**Urban Greening Grant Program**

**SOAR Application Form Instructions**

To print your Urban Greening Grant Program from SOAR, please follow the steps below.

1. Log into SOAR and enter your active Urban Greening Application
2. On the General Information tab, scroll down to the bottom of the page and select the Preview/Submit button. (NOTE: Clicking this button will not submit your application)



1. On the new Application Preview page, select the Print Application button on the top.



A pop-up box with your application will appear.

1. Select Ctrl+ P, to print the application. Click Print. The first page of the print out is the application form and includes a signature line for the Authorized Representative.