above examples, you might collaborate with another agency to provide food or medical services to all the homeless persons residing in your shelter on a continuing basis. You might jointly case manage clients with another program. Or you might collaborate with a counseling agency to provide anger management and abuse prevention training to victims of domestic violence you are managing. Do not include casual referrals such as: advising an unemployed person to visit Employment Security to seek a job; giving the client a bus token; or giving them a referral to another agency to receive a service you don't provide.

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3e. Mission: State your agency's mission and explain how this program is consistent with that mission.

3f. Clients Served:

3f.1: List the total number of clients to be served by the program described in this application during this funding cycle, including clients served by all funding sources. This number should relate to the amount of funding identified in 5c, Total Program Budget.

3f.2: List the number of clients to be served only by the funding requested in this application from this funding source (requested amount will fund "X" number of clients). This number should relate to the amount of funding identified in 5c, Amount Requested.

3f.3: Explain how the number of "clients served" with the requested funding was determined. For example, the funding requested is 10% of the total program budget. Thus, "clients served with this funding" is 10% of the total clients served with all funding sources. Or the unit rate is \$100 per client. You are requesting \$10,000, thus this funding will support 100 clients.

3f.4: Client Selection: Clearly define the clients you intend to serve by appropriate identifiers such as age, gender, status, condition, need, location, barriers experienced, etc. If your program has more than one population it serves (e.g., homeless persons who are substance abusers), identify the primary population you are serving (substance abusers who happen to be homeless or homeless persons who also abuse certain substances). Describe how you will select, qualify and monitor the target population. Include a description of the selection process (how you find/screen the target population). Describe the records you maintain on your clients. For example, do clients certify their income level and is that verified, do you ensure that clients reside in an eligible area, do you verify income throughout the service period, do clients have to regularly demonstrate they are complying with program guidelines, do you request race and ethnicity data, etc.? How do you ensure your client's status remains unchanged?

Also, please describe the process you use to inform and recruit ethnic minority and limited English speaking populations to your service.

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3f.5. Client Condition: The goal of many social service programs is to change the condition of their clients, to help them become self-sufficient or in some other manner, to improve their condition. However, that may not always be possible. Other programs provide services that allow their clients to maintain their existing status without jeopardizing the client's well-being. Describe how your program promotes client change, or the maintenance of an existing condition, and explain why your program chose that approach.

4. Outreach: Describe how your program reaches out to, and addresses the needs of 1) persons with disabilities; 2) persons with limited English capabilities; and 3) persons of cultural/ethnic minority. Include information supporting the convenience of your location and hours of operation, special physical or sensory accommodations, accessibility of translation services, cultural relevance of program strategies and materials, and compliance with the Americans with Disabilities Act. For instance, are your facilities accessible to those with mobility impairments; are your written materials accessible by those with reading impairments, who are illiterate, or who may not understand or read the English language; do you have access to a TTY, etc? Also, please explain the process used to ensure that ethnic minority and limited English speaking families and individuals will receive your services in a manner that meets their needs. In the event that the program is targeted to a particular ethnic or language group(s), explain how other ethnic or language groups will have access to the services to be provided.

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5. Program Budget

5a. Personnel: List ALL staff positions that will be funded through this program (column 1). List the total number of Full Time Equivalent (FTE) persons in each position (column 2). List the total amount of funding requested from this funding source for salaries, benefits and personnel taxes (column 3). List the amount provided from other funding sources (column 4). In the final column, total the funding requested in this application and that available from other funding sources for each position. In the last row, sum the total personnel costs requested through this application, available from other funding sources and the total amount supporting these positions.

Example:

Position	FTE	Amount Requested this Application	Other Funds (\$)	TOTAL
Case Manager	4	\$25,000	\$75,000	\$100,000
Accountant	1	\$2,000	\$20,000	\$22,000
TOTAL		\$27,000	\$95,000	\$122,000

5b. Other Program Operating Costs: Under each of the listed categories enter the amount requested from this funding source in the 1st column, the amount provided from other funding sources in the 2nd column, and the total in the 3rd column.

- Facility costs consist of mortgage or rent payments, utility costs, heating fuels, taxes, maintenance, repairs, etc., but not staff costs.
- Communications costs consist of telephone, computers, advertising, printing, etc.
- Supplies include all office and operating supplies such as pens, paper, materials, file folders, books, etc.

- Travel costs for staff include mileage, auto rentals, air-train-bus tickets for staff travel, or for client travel when clients are attending events with staff.
- Training costs include all costs associated with training, except travel costs, including conference fees, food and shelter, training materials, etc.
- Consultant costs are for the actual costs of consultants hired to provide technical support or direction to the program.
- Direct services are costs to support clients including local transportation, medical treatment, training, mediation services, rent or utilities, food, etc., provided directly to the client as a part of the program.
- Equipment costs relate to items of equipment such as computers, printers, copiers, etc., directly related to the program. Do not include costs of equipment required for the general administration of the agency.
- For Pierce County, Insurance is no longer an eligible cost.
- Other costs need to be explained in Item 5e, the budget narrative.

