

## **NEW IN 2021 – Submit your SAE application online!**

### **ONLINE APPLICATION**

#### **Saving Emails**

On the first page of the application, enter your school email address (or your preferred email address). This email address is how you'll edit your responses, how we will communicate with you regarding your application, and how we will contact and announce the winners.

#### **Saved vs Submitted Responses**

The google form will save your *unsubmitted* responses for 30 days from last access. That means if you start your application (but don't submit) on 9/15, your responses will be accessible until 10/14. Your *submitted* application will be editable through 11/15, which means that starting and submitting your application will permit you to edit your application for the entire application period.

We **highly** recommend starting and submitting your application, then saving the "edit your responses" link available on both the confirmation page and in your confirmation email to continue working on your application.

We cannot see draft applications and we cannot resend confirmation emails, so submit early and save the confirmation email!

#### **Advisor Approval**

Applications submitted online will require the applicant's advisor to complete an [Advisor Approval Form](#). Advisors must submit a separate form with their advisor's statement and signature, confirming approval of the application. This form will be downloadable on the SAE grant page: <https://wisconsinaged.org/ffa/scholarships-and-grants/>

### **EXCEL APPLICATION**

#### **Downloading / Completing**

1. Download the application here
2. Save the Excel application to your computer and/or harddrive
3. Complete all parts of the application, per the "instructions" tab

#### **Submitting via Mail**

1. Print the application
2. File -> Print

- a. Change "Print Active Sheets" to "Print Entire Workbook"
  - b. Confirm "Portrait Orientation"
  - c. Change Scaling to "Fit Sheet on One Page"
  - d. Print single-sided, black and white
3. Sign and date all
4. Mail to: Wisconsin FFA Foundation, 1241 John Q Hammons Dr, Madison, WI 53717

### **Submitting via Email**

1. Email the completed Excel spreadsheet to [info@wisconsinffaoundation.org](mailto:info@wisconsinffaoundation.org)
2. Confirm with your advisor that they will submit their [advisor statement](#) and signature separately

## **GOOGLE SHEETS APPLICATION**

### **Downloading / Completing**

1. Open the view-only application form at this link:  
<https://docs.google.com/spreadsheets/d/1QAZYBxDkgbxmSM5RB2MU8t2kXf3YU0ueB7kcPaiRlgs/edit?usp=sharing>
2. Go to File -> Make a copy
3. Name your document and select where on your Google Drive you'd like it stored
4. Complete all parts of the application using the instructions on the first sheet

### **Submitting via Mail**

1. Print the application
2. File -> Print
  - a. Change "Current Sheet" to "Workbook"
  - b. Under "Selection" deselect "Instructions," leaving 5 pages selected, and click "Apply"
  - c. Confirm "Portrait Orientation"
  - d. Change Scaling to "Fit to Page"
  - e. Print single-sided, black and white
3. Sign and date
4. Mail to: Wisconsin FFA Foundation, 1241 John Q Hammons Dr, Madison, WI 53717

### **Submitting via Email**

1. File -> Share
2. Under "Share with people and groups," add [wiffaoperations@gmail.com](mailto:wiffaoperations@gmail.com)
3. Click "Done"
4. Confirm with your advisor that they will submit their [advisor statement](#) and signature separately.