Instructions for Completing and Submitting Fillable Forms
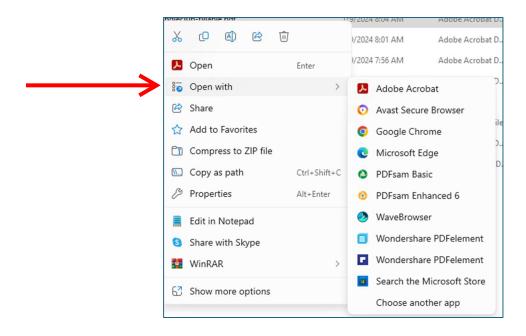
To work with CNY Rotary fillable forms, you must view them in Adobe Acrobat Reader or a similar PDF viewer. Browsers generally do not support fillable forms, so do not use your web browser or Apple Preview to work with these files. The latest version of Acrobat Reader – it's free – can be downloaded **here** - **https://get.adobe.com/reader/**

After downloading the pdf, you will use your computer to view the file:

1. Make sure Adobe Acrobat or **Acrobat Reader** is on your computer.

2. Right click the pdf name on the CNY Rotary website

3. Select Save Link As and choose the destination folder and file name for the pdf on your computer.

4. Double-click on the file to open the pdf on your computer.
The file should open using Adobe Acrobat or Adobe Reader if these programs are on your computer and are set as the default pdf reader

If the file opens in a web browser, you will need to close the file and instruct your computer to reopen it in Acrobat. In Windows, right click on the file and select Open With.....
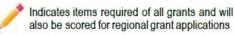
5. Once the file is open, enter your information in the fillable fields (highlighted in blue).

THE ROTARY FOUNDATION 2024-25 CNY Rotary District Grant Application

This is a QUALIFYING DOCUMENT

Indicates items required of all grants and will also be scored for regional grant applications

PROJECT DATES BETWEEN July 2024 to June 30, 2025

Sponsoring Rotary Club: Rotary Club of Pleasantville

Project Title: Main Street Playground Upgrade

Project Start Date: 7/20/2024   Projected Completion Date: 4/15/2025

Describe the project. Please provide specific and detailed information to explain the scope of community impact and the unmet need(s) this project will address. If possible, indicate how many people with be positively affected by the project. (add an attachment if necessary)

This project will provide equipment repairs, safety and securtiy items, and new equipment for the Main Street Playground in Pleasantville. This centerpiece in our community has long been a place where the yoots of our town can enjoy gathering and participating in youthful activities. In recent years the park has degraded into a state of disrepair, with safety hazards, inoperable

The Print, Save, and Email buttons at the bottom of qualifying (required) forms will only work if using a PC running Windows, or a Mac personal computer (these will not work on an iPhone, iPad, or Android device).
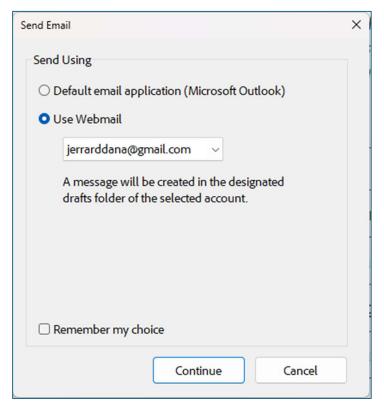
The buttons to the right only work if filling out this form on a Windows or Mac PC. The EMAIL button will create a draft email addressed to grants@cnyrotary .org in your system with a file attachment containing current entered informaion. **YOU MUST ALSO ATTACH A SCAN OR PHOTO OF THE COMPLETED AND HAND SIGNED SIGNATURE PAGE TO THIS EMAIL.**
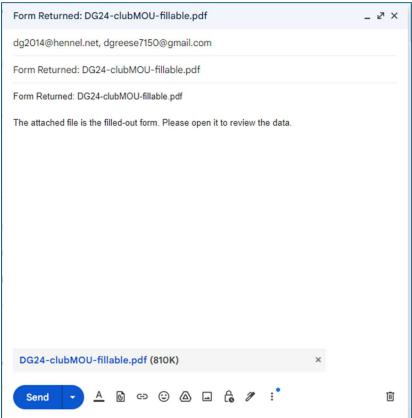
| Save to Your Computer |
| Print This Form |
| Prepare Email |

- The SAVE button will prompt you to save a copy of the pdf file to your computer, with all entries and changes that you have made. It is not necessary for you to complete the form in one session; return to this saved file later and pick up where you left off. You can also select Save or Save As… from the Acrobat menu

- The PRINT button will print a copy of the pdf file to your computer's default printer, with all entries and changes you have made. You can also select Print from the Acrobat menu.

- The EMAIL button will format a draft email in your default email program. The email will automatically have grants@cnyrotary.org as recipient, and a copy of your current pdf file will be automatically attached. If you have more than one email configuration on your computer, you will be prompted to select one:

Send Email   X

Send Using

○ Default email application (Microsoft Outlook)

● Use Webmail

jerrarddana@gmail.com   ∨

A message will be created in the designated drafts folder of the selected account.

☐ Remember my choice

Continue   Cancel

Form Returned: DG24-clubMOU-fillable.pdf   _ ⤢ X

dg2014@hennel.net, dgreese7150@gmail.com

Form Returned: DG24-clubMOU-fillable.pdf

Form Returned: DG24-clubMOU-fillable.pdf

The attached file is the filled-out form. Please open it to review the data.

DG24-clubMOU-fillable.pdf (810K)   ×

Send ▾   A 🖉 ⊝ ☺ △ ⬚ 🔒 ✎ ⋮   🗑

Signing and Submitting Signature Pages

Forms requiring the signatures of one or more persons must be hand-signed.

Electronic signatures on documents will not be accepted.

You may submit your signature page as a scanned attachment along with the main form, or you may send an image file of the complete signature page.

There are many ways to produce and send your signature page; here is a recommended procedure:

1. Use the `PRINT` button on your document to print a paper copy of your form.

2. Have the relevant Rotarians sign the Signature Page of the paper copy.

3. Scan this hand-signed document and save it as a pdf file to your computer (OR take a photo of the signed page with your camera or phone).

4. After your form has been completely filled out, use the `EMAIL` button on your document to prepare a draft email to grants@cnyrotary.org

5. Attach the signature page file (OR photo) created above to this draft email.

6. Send the email.

Note: If it is not convenient to obtain all required signatures on one Signature Page document, multiple documents may be submitted, as long as each references the same project, and all required signatures are submitted.

Reserved for notice about fillable forms training video