5c. Total Budget: Enter the total personnel and program operating costs from 5a and 5b above, and total. Calculate the percentage that the “amount requested” and “other funds” represent of the total personnel, total operating and total program costs.

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5d. Funding Options: It is common that the funder will be unable to fully fund your program but has sufficient funds to partially fund it. To assist the funders in making their decisions in a manner that is to your greatest benefit, prioritize those aspects of your program which, if funded, will allow you to implement your program, even if it is at a reduced rate. For instance, you may identify funding of specific staff as your top priority with operations as second priority. Or you may identify funding for a specific portion of the program as top priority with the remaining portion as second priority. Do not identify “full funding only” as a priority.

5e. Sources of Program Revenue: List all program funding for 2010 that has been confirmed, including any fees that you collect, and that you anticipate receiving but which have not yet been confirmed. List the sources of that funding, whether it is confirmed (c) or proposed but unconfirmed (p), the amount of revenue from that source, and the percentage of the program budget that funding represents. If that funding is targeted or restricted in its use, identify the specific aspect of the program that funding supports. For instance, a grant from one source might only support job training while another might be restricted to basic education or personnel. If the funds may be used for any or all aspects of the program you need not complete this last column.

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5f. Current Program Revenue: List all funding sources the program currently receives (examples; United Way, City of Tacoma General Fund, Cheney Foundation) for the 2009 budget year. The 2009 budget year can either be fiscal or calendar depending on your agency’s current budget cycle. List the dollar amount of funding, the percentage of program budget and start/end dates of funding cycle for each funding source. Include revenue from client fees, fundraising and in-kind donations.

5g. Budget Narrative: Provide any additional information that will help describe your budget, such as other funds requested (5b), in-kind donations, restrictions, funding cycles, etc. **End of Common Application Instructions.**

Pierce County Community Services Supplemental Information

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6a. Funding Priorities: In 2003, the Pierce County Council declared Pierce County to be a County of Promise as defined by the America's Promise organization. This means that the County has made 5 significant promises to children and youth throughout the County. In recognition of that event, and in the spirit of implementing that declaration, applicants are required to structure their programs to meet one or more of the following promises: (note: all promises are of equal value):

- **An Ongoing Relationship with a Caring Adult;**
- **Safe Places With Structured Activities During Non-School Hours;**
- **A Healthy Start For A Healthy Future;**
- **Marketable Skills Through Effective Education;** and
- **An Opportunity For Community Service**

Please identify the promise(s) that your program will address and briefly explain how your program addresses this/these promises.

6b. Service Area: Funding for this grant results from a tax on residents of unincorporated Pierce County. It is appropriate therefore that the benefits of programs funded with this grant be restricted to only those residents of unincorporated Pierce County.

- While grant funding may be used to support programs that are physically located within the municipal boundaries of any city or town, the beneficiaries are to be residents of unincorporated areas (almost without exception).
- Any organization receiving funding must demonstrate that eligible Pierce County residents residing in unincorporated Pierce County are the primary beneficiaries of program services funded by Pierce County.
- If your program receives funding to serve residents of incorporated areas, your funding request for this grant should be proportional to the number of unincorporated Pierce County residents served.
 - For example if your program is seeking \$700 in funding from Pierce County and 30% of the consumers served reside in an incorporated city or town while 70% reside in unincorporated areas, your \$700 request should not represent more than 70% of the required program funding. In other words, total program costs would be \$1,000 of which \$300 would come from some other source.

The following represent the incorporated cities and towns located within Pierce County:

Auburn	Gig Harbor	South Prairie
Bonney Lake	Lakewood	Steilacoom
Buckley	Milton	Sumner
Carbonado	Orting	Tacoma
Dupont	Pacific	University Place
Eatonville	Puyallup	Wilkeson
Fife	Roy	
Fircrest	Ruston	

Residents of these communities are not eligible to receive benefits of programs funded through this grant.

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6b.1 In the first column list the resources of the program (e.g. staff, service sites, etc.) the activities of the program (e.g. classes, meetings, counseling), and then quantify the activities in the outputs column (e.g. 10 classes Mondays and Fridays from 6 pm to 8 pm). See example in application. Note: This table should represent and quantify only the activities requested through this Pierce County Violence Prevention application (January 1, 2010 – December 31, 2010) as referenced in 3f.2.

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6c. Other Criteria: In addition to the 5 promises, and the limitation of services to residents of unincorporated Pierce County, the County Council established 5 other criteria that programs must meet. Explain how you intend to meet the following criteria:

