



United Way of Stanly County

PROCEDURES FOR SUBMITTING FUNDING APPLICATION

Please follow the directions below in submitting all documentation for your funding application. If you have any questions contact our office at 704-982-6916. Remember: all documentation must be submitted by **12:00 noon on June 30, 2017.**

Please upload each document under the listed individual upload link for tracking purposes.

1. Download **Adobe Acrobat Reader DC** if you do not have it already. This is a free download.
2. Suggestion: Create a **New Folder** on your computer/desktop for ease of access and to keep all documents together.
3. **PDF Format:** Click on Application and click the Download Arrow at top right tool bar.
4. Select your new folder and name the file with your *organization's name, document name, funding year.* (i.e., Boy Scouts Funding Application 2018)
5. **EXCEL Format:** Click on Application and at bottom left download bar "Open". Then click "Enable Editing". Do not change anything in the document! Simply fill in your information.
6. "File" "Save" to your new folder and name it with your *organization's name, the document name and the funding year* (i.e., Boy Scouts Program Budget Worksheet 2018)
7. Fill in the necessary information into the form and save the changes.
8. Follow the same process for all documentation.
9. Once information is entered, upload documents using the Upload Links at the bottom of the webpage.

All other documentation must be submitted in .PDF or EXCEL format by scanning and/or converting on your computer before uploading to the website.

UPLOADING FUNDING APPLICATION DOCUMENTATION

If everything is together, uploading is a quick and easy process. You do not have to upload everything at one time. You are able to “Save Draft” until you are finished. Don’t worry, everything will make sense as you do it!

Make sure all documentation needed is available in either .PDF or EXCEL format. Word documents can be converted by: “File”, “Print” and selecting “Print to .PDF” instead of your printer.

In the “**Upload Documents Link**”, each document is listed individually.

1. Select “Choose File” and it will take you to your computer. Double click on the file.
2. Click “Upload”
3. Repeat for each file **or**
4. Go to bottom and click “Save Draft” if you are not ready to continue with the next file.
5. When everything is uploaded...“Submit”

Please do not click “Submit” until you are ready to send EVERYTHING to United Way of Stanly County!