

## WATER PROJECT FUNDING APPLICATION INSTRUCTIONS

APPLICATION DEADLINE: December 11, 2015

You can access the Water Project Funding Application Form through the Agriculture & Natural Resources Appropriations Subcommittee webpage on MyFloridaHouse.gov. Click the links for either the instructions or the application form within the Committee Links section.

Before you download the application form, please verify with your information technology service that you are able to download Excel files that contain macros. We recommend using a Windows PC to submit the request; users may encounter errors when using Apple computers and tablets.

Please read these instructions carefully before attempting to enter data or submitting the application form.

### ENABLE EDITING/CONTENT

- Click the Enable Editing and/or Enable Content button(s), usually located near the toolbar above, to activate the sheet. (If you have removed the security settings from Excel options, you may not get these buttons and the form may already be active.)

### DATA ENTRY FORM

- Click the View Data Entry Form button to display the Water Project Funding Application form.
- Enter all the fields in one sitting. Note that this form has five tabs.
- Please provide responses that are as complete as possible. There are character limits for some fields, however, which are indicated in the form.
- Please do not enter a sponsor's name if you have not obtained the sponsor's permission. You can use N/A until you receive permission; the sponsor's name can be added later by informing subcommittee staff of the change.
- For the Project Title field, please include the recipient name first as part of the title (for example, North Bay Wastewater Collection System Improvements).
- Please use month/day/year (mm/dd/yyyy) for date fields unless otherwise indicated for year only fields. Also, please use numbers for numeric fields such as funding amounts, dates or percentages—no text.
- Once you have completed your data entry, review all the information that you have entered before adding and closing the record. Once the record is closed, you cannot make revisions to the data. If revisions are necessary, you must start over with a new record.

## ADD RECORD AND CLOSE

- Upon completing the review, click the Add Record and Close button. The information entered will be saved to Excel and the Data Entry form will close returning you to the main page. Adding and Closing the record does not submit the record. You must submit the application by clicking on the pertinent e-mail button on the main page (see instructions below).
- If you have multiple requests, please completely close out of Excel after you have e-mailed the current application before you re-open the form to enter data for a another request.

## PRINT PREVIEW

- If you would like to keep a record of your application, click the Print Preview button. The Print Preview form shows only the first record you enter and you will not be able to print another request if you have not closed out and re-opened Excel to input another request.

## SUBMIT APPLICATION

- Finally, click one of the e-mail buttons, as described below, to submit your application. Please e-mail each application separately.
  - If you are using Microsoft Outlook as your email client, click the Outlook button. Please be sure to provide a clear subject heading (**Water Project:** and your particular water project title with recipient name first after the colon).
  - If you are using an e-mail client other than Outlook, click the Non-Outlook Users button. A subject heading will be automatically entered for you.
  - If you are using Hotmail or some other web-based e-mail, save the file, log on to your web e-mail account and manually attach the saved file before sending it to [Water.Projects@laspbs.state.fl.us](mailto:Water.Projects@laspbs.state.fl.us). Please use a subject heading starting with the words **Water Project:** and your particular water project title with recipient name first after the colon.
- If you have additional documents you want to provide as part of the application, you may attach them to the e-mail and submit them with the application.
- You should receive an e-mail acknowledging receipt of your application. If you do not receive an acknowledging e-mail, please call or e-mail Caleb Helpling, Agriculture and Natural Resources Appropriations Subcommittee, at (850) 717-4811 or [Caleb.Helpling@laspbs.state.fl.us](mailto:Caleb.Helpling@laspbs.state.fl.us).

If you have any questions regarding the instructions or the application form, please call or e-mail Caleb Helpling at the phone number or e-mail address above.