

PARTNERSHIP GRANT PROJECTS REQUEST FOR PROPOSAL

Electronic Forms Instructions

Read the following instructions carefully before you begin to fill out the RFP forms.

1. **SAVE A COPY OF THESE FORMS:** You will want a “clean” copy in case you need to start over or complete multiple forms for additional projects. From the *File* menu, choose *Save As* and save a copy of these forms to your computer. Data entered directly on the web pages containing the documents will not be saved to the website; they must be saved to your computer.
2. **REFER TO THE INSTRUCTIONS** for definitions and explanations of specific questions or line items. If you have further questions, contact the Trust Fund Office.
3. **TO USE THE FORMS:**
 - a. **WORD forms – A-C, E-F:**
 - The document is protected so that you will only be able to place your cursor in the grey boxes or click in the check boxes. Use the tab key, arrow keys, or your mouse to move between boxes. The boxes will expand to allow unlimited information to be entered for narrative answers.
 - **Save often!**
 - b. **EXCEL form – D:**
 - **Enter Data:** You can input information into the non-shaded cells only. Use the mouse, arrow keys, or tab key to place the cursor in the cell in which you will enter data. (All the BLUE cells are protected and you cannot input information into them. Many of the BLUE cells have built-in formulas and will automatically perform the necessary calculations.)
 - **Editing:** To make corrections, place your cursor in the cell containing the data to be corrected and double-click or press F2 to access editing mode. Make the corrections, and then press the Enter key.
 - **Save often!**

If you need assistance downloading, copying or completing these forms, please contact us at 415-538-2252 or trustfundprogram@calbar.ca.gov.