

# Instructions for Completing the CAPP Application

In order to save your progress as you complete the application, you must use Adobe Acrobat Reader when working with this file. Do not use a web browser to complete the application.

- Download the application file, FY20CAPP\_, to a local drive.
- Open the file with Adobe Acrobat Reader. (Acrobat Reader is a free download from <https://get.adobe.com/reader/>)
- Fill out the form fields and save as needed.
- When complete, rename the file to FY20CAPP\_(DistrictName).
- Attach this file and a letter of commitment from your Superintendent to an email and submit it to [lon.lamprecht@pcae.k12.mn.us](mailto:lon.lamprecht@pcae.k12.mn.us). Deadline is April 22 at 4:00pm.



## \*Narrative Answers on Page 5

Remember that you are limited to 10,000 total characters to answer the six narrative questions asked. If you choose to compose the answers in another program and paste them into page 5, check to make sure all of your text fit into the field. It will only accept 10,000 characters.

\*\*All applications will be automatically time and date stamped internally by the email system when they are received. Applications received after the deadline date and time listed will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.

\*\*\*Prospective responders who have any questions regarding this application may email the contact below no later than 4:00pm, Friday, April 5th, 2019.

Lon Lamprecht, Contract Coordinator  
Perpich Center for Arts Education  
[lon.lamprecht@pcae.k12.mn.us](mailto:lon.lamprecht@pcae.k12.mn.us)

Questions will be accepted through 4:00pm, Friday, April 5th, 2019. A response will be developed to all questions received by the deadline and an addendum published on Tuesday, April 9, 2019.

Other personnel are **NOT** authorized to discuss this application with responders before the proposal submission deadline. Contact regarding this application with any personnel not listed above could result in disqualification.