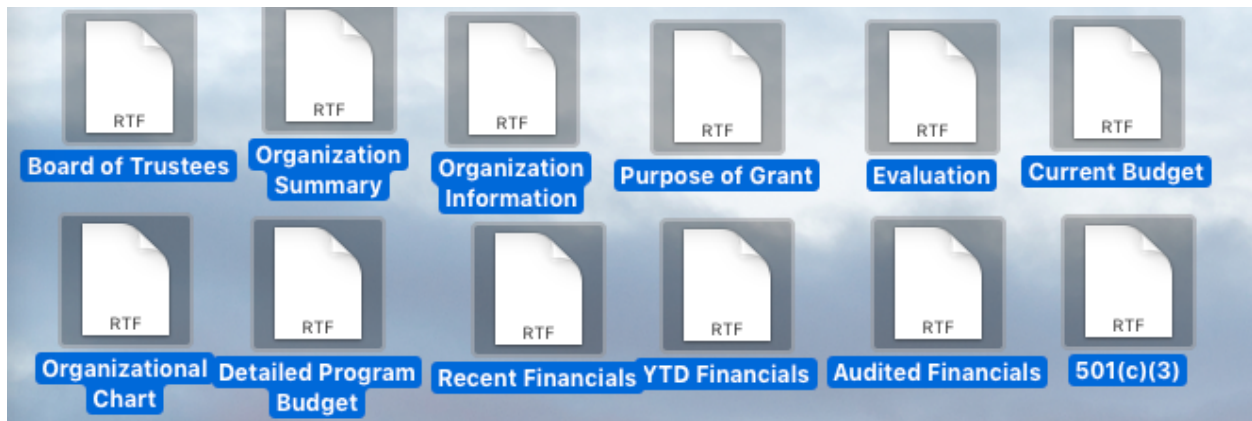




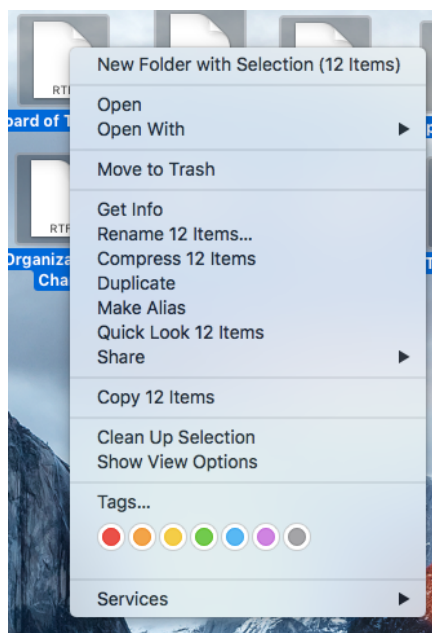
Mac Application Zipping Instructions Pages 1 & 2
Windows Application Zipping Instructions on Page 3

Mac Zipping Instructions:

1. Locate all Sprout Foundation application documents, and consolidate into one location on your computer.
2. While holding the *Command* key, **click each document once** to highlight. When complete, all Sprout Foundation files should be highlighted in blue as shown below. Release *Command*.



3. While holding the *Control* key, **click on any of the documents**. A dialogue box should appear. Then release the *control* key.

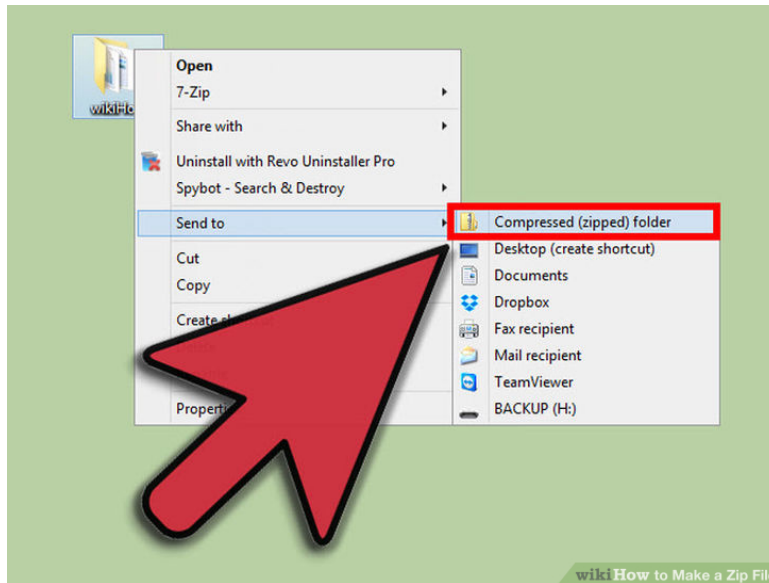


4. **Select the “Compress items...”** option and a new zip file will be created with the selected documents.
5. While holding the *Control* key, click the newly created “Archive.zip” file, and **select “Rename”**. **Type the name of your organization** and press the *Enter* key on your keyboard.
6. Your zip file has been created containing all of your Sprout Foundation Application documents.
7. **Visit <http://sprout-foundation.org/submit>** to upload your application and submit it to the Sprout Foundation Grant Committee.

Windows instructions can be found on the next page.

Windows Zipping Instructions:

1. Locate all Sprout Foundation application documents, and consolidate into one location on your computer.
2. While holding the **Control Key** select each document to highlight. When complete, all Sprout Foundation files should be highlighted in blue.
3. **Right click** any of the selected files, select “Send to”, and then select “Compressed (zipped) folder”.



4. **Right click** the newly created zip file, select “Rename”, and then **type the name of your organization** and press the *Enter* key on your keyboard.
5. **Visit <http://sprout-foundation.org/submit>** to upload your application and submit it to the The Sprout Foundation Grant Committee.