

Instructions for Downloading Grant Applications

Important: Grant applications cannot be completed or submitted online. The grant application must be downloaded from our website, www.wvhumanities.org and then saved to your person computer (PC) as a word document.

Note: These grant applications are Microsoft compatible and are **NOT** compatible with MAC programs. We apologize for the inconvenience and are working to eliminate this obstacle. Please contact grants administrator Amy Saunders for assistance completing grant applications with a MAC system.

To Save a Grant Application as a Word Document:

1. Log on to www.wvhumanities.org
2. Click on the link, **Grants**
3. Scroll down to **Grant Applications**
4. Double click the link for your specific grant application
 1. **Travel Assistance Grant**
 2. **Minigrant**
 3. **Fellowship**
 4. **Major Grant**
 5. **Media Grant**
 6. **Teacher Institute Grant**
 7. **Publication Grant**
5. Click **File, Save As**, and then save the document in your computer files in a location you will remember

Note: If the document asks you to disable or enable macros, click **Enable**. The command **Macros** makes the application a working document.
6. Close the online grant application.
7. Open the grant application file that you saved in your documents.

Note: If the document does not allow type to be entered click **Tools, Macros, Security**, then click the **Macros Security** option, **Medium – High**.