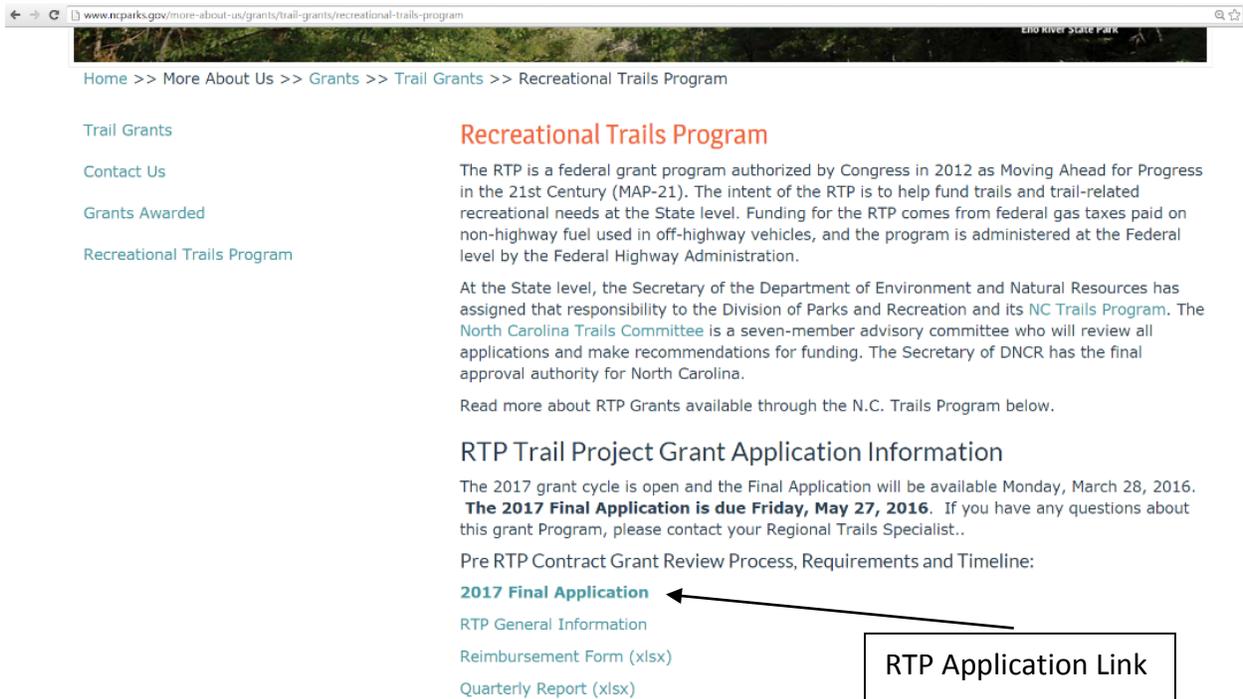


RTP Application Downloading, Saving and Submitting Instructions

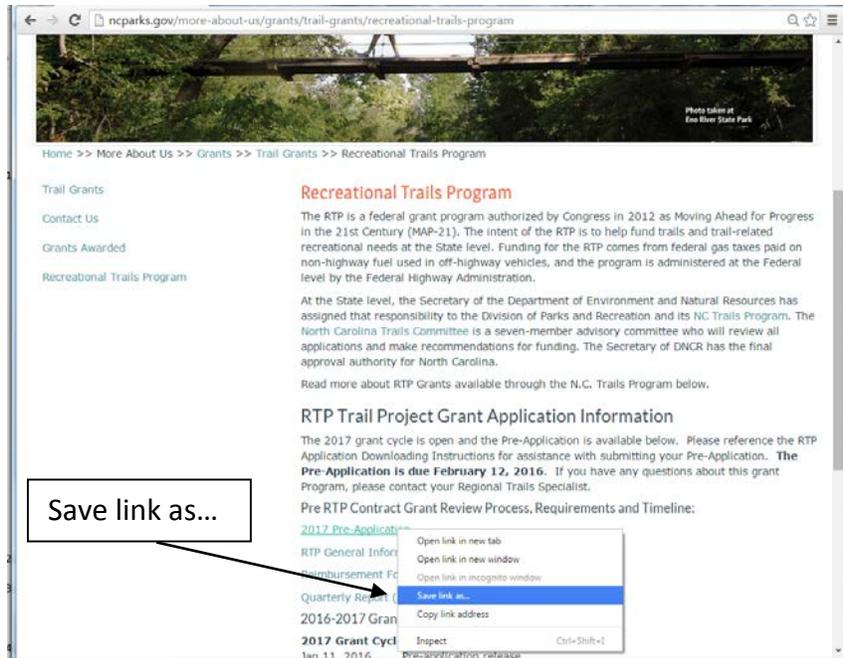
1. **Our RTP Application is available online at:**

