



TO FILL OUT AND PRINT FORM:

(Adobe Acrobat required)

1. Select the hand tool from the Adobe toolbar.
2. Position the pointer inside a field and click. Enter text.
3. After entering text, press Tab to accept and to go to the next field.
4. Once you have filled in the appropriate fields, click the Print button on the bottom of the form.

TO SAVE FORM:

5. Click the "Saves a copy of the file" icon on the Adobe toolbar or choose File > Save As 6. In the Save PDF File As dialog box: Choose a file location in the Save in field. Enter a file name for the document in the File name field. Click Save.

SUBMITTING FORMS:

Forms may be submitted by one of the following:

1. Mail to SUN Initiative, 57 Warren Street, Roxbury, MA 02119
2. Fax to 617-507-8361
3. E-mail to jherrmann@bostoncommunitycapital.org (Please include your last name in the subject line)

If you have any questions about the program, the information form or the intake process, please call our office at 617-933-5880.