

# PARTNERSHIP GRANTS PROJECTS REQUEST FOR PROPOSAL

## Electronic Forms Instructions

Read the following instructions carefully before you begin to fill out the 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 various 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 web site; 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:**
    - You will find “grey boxes on each form. Please insert all text or checkmarks in the grey boxes. You will be able to type as much information as you may consider necessary. Use the tab or arrow keys, or your mouse to move between boxes.
    - **Save often!**
  - b. **EXCEL form – D:**
    - **Enter Data:** You can input information into the non-shaded cells only. Use the mouse or arrow keys to place the cursor in the cell in which you will enter data. Press the “Enter” key. (All the BLUE cells are “protected” and you cannot input any information into them. Many of the BLUE cells have built-in formulas to perform the necessary calculations for you automatically.)
    - **Editing:** To make corrections, place your cursor in the cell containing the data to be corrected and double-click 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](mailto:trustfundprogram@calbar.ca.gov).