<http://ncparks.gov/more-about-us/grants/trail-grants/recreational-trails-program>

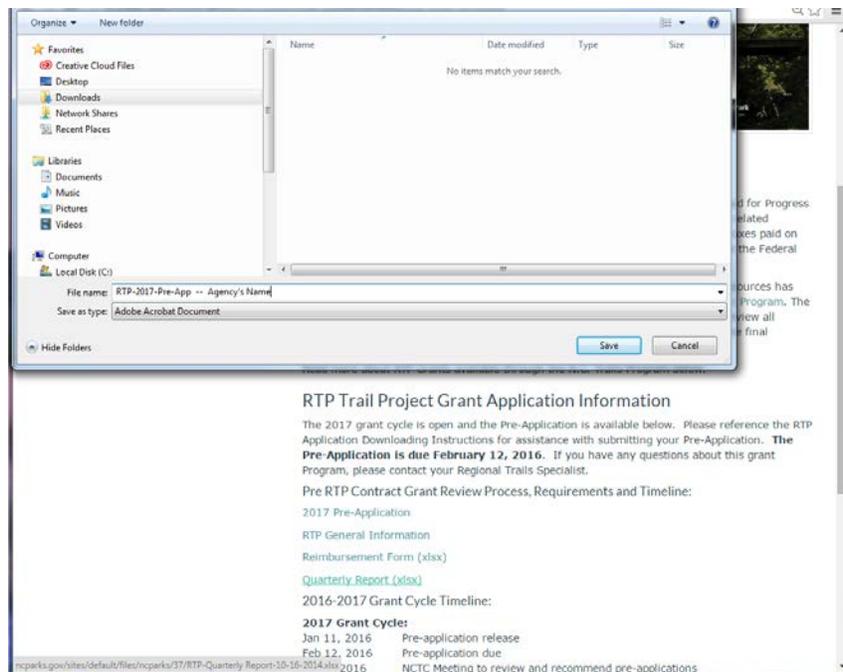


2. **Use this application for the RTP Applications.**
3. **Our RTP Application is Adobe Acrobat Reader 8 or newer compatible. Please use Adobe Acrobat Reader 8 or newer, as other “PDF compatible” programs, may have unforeseen complications.** – Available at <http://get.adobe.com/reader/>
4. **Our RTP application will open direct from the application link, in Internet Explorer.**
5. **If you are using Google Chrome, Foxfire, or other browser – the application link may work differently. The file may open in a new tab, and you may be required to save the file to your computer prior to entering information in the form.** (Most likely the file that is open in this new tab will not save information entered. It is in a “preview” type mode)
6. **If you have any issues, try the following:**

Right click on the 2017 RTP Application link – and click “Save link as...”



Then save the file to your computer (desktop or a place you can easily find the file again). Rename the file to include the Agency's name. See example below:



7. **This saved document should open with Adobe Acrobat Reader.** If you are having trouble opening this document, you may need to update your Adobe Acrobat Reader to version 8 or newer – available at <http://get.adobe.com/reader/>.

8. **Use your saved and renamed application on your computer to develop your application document. Save and check your application early, to make sure you the information you are entering is being saved.**
9. **You are to submit your application via email with your Agency's Name in the "Subject" line.**
10. **Send your Pre-Application & Overview Map via email attachments as .pdf files – and all should be good.**
11. **If you have any problems or questions; please, contact your [Regional Trails Specialist](#).**