- 6c.1. Sustainability. Programs should create or address a long-term solution in the prevention, elimination or reduction of violence, not just a transitory benefit while an individual or family is participating in the program.
- Co-operative Efforts. Programs to be funded are encouraged to develop and implement partnerships with other agencies, municipalities, educational institutions, consultants, and others. This criteria should be addresses in question 3d of the Common application.
- 6c.2. Focus. The funds for this grant are obtained from taxes exclusively for criminal justice purposes. Therefore the focus of the program should be on activities that will result in less criminal activity now, and in the future. Accordingly, these programs should, to the greatest extent possible, be targeted to the prevention or elimination of violent behavior in, among, or towards children and youth. If violence, through extenuating circumstances, can not be prevented or eliminated, a substantial reduction might be a reasonable goal. If violence involves other members of the child or youth's family or community, or if family or community members need to be involved to achieve the desired results, those members may be included in the program.
- Demonstrability. Applicants for funding must be able to demonstrate in a clear and concise manner that the program is accomplishing the objectives it has established for itself, specifically the prevention, elimination, or reduction of violence in or toward children and youth. To that end the County utilizes the "outcomes-based monitoring and evaluation" process set forth in section 4 of the Common Application. No deviation from that process is allowable. This criteria should be addressed in section 4.
- 6c.3. Best Practices. Applications that define a program or process as a "best practice" must identify who has defined that program or process as a "best practice", and where and when that has been utilized.

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6d.1. Local Operation: Please state how long your organization has been in operation in Pierce County.

6d.2. Previous Funding: If your organization has received funding from the Pierce County Violence Prevention Program in the past, please identify the years you were funded and the

amount(s). If not, please explain whether you are an ongoing organization/program applying for the first time or a new organization/program.

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Financial Information to be Submitted with Application (7a & 7b)

7a. Financial Statements/Audit: Attach financial statements, preferably audited financial statements. **Also**, please submit most recent audit report if available. Recipient's that receive federal funds over \$500,000 will be required to submit an audit report per A-133 federal requirements at point of contract with Pierce County for violence prevention funds.

7b. Operating Budget: One copy of the agency's current operating budget must accompany your application.

7c. Funding Commitments: Identify commitments for ongoing funding, including the funding source(s) and dollar amount(s).

7d. Fiscal Management: Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

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Item Signatures: Please have the application signed and dated by an authorized official of the organization. Please include the official's title and the date of signature.

INSTRUCTIONS FOR ADOBE READER

- The application form is a template format, meaning that it is “form fill-able.” In order to correctly complete the application, please be advised of the following:
 - You must first download **Adobe Reader** 8.0 or higher (formerly know as Acrobat Reader) in order to read the application. (free download at www.adobe.com)
 - Please note that if you use Adobe Reader you can not save your document and thus must complete your application it in one sitting. If you choose this option, we encourage you to complete the questions in Word and then cut/paste the responses into the application.
 - In order to save your application for use in future funding cycles, we encourage you to use one of the following options:
 - **CuteFiller - CutePDF Form Filler** (download at www.cutepdf.com)
 - CutePDF Form Filler is a commercial software program used to fill in forms embedded inside PDF documents. It enables you to save your PDF documents. CutePDF offers a free trial edition for evaluation use. CutePDF Form Filler is available for purchase (\$29.95). CuteFiller Instructions are on following page.
 - **Adobe Standard & Professional** (download at www.adobe.com)
 - Adobe Standard & Professional both offer the ability to work in a PDF document, make changes, and save those changes as a PDF or a word document for future use. Adobe offers a 30 day free trial of their Acrobat Professional software. Please note, however, that if you use this free trial and do not purchase the software, your documents will be saved as PDFs and thus you will not be able to manipulate your documents for use in future Pierce County Funders applications. Acrobat 9.0 Standard (\$299) & Professional (\$449) are available for purchase on the Adobe website. Acrobat 8.0 Standard (\$268) & Professional (\$380) are available for purchase at www.amazon.com. (All prices are approximate).

CUTE FILLER INSTRUCTIONS

- 1) Go to www.cutePDF.com
- 2) On the home page, under Desktop PDF Utilities, click on CutePDF Form Filler.

Desktop PDF Utilities CutePDF Form Filler

Fill-in and save interactive PDF forms to your computer for easy archiving or E-mail. Protect your PDF documents with 128-bit encryption.

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- 3) Click on “Buy & Download” on the left side of the screen.
- 4) Follow the instructions to download the software. (I would suggest saving to the Desktop). Please note that you will receive an e-mail from CutePDF with download and installation instructions. This e-mail will include a serial number that you will need to enter in order to launch CutePDF on your system.
- 5) Once you have downloaded the software, click close and exit out of Cutefiller. Click on the CutePDF Form Filler icon on your desktop. Click on “Run”.
- 6) Follow the instructions through the Installation Wizard, being sure to accept the software license agreement. Click “Finish” and then “Launch”.
- 7) Once the program is open, click on the “Open” icon on the top left of the screen or choose “Open” from the File menu.
- 8) Find the application file from wherever you have it saved.
- 9) You can now begin filling out the application. To save, click on one of the blue “Save As...” boxes, which are located at the top right-hand corner and bottom left-hand corner of each page.

*Note: Ignore the pop-up boxes that tell you that you cannot save the document. You can simply close the boxes as they come up.

- 10) Name the file and choose where you would like to save it.
- 11) Each time you want to open the document, you must first open CutePDF Form Filler from the program menu and then select “open,” find the application that you saved and double click.
- 12) You can now add more to the application, being sure to save by clicking on one of the blue “Save As...” boxes before closing or exiting.
- 13) You can repeat this process (steps 10-12) as many times as you would like.

END