

Common Mistakes Submitting a Non-Cultural Application

1. **Required Documents.** All documents listed as being required must be attached before you can go to the next page. For a list of Required Documents, as indicated on the Online Submission Form, please click [here](#). Please note that if you click on the next button on the Organization Section and nothing happens, it is probably due to the fact that not all the **required** attachments have been attached.
2. **Document Size.** **ALL** PDF files must be compressed using Adobe Professional version 9 or higher). To download a free trial version of Adobe Professional, click [here](#).
 - **For instructions on how to use Adobe Professional.** Please note that Adobe Professional has an option that allows file sizes to be reduced significantly.
 - o **Adobe Professional (Version 9)** Click [here](#) to the Adobe website instructions on how to reduce the size of a PDF file using Adobe Professional (Version 9). Click [here](#) for screen shots showing how to reduce the size of a PDF using Adobe Professional.
 - o **Adobe Acrobat Pro X (Free Trial Version)** Click [here](#) for screen shots showing how to reduce the size of a PDF using Adobe Acrobat Pro X.
3. **Submission Form Fill Ins.** When filling out questions 1 through 6 of the Online Submission Form, make sure that all the required fields are filled out and there are no validation errors (if there is a validation error, the box in question would be red). **Please note that you will be able to click the next button and advance to the next page even if there are validation errors, but you will not be able to upload your Request Form.**
 - **The Tax ID must be 9 digits long.**
4. **Time Limits.** Please remember that the Online Submission Form must be completed and submitted in one sitting. If you have not attached all attachments and submitted your Request Form within 30 minutes, you may have to start over.

If after carefully reviewing the above, you are still having technical problems with your submission, please contact CapitalRequests@omb.nyc